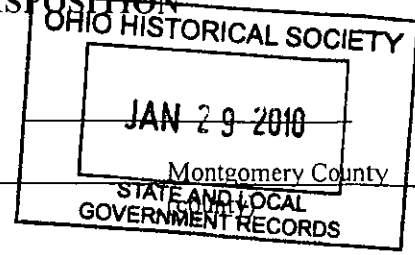


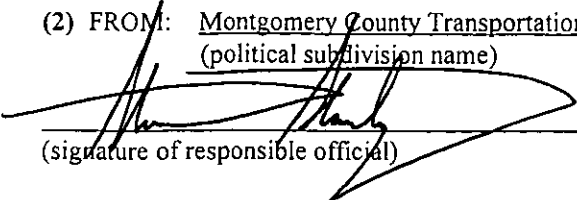
**MONTGOMERY COUNTY TRANSPORTATION IMPROVEMENT DISTRICT (TID)
SCHEDULE OF RECORDS RETENTION AND DISPOSITION**



(1) TO: Montgomery County Records Commission Telephone Number:

117 S. Main Street, 6th Floor Dayton 45422
(address) (city) (zip code)

(2) FROM: Montgomery County Transportation Improvement District (TID)
(political subdivision name) (unit)

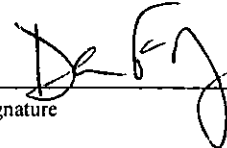

(signature of responsible official)

Steve Stanley Executive Director
(name) (title)

1/26/10
(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 Jan. 21, 2010 as reflected by the minutes kept by this commission.

Chairman, Records Commission:


Signature 1/21/10
Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Fred Prentis 2/17/2010
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 3-1-10
For the Ohio Auditor of State Date

**MONTGOMERY COUNTY TRANSPORTATION IMPROVEMENT DISTRICT (TID)
SCHEDULE OF RECORDS RETENTION AND DISPOSITION
(To Be Maintained By the Person Primarily Responsible For the Record)**

The originals (or a copy if no original is in TID's custody) of the following types of documents are required to be maintained by the person primarily responsible for the matter involved and fall within the retention period indicated below:

	Record Description	Retention Period	Circumstances that alter retention period (other than litigation or audit hold); and special instructions/comments
10-01	General Agreements (active contracts not project related)	6 years after expiration or termination of contract	
10-02	Financial Reporting Audits	5 years	
10-03	Automobiles (titles)	3 years after sale of automobile	
10-04	Back-up Drives	30 days	
10-05	Board Meeting Minutes	Permanent	

**MONTGOMERY COUNTY TRANSPORTATION IMPROVEMENT DISTRICT (TID)
SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

	Record Description	Retention Period	Circumstances that alter retention period (other than litigation or audit hold); and special instructions/comments
10-06	Other Board Meeting Information (includes sign in sheets, information handed out at meeting, and other related)	File electronically within 3 months of meeting, hardcopies destroyed after 5 years	
10-07	Budgets and Operating Plans	5 years	
10-08	Complaints	3 years	
10-09	Contracts (active agreements not project related)	6 years after expiration or termination of contract	
10-10	Expense Statements (Including but not limited to: business travel, client/vendor entertainment, mileage, and relocation expenses)	3 years	
10-11	Government Regulations	3 years after regulation is superseded	
10-12	Litigation Hold	Permanent	Contact Legal Counsel
10-13	Market Information	3 years	
10-14	Meetings (Notes and Minutes, Excluding Board Meetings or Board Committee Meetings)	Do not store unless future use can be foreseen; in that case, assign 3 years	
10-15	Organization Charts	Discard when superseded	
10-16	Personal e-mail communication	Eliminate immediately	TID staff is strongly discouraged from forwarding personal e-mail.
10-17	Personnel files (Employment Agreements, Bonus, Commission or Compensation Plans, Performance Reviews, Worker's Compensation)	Permanent	
10-18	Personnel Policies and Procedures	Discard when superseded	
10-19	Photos (that are not included in any other categories)	3 years	
10-20	Projects	Upon completion of project, transfer files to microfilm and store at off-site storage facility	
10-21	Property Appraisals	12 years after sale or other transfer of property	
10-22	Videotapes (that are not included in other categories)	3 years	
10-23	Visitor Log	3 years	

**MONTGOMERY COUNTY TRANSPORTATION IMPROVEMENT DISTRICT (TID)
SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

ADDITIONAL GROUP-SPECIFIC CATEGORIES OF DOCUMENTS

	Record Description	Retention Period	Circumstances that alter retention period (other than litigation or audit hold); and special instructions/comments
10-24	Intergovernmental Agreements related to a Project	5 years after completion of project	
10-25	Project Meeting Minutes	5 years after completion of project	
10-26	Engineering Design Plans	5 years after project is transferred to another local government	
10-27	Right-of-Way files	5 years after project is transferred to another local government	
10-28	Environmental Documents	10 years after project is transferred to another local government	
10-29	Photos	3 years after completion of project	
10-30	Construction Documents	5 years after project is transferred to another local government	
10-31	Project Warranties	3 years after warranty expiration date	
10-32	Dedication Plats	5 years after project is transferred to another local government	
10-33	Other Project Related Files	5 years after project is transferred to another local government	