



DEC 20 2014


STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Montgomery County Board of County Commissioners Human Services Planning and Development Department
(local government entity) (unit)

 Tom Kelley Director 12-9-14
(signature of responsible official) (name) (title) (date)


Section B: Records Commission

Montgomery County Records Commission (937) 225-6366
Records Commission (telephone number)

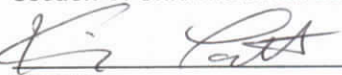
117 S. Main Street PO Box 972 Dayton 45422 Montgomery
(address) (city) (zip code) (county)

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

 12/15/14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Government Records Archivist 12/23/2014
Signature Title Date

Section D: Auditor of State

 1-21-15
Signature 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**Board of County Commissioners****Human Services Planning and Development Department**

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
14-01	Agency Files: Files for and contracts with outside agencies that provide services funded by the Human Services Levy.	10 years	Electronic/ Paper		<input type="checkbox"/>
14-02	Brother Raymond L. Fitz Award Publications and Nominations	Until superseded or obsolete. Retain 3 copies permanently	Electronic / Paper		<input checked="" type="checkbox"/> <i>only for permanent copies</i>
14-03	Family & Children First Council Annual Audit Reports	5 years	Electronic/ Paper		<input type="checkbox"/>
14-04	Family & Children First Council Annual Reports	50 copies for 2 years following publication year. Retain 5 copies permanently	Electronic/ Paper		<input checked="" type="checkbox"/> <i>only for permanent copies</i>
14-05	Help Me Grow Participant Records: Contains records of eligibility, applications and documentation of services provided to participants in the Help Me Grow Program. (OAC 3701-8-09)	7 years from the date of last payment for service.	Electronic/ Paper		<input type="checkbox"/>
14-06	Historical Reference Files	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
14-07	HMIS (Homeless Management Information System): Contains client data from a limitless number of service transactions for longitudinal data analysis and assessment of client outcomes.	7 years	Electronic/ Paper		<input type="checkbox"/>
14-08	HUD (Housing and Urban Development): 24 CFR Part 85 – All financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees which are required to be maintained by the terms of this part, program regulations or the grant agreement, see for other exceptions §85.36(i)(10).	3 years provided no litigation.	Paper		<input type="checkbox"/>

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14-09	Human Services Levy – Community Review Teams: Final Reports. Full-Cycle and Mid-Cycle.	20 years	Electronic/ Paper		<input type="checkbox"/>
14-10	Miscellaneous Grant Files Supporting Financial Records or Procedures	5 years unless grant award indicates an extended retention period.	Electronic/ Paper		<input type="checkbox"/>
14-11	Requests for Proposals (RFP) Masters: Separate copy of all program requests for proposals.	5 years	Electronic/ Paper		<input type="checkbox"/>
14-12	Unsuccessful Requests for Proposals (RFP): Includes all RFPs, provider responses and bids submitted. (Successful RFPs are in Agency Files.)	3 years	Electronic/ Paper		<input type="checkbox"/>