

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County, Ohio Records Commission 937-225-4284 Telephone Number

451 West Third Street Dayton, OH 45422 Montgomery
 (address) (city) (zip code) (county)

(2) FROM: Montgomery County, Ohio Public Works Department
 (political subdivision name) (unit)

David Z. Ruch DIRECTOR 6/26/09
 (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.

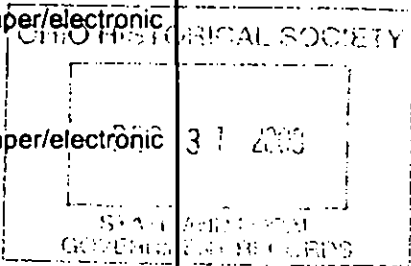
Chairman, Records Commission: Judy Dodge 12-12-08
 Signature Date

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

Approved by the Ohio Auditor of State: Martin E. Ruch 2-4-09
 For the Ohio Auditor of State Date

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

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-01	<u>Energy Management Records</u> (Files with copies of utility bills, worksheets, etc., used to compile statistical reports)	5 years: Reports Annual review: All others	paper/electronic	
08-02	<u>Maintenance History</u> (Dept. record of preventative maintenance done)	3 years after item(s) maintained/serviced is gone	paper/electronic	
08-03	<u>Maintenance of Service Tickets</u> (Dept. copies of vendor tickets vendor tickets for repairs to elevators, escalators, etc.)	3 years	paper/electronic	
08-04	<u>Maintenance of Work Orders</u> (Dept. copy of in-house repairs and work, etc.)	3 years	paper/electronic	
08-05	<u>Photographs</u> (various construction and recreation program photos)	3 years (to archives when obsolete)	electronic/digital/ paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Montgomery County, Ohio
(political subdivision name)

BZ Rich
Public Works Department
(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
08-06	<u>Project Files</u> (Complete record of all capital - related projects either completed, supervised or maintained by Dept.; includes successful bid, contract, finished drawings, invoices, contractor payroll and correspondence)	Destroy contractor payroll info. and in voices 3 years after project completion, but microfilm remainder of file 3 years after completion of project for permanent record	paper/electronic (to microfilm for permanent record 3 years after project completion)	<p>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 O.R.C.</p>
08-07	<u>Recreation Program Files</u> (Various seasonal and ongoing programs)	3 years	paper/electronic	
08-08	<u>Parks Division Records</u> (Includes tracking of herbicide/ pesticide certifications/licenses maintained by employees, various chemical applications etc.)	3 years	paper/electronic	
08-09	<u>State of Ohio EPA reports</u> (Records concerning items, such as: ash monofill; tire collection; transfer station operation logs, checks, charts, etc.; transfer of waste material(s); etc.)	7 years	paper/electronic	
08-10	<u>Weigh/Scale Tickets</u>	Audited (plus 1 year)	electronic/paper	
<p>ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS.</p>				