



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

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AUG - 5 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Montgomery County Board of County Commissioners

Community & Economic Development

(local government entity)

[Signature]

Erik Collins

(unit)
Director

6-27-15

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

(telephone number)

117 S. Main Street, PO Box 972
 (address)

Dayton
 (city)

45422
 (zip code)

Montgomery
 (county)

To have this form returned to the Records Commission electronically, include an email address:

ratcliff@mcoho.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

7-15-15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]

Signature

Government Records Architect

Title

8/14/2015

Date

Section D: Auditor of State

[Signature]

Signature

Records Mgr

Title

8-24-15

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*Montgomery County Board of County Commissioners
(local government entity)Community & Economic Development
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
15-1	Economic Development General Subject Files	Annual Review	Electronic/ Paper		<input type="checkbox"/>
15-2	Personnel Files	To Human Resources upon termination.	Electronic/ Paper		<input type="checkbox"/>
15-3	Community Improvement Corporation Annual Reports	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
15-4	Community Improvement Corporation Audits	Permanent	Electronic/ Paper		<input type="checkbox"/>
15-5	Community Improvement Fiscal Records	15 years	Electronic/ Paper		<input type="checkbox"/>
15-6	Community Improvement Minutes of Meetings	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
15-7	Hospital Bond Files	15 years, plus 3 years after the final redemption date of the bonds	Electronic/ Paper		<input type="checkbox"/>
15-8	Hospital Bond Transcripts	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
15-9	Industrial Bond Development Files	15 years, plus 3 years after the final redemption date of the bonds	Electronic/ Paper		<input type="checkbox"/>
15-10	Industrial Bond Development Transcripts	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
15-11	ED/GE Project Files	3 years	Electronic/ Paper		<input type="checkbox"/>
15-12	ED/GE Summary Books	Permanent	Paper		<input checked="" type="checkbox"/>
15-13	Business First! Member Files	Permanent	Electronic/		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Montgomery County Board of County Commissioners
(local government entity)

Community & Economic Development
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
15-14	Business First! Financial Records	5 years	Paper Electronic/ Paper		<input type="checkbox"/>
15-15	Site Seeker Business Recruitment Files	5 years	Electronic/ Paper		<input type="checkbox"/>
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