



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

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: Local Government Unit

Montgomery County

Records Center & Archives

(local government entity)

Tina S. Ratcliff

Tina S. Ratcliff

(unit)

Records & Information Manager

11/12/2015

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Montgomery County Records Commission

(telephone number)

117 South Main Street

Dayton

45422

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.

Deborah Lieberman

11-23-15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda D. Rindler

Signature

Local Government Records Archivist

Title

12/13/15

Date

Section D: Auditor of State

Martin E. Murr

Signature

Title

Records Manager

12-24-15

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.*

Montgomery County

Records Center & Archives

(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 Require d by LGRP
15-1	Imaging Center - Operation Records: Logs and inspection sheets documenting the digitizing and microfilming of government records for county offices and outside government entities.	Destroy after microfilming	Electronic		<input type="checkbox"/>
15-2	Imaging Center - Operation Records: Logs and inspection sheets documenting the digitizing and microfilming of government records for county offices and outside government entities.	Permanent	Microfilm		<input type="checkbox"/>
15-3	Imaging Center - Operation Records: Logs and inspection sheets documenting the digitizing and microfilming of government records for county offices and outside government entities.	Destroy after microfilming	Paper		<input type="checkbox"/>
15-4	Records Center – Operation Records: Inventories, request forms and destruction reports documenting the life cycle of records sent to the Records Center & Archives for storage.	Destroy after microfilming	Electronic		<input type="checkbox"/>
15-5	Records Center – Operation Records: Inventories, request forms and destruction reports documenting the life cycle of records sent to the Records Center & Archives for storage.	Permanent	Microfilm		<input type="checkbox"/>
15-6	Records Center – Operation Records: Inventories, request forms and destruction reports documenting the life cycle of records sent to the Records Center & Archives for storage.	Destroy after microfilming	Paper		<input type="checkbox"/>
15-7	Records Center Inventory System: Database used to track records stored in the Records Center & Archives.	Permanent. Continually maintain and update.	Electronic		<input checked="" type="checkbox"/>

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

Montgomery County

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15-8	Records Commission – Records: Approved Records Retention Schedules and Certificates of Disposal for county offices and other government entities.	Permanent	Electronic		<input type="checkbox"/>
15-9	Records Commission – Records: Approved Records Retention Schedules and Certificates of Disposal for county offices and other government entities.	Permanent	Paper		<input type="checkbox"/>
15-10	Records Commission – Minutes: Record of all Records Commission meetings. Also includes resolutions passed by the Commission.	Permanent	Paper		<input checked="" type="checkbox"/>
15-11	Records Commission – Minutes: Record of all Records Commission meetings. Also includes resolutions passed by the Commission.	Permanent	Microfilm		<input checked="" type="checkbox"/>