

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

451 W. Third St. Dayton 45422 Montgomery  
 (address) (city) (zip code) (county)

(2) FROM: Montgomery County Soil & Water Conservation District  
 (political subdivision name) (unit)

Jim Dillon Jim Dillon District Administrator  
 (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):

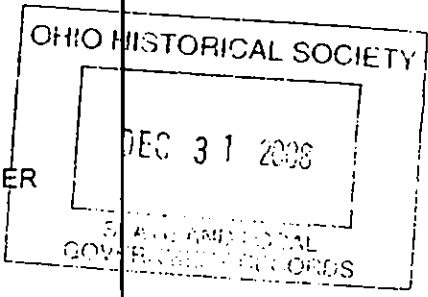
and mande 1/2/09  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 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
08-1	ADMINISTRATION APPLICATION AGREEMENT FORMS COOPERATIVE CONSERVATION AGREEMENT-OSWCC NO. 30	UNTIL SUPERSEDED	PAPER	
08-2	GROUP REQUEST-OSWCC NO. 31	UNTIL SUPERSEDED	PAPER	
08-3	REQUEST FOR ASSISTANCE OSWCC NO. 29	UNTIL SUPERSEDED	PAPER	
08-4	COMPLETED REQUEST FOR ASSISTANCE FORMS	UNTIL SUPERSEDED	PAPER	

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FROM: Montgomery County Soil & Water Conservancy Distric  
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(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-5	AGREEMENT FORMS- OSWCC NO. 30-SIGNED AWAITING BOARD ACTION	UNTIL SUPERSEDED	PAPER	
08-6	OTHER REQUEST APPLICA- TIONS	UNTIL SUPERSEDED	PAPER	
	<b>DISTRICT ELECTIONS &amp; REORGANIZATION</b>			
08-7	ELECTION PROCEDURES	UNTIL SUPERSEDED	PAPER	
08-8	ABSENTEE BALLOT REQUEST FORMS	UNTIL SUPERSEDED	PAPER	
08-9	ELECTION RESULT	PERMANENT	PAPER	
08-10	ELECTION RESULT FORMS	UNTIL SUPERSEDED	PAPER	
08-11	SUPERVISORS, CURRENT & PAST	PERMANENT	PAPER	
08-12	REORGANIZATION NOTICES	5 YEARS AFTER OFFICIAL AUDIT	PAPER	<b>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.</b>
08-13	REORGANIZATION NOTICE FORMS	UNTIL SUPERSEDED	PAPER	
08-14	SUPERVISOR HANDBOOK	UNTIL SUPERSEDED	PAPER	
08-15	OATH OF OFFICE/RESIGNA- TION	PERMANENT	PAPER	
	<b>LEGISLATIVE &amp; LEGAL</b>			
08-16	OHIO GENERAL ASSEMBLY & US CONGRESS MAPS & NAMES OF LEGISLATORS	UNTIL SUPERSEDED	PAPER	
08-17	LEGAL OPINIONS	UNTIL SUPERSEDED	PAPER	
08-18	LAWS	UNTIL SUPERSEDED	PAPER	
08-19	RESOLUTIONS-CURRENT & OLD	UNTIL SUPERSEDED	PAPER	
08-20	PENDING LEGISLATION	UNTIL SUPERSEDED	PAPER	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-21	CIVIL RIGHTS (LAWS)	UNTIL SUPERSEDED	PAPER	<i>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.</i>
08-22	NON-DISCRIMINATION STATEMENT	UNTIL SUPERSEDED	PAPER	
08-23	LEGAL NOTICES	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-24	COUNTY BID RESOLUTIONS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-25	PUBLIC RECORDS REQUESTS	3 YEARS	PAPER	
	<b>MEMORANDUMS OF UNDERSTANDING</b>			
08-26	LOCAL, CITY, STATE, FEDERAL	UNTIL SUPERSEDED	PAPER	
	<b>MINUTES OF DISTRICT BOARD MEETINGS</b>	PERMANENT		
08-27	OFFICIAL MINUTES CHECK SHEET	REVIEW FOR HISTORICAL VALUE	PAPER	
08-28	POLICY DECISIONS MADE IN THE MINUTES (EXPLAIN IN DETAIL)	PERMANENT	PAPER	
08-29	CANCELLED POLICY	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
	<b>OFFICIAL RECORDS AND DOCUMENTS</b>			
08-30	DISTRICT CHARTER	PERMANENT	PAPER	
08-31	SURETY BONDS AND BOND RENEWAL INVOICES	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-32	DISTRICT EQUIPMENT INVENTORY RECORD	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-33	EMPLOYMENT POLICIES	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-34	JOB DESCRIPTIONS	SUPERSEDED + 5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-35	PERFORMANCE EVALUATIONS	PERMANENT	PAPER	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
08-36	OFFICE RENTAL AGREEMENT	SUPERSEDED + 5 YEARS AFTER AUDIT	PAPER	<i>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.</i>	
08-37	MISCELLANEOUS OFFICE SPACE ISSUES	5 YEARS AFTER OFFICIAL AUDIT	PAPER		
08-38	EQUIPMENT SPACE AND LIABILITY INSURANCE POLICIES	SUPERSEDED+ 5 YEARS AFTER OFFICIAL AUDIT	PAPER		
08-39	LICENSES AND PERMITS	SUPERSEDED+ 5 YEARS AFTER OFFICIAL AUDIT	PAPER		
08-40	BULK MAILING PERMIT	SUPERSEDED	PAPER		
08-41	NURSERY DEALERS LICENSE	SUPERSEDED	PAPER		
08-42	TAX EXEMPTION NO./ FED ID NO.	PERMANENT	PAPER		
08-43	TAX EXEMPTION STATUS (LETTER)	UNTIL SUPERSEDED	PAPER		
08-44	INTERNAL REVENUE TAX REFUND ON TAX	SUPERSEDED+ 5 YEARS AFTER OFFICIAL AUDIT	PAPER		
08-45	SALES TAX INFORMATION	SUPERSEDED+ 5 YEARS AFTER OFFICIAL AUDIT	PAPER		
08-46	CONTRACT FOR SERVICE/ REPAIRS	5 YEARS AFTER OFFICIAL AUDIT	PAPER		
<b>OHIO SOIL AND WATER CONSERVATION COMMISSION</b>					
08-47	MEMBERS, STAFF AND ORGANIZATIONAL CHART	ASSESS FOR HISTORICAL VALUE	PAPER		
08-48	OSWCC MINUTES	ASSESS FOR HISTORICAL VALUE	PAPER		
08-49	OSWCC POLICY	UNTIL SUPERSEDED	PAPER		

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<b>OFSWCD ORGANIZATION POLICIES, BYLAWS, OFFICER, AND DIRECTORS RESOLUTIONS</b>			
08-50	STATE-MINUTES	ASSESS FOR HISTORICAL VALUE	PAPER	
08-51	AREA-MINUTES	ASSESS FOR HISTORICAL VALUE	PAPER	
08-52	OFSWCD COMMITTEES <b>PLANS OF OPERATION</b>	UNTIL SUPERSEDED	PAPER	
08-53	DISTRICT LONG RANGE PROGRAM	UNTIL SUPERSEDED	PAPER	
08-54	DISTRICT ANNUAL PLAN OF OPERATIONS	UNTIL SUPERSEDED	PAPER	
08-55	DISTRICT COMMITTEE ASSIGNMENTS	UNTIL SUPERSEDED	PAPER	
08-56	NACD WORKLOAD ANALYSIS SURVEY	UNTIL SUPERSEDED	PAPER	
	<b>BUDGET AND FINANCE</b>			
08-57	GUIDES AND REGULATIONS TO FOLLOW FOR UTILIZING COUNTY AND STATE FUNDS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
	<b>SPECIAL FUNDS</b>			
08-58	BUDGET REQUESTS & APPROPRIATIONS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-59	SPECIAL FUND APPROPRIATIONS TO AUDITOR'S ACCOUNTS CERTIFICATE OF RESOURCES/APPROPRIATIONS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-60	SPECIAL FUND VOUCHERS (ATTACH IRS-W2 TO APPROPRIATE VOUCHER)	5 YEARS AFTER OFFICIAL AUDIT	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.

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	<b><i>DISTRICT FUND</i></b>			
08-61	DISTRICT VOUCHERS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-62	BANK RECORDS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-63	CREDIT CARD RECORDS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
	<b>OTHER FINANCIAL RECORDS</b>			
08-64	FINANCIAL STATEMENTS (FORM 11)	5 YEARS AFTER OFFICIAL AUDIT)	PAPER	
08-65	ANNUAL CASH BASIS FINANCIAL REPORT	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-66	AUDIT REPORTS-OFFICIAL AND UN-OFFICIAL	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-67	PETTY CASH BOOKKEEPING RECORDS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-68	GENERAL RECEIPTS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
	<b>SUPPORT ORGANIZATIONS</b>			
08-69	GENERAL CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-70	LETTERS FROM SWCD COUNTY OFFICES	ASSESS FOR HISTORICAL VALUE	PAPER	
08-71	LETTERS FROM COUNTY OFFICES (BCC, ENGINEER, PLANNING COMMISSION, HEALTH DEPT.)	ASSESS FOR HISTORICAL VALUE	PAPER	
08-72	LETTERS FROM COUNTY OFFICES (AUDITOR, PURCHASING, REGIONAL PLANNING)	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-73	LETTERS FROM OHIO CIVIL RIGHTS COMMISSION	5 YEARS AFTER OFFICIAL AUDIT	PAPER	

**Verified means: the years of possession 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.**

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-74	LETTERS FROM THE DEPARTMENT OF TRAD AND DEVELOPMENT	ASSESS FOR HISTORICAL VALUE	PAPER	
08-75	OHIO FEDERATION OF SOIL & WATER CONSERVATION DISTRICTS CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-76	NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-77	NATIONAL RESOURCES CONSERVATION SERVICE CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-78	OHIO DEPARTMENT OF NATURAL RESOURCES CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-79	OHIO DEPARTMENT OF NATURAL RESOURCES-DIVISION OF SOIL AND WATER CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-80	OTHER SWCD SUPPORT GROUPS CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-81	OTHER SWCD SUPPORT GROUPS-OEPA CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
	<b>OTHER CORRESPONDENCE</b>			
08-82	RC&D	ASSESS FOR HISTORICAL VALUE	PAPER	
08-83	MEMBERSHIPS	ASSESS FOR HISTORICAL VALUE	PAPER	
08-84	WATERSHED CORR. & INFO	ASSESS FOR HISTORICAL VALUE	PAPER	
08-85	CLEAN WATER ACT	ASSESS FOR HISTORICAL VALUE	PAPER	

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08-86	FSA/SWCD-SHARED POSTAGE MACHINE INFORMATION	ASSESS FOR HISTORICAL VALUE	PAPER	
08-87	US POSTAL CORREONDENCE	SUPERSEDED	PAPER	
08-88	HOW TO DO BULK MAILING & BLANK FORMS	SUPERSEDED	PAPER	
08-89	BULK MAILING STATEMENTS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-90	WATER MANAGEMENT ASSOCIATION OF OHIO CORRESPONDENCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-91	DITCH AGREEMENT	ASSESS FOR HISTORICAL VALUE	PAPER	
08-92	FILTER STRIP INFORMATION	ASSESS FOR HISTORICAL VALUE	PAPER	
	<b>EQUIPMENT OPERATION AND MAINTENANCE RECORDS</b>			
08-93	VEHICLE REGISTRATION FORMS	UNTIL SUPERSEDED	PAPER	
08-94	BIDDING GUIDELINES	UNTIL SUPERSEDED	PAPER	
08-95	STATE BIDDING INFORMATION	UNTIL SUPERSEDED	PAPER	
08-96	NO-TILL DRILL	UNTIL SUPERSEDED	PAPER	
	<b>INFORMATION AND EDUCATION</b>			
08-97	MISCELLANEOUS AWARDS	PERMANENT		
08-98	CONSERVATION AWARDS PROGRAM INFORMATION	UNTIL SUPERSEDED	PAPER	
08-99	LOCAL WINNERS LISTS	PERMANENT	PAPER	
08-100	SUPERVISORS HALL OF FAME INFORMATION	UNTIL SUPERSEDED	PAPER	
08-101	LOCAL WINNERS LISTS	PERMANENT	PAPER	



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-102	YOUTH ACTIVITIES	UNTIL SUPERSEDED	PAPER	<b>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.</b>
08-103	NEWSLETTERS	PERMANENT	PAPER	
08-104	MAILING LISTS	UNTIL SUPERSEDED	PAPER	
08-105	SPEAKERS ROSTER	UNTIL SUPERSEDED	PAPER	
08-106	RESOURCE INFORMATIO	UNTIL SUPERSEDED	PAPER	
08-107	EASEMENT DOCUMENTATION	PERMANENT	PAPER	
	<b>OPERATIONS</b>			
08-108	CONSERVATION WORKS OF IMPROVEMENT PROJECTS	PERMANENT	PAPER	
08-109	GRANTS-MINI	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-110	GRANTS-ODNR MINI	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-111	GRANTSS-OEC	5 YEARS AFTER OFFICIAL AUDIT	PAPER	
08-112	DRAINAGE PROGRAM	ASSESS FOR HISTORICAL VALUE	PAPER	
08-113	DITCH MAINTENANCE	ASSESS FOR HISTORICAL VALUE	PAPER	
08-114	STREAM MONITORING-LOCAL RESULTS	PERMANENT	PAPER	
08-115	BEST MANAGEMENT PRACTICES	ASSESS FOR HISTORICAL VALUE	PAPER	
08-116	WATER POLLUTION CONTROL FUND	ASSESS FOR HISTORICAL VALUE	PAPER	
08-117	RIVER BASIN PARTNERSHIP	ASSESS FOR HISTORICAL VALUE	PAPER	
08-118	EMERGENCY RELIEF PROGRAMS	5 YEARS AFTER OFFICIAL AUDIT	PAPER	

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	<b>RECORDS AND REPORTS</b>			
08-119	ANNUAL MEETING PROGRAMS	ASSESS FOR HISTORICAL VALUE	PAPER	
08-120	ANNUAL REPORTS	PERMANENT	PAPER	
	<b>POLLUTION ABATEMENT</b>			
08-121	ANIMAL WASTE COMPLAINT PROCEDURES	UNTIL SUPERSEDED	PAPER	
08-122	SEWAGE SLUDGE INFORMATION	ASSESS FOR HISTORICAL VALUE	PAPER	
08-123	COMPOSTING INFORMATION	ASSESS FOR HISTORICAL VALUE	PAPER	
	<b>ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS</b>			