



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

## 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 Development

(local government entity)

*Erik Collins*

Erik Collins

(unit)

Director

*6-24-15*

(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

Dayton

45422

Montgomery

(address)

(city)

(zip code)

(county)

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

[ratcliff@mcohio.org](mailto:ratcliff@mcohio.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.

*D. Heberma*

*7-15-15*

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

*K. Latt*

*Government Records Archivist*

*8/14/2015*

Signature

Title

Date

### Section D: Auditor of State

*Martin E. Meier*

*Records Mgr*

*8-24-15*

Signature

Title

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

Community Development

(local government entity)

(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	<b>Consolidated Plan for Housing and Community Development</b>	5 years	Paper/ Electronic		<input type="checkbox"/>
15-2	<b>Annual Action Plan</b>	5 years	Paper/ Electronic		<input type="checkbox"/>
15-3	<b>Grant Application Files—Funded Projects:</b> Annual planning process. Includes resolutions to the Board of County Commissioners, budgets and correspondence.	5 years provided all audits are completed and pending actions resolved.	Paper	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 C.R.C.</b>	<input type="checkbox"/>
15-4	<b>Grant Application Files—Non-Funded Projects</b>	5 years	Paper/ Electronic		<input type="checkbox"/>
15-5	<b>Annual Performance Report</b>	5 years from the date of submission.	Paper/ Electronic		<input type="checkbox"/>
15-6	<b>Project Files:</b> Complete history for each funded project.	5 years provided all audits are complete and pending actions resolved.	Paper/ Electronic		<input type="checkbox"/>
15-7	<b>General Correspondence</b>	5 years	Paper		<input type="checkbox"/>
15-8	<b>Financial Records:</b> Includes duplicate financial records (originals are in the Auditor's office), property records, equipment records, cost allocation plans, program income records and indirect costs records.	5 years provided all audits are completed and pending actions are resolved.	Paper		<input type="checkbox"/>
15-9	<b>Personnel Records:</b> Personnel action forms, vacation and sick leave records.	5 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>