

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County Records Commission (937) 225-4284 Telephone Number
 451 West Third Street Dayton 45422 Montgomery
 (address) (city) (zip code) (county)

(2) FROM: Montgomery County Administrator
 (political subdivision name) (unit)
[Signature] 11/20/08
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Dec. 12, 2008 as reflected by the minutes kept by this commission.

Chairman, Records Commission: [Signature] 12-12-08
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): [Signature] 1/2/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: [Signature] 2-4-09
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
08-1	County Operating files (Individual files on operations of departments elected offices, boards, commissions, agencies, etc within county government; includes budgets and reports	Current year in office; then to Records Center for 5 years	paper	
08-2	Correspondence (Routine letters received and sent not documenting policy or decisions).	Annual review	paper/electronic	
08-3	Issues Files (Separate history files on county or county related issues, plans, projects and programs).	To Records Center when inactive; then annual review	paper	<div style="border: 1px dashed black; padding: 5px; text-align: center;"> OHIO HISTORICAL SOCIETY DEC 31 2008 1000 </div>
08-4	Non-County Organizations (files on variety of affiliated agencies, committees, etc. not falling directly within county government).	Annual Review	paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Montgomery County
(political subdivision name)

Administrator
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-5	Office Operations Files (Records on this office's daily operations; such as requisitions, travel forms, employee time records)	2 Years	paper/electronic	
08-6	Personnel Files (Current employee files under this office).	To personnel upon termination	paper	
ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS				