



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOV 05 2018

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

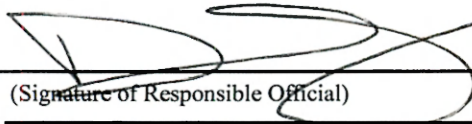
Section A: Local Government Unit

Montgomery County Board of County Commissioners

Purchasing

(Local Government Entity)

(Unit)



Tyler Small

Central Services Director

10/2/18

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Montgomery County Records Commission

937-496-6932

117 S. Main Street, 6th Floor

Dayton

45422

(Telephone Number)

Montgomery

(Address)

(City)

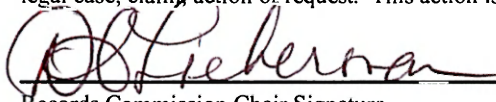
(Zip Code)

(County)

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

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.

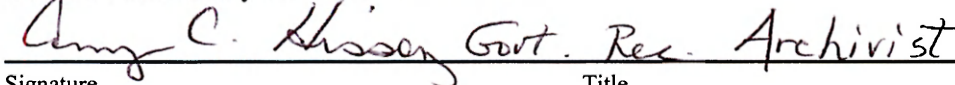


10/29/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives



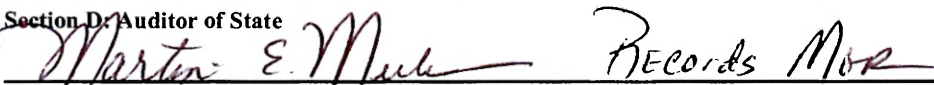
11/10/18

Signature

Title

Date

Section D: Auditor of State



11-29-18

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.*

(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
18-1	Accident Reports: Copies of reports involving county property.	3 years	Paper		<input type="checkbox"/>
18-2	Bids: All bids received, including unsuccessful. See Clerk of Commission for contracts awarded.	3 years	Electronic		<input type="checkbox"/>
18-3	Internal Service Fund Billings (ISF): Copies of billings for stockroom, office services, etc.	3 years	Paper		<input type="checkbox"/>
18-4	Daily Cash Reports: Reports on cash received in parking garage and for parking services.	Retain until audited	Paper		<input type="checkbox"/>
18-5	General Correspondence: General subject files.	Annual Review	Paper		<input type="checkbox"/>
18-6	Insurance Policies: County copies of all policies.	2 years after termination of policy	Paper		<input type="checkbox"/>
18-7	Leave Records: Cumulative record of sick and vacation.	3 years	Paper		<input type="checkbox"/>
18-8	Parking Garage Tickets: Tickets from entrance machine.	Retain until audited	Paper	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.	<input type="checkbox"/>
18-9	Parking Garage Transportation Slips: Slips filled out by county employees using county vehicles.	2 years	Electronic		<input type="checkbox"/>
18-10	Purchase Orders and Requisitions: Department copies. See Auditor for audit copies.	2 years	Electronic		<input type="checkbox"/>
18-11	Receipts and Pay-Ins: Pay-in records for money received and deposited.	Retain until audited	Paper		<input type="checkbox"/>
18-12	Service Depot Records: Job orders, invoices, service orders, etc., for county facility. Audit records are with the Auditor.	2 years	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

18-13	Vehicle History File: Individual file on each county vehicle.	2 years after disposal of vehicle. Purge all job orders after 2 years.	Electronic		<input type="checkbox"/>
18-14	Vehicle Printouts: Inventory, cost summaries, recaps, master lists.	2 years	Electronic		<input type="checkbox"/>