

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 Veteran's Services
 (political subdivision name) (unit)

James Knowles James Knowles Executive Director 11/19/08
 (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):

Angela Maxwell 1/2/09
 For the Ohio Historical Society Date

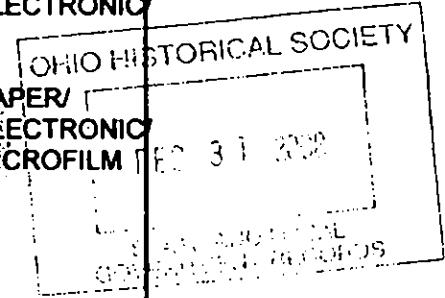
Approved by the Ohio Auditor of State:

Martin E. Mueh 2-5-09
 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	CASE FILES: RELIEF (CASE FILES ON VETERANS RECEIVING RELIEF PAYMENTS)	PERMANENT	PAPER/ ELECTRONIC/ MICROFILM	
08-2	CASE FILES: SERVICE (CASE FILES FOR ASSISTING VETERANS WITH VA)	2 YEARS AFTER INACTIVE	PAPER/ ELECTRONIC	
08-3	DENIED RELIEF & SERVICE APPLICATIONS (REJECTED ASSISTANCE APPLICATIONS)	2 YEARS	PAPER/ ELECTRONIC	
08-4	INDEXING SYSTEM	PERMANENT	PAPER/ ELECTRONIC/ MICROFILM	



SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Montgomery County Veteran's Services (political
subdivision name) (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
08-5	RELIEF VOUCHERS (OFFICE COPY OF VOUCHER ISSUED BY BCC AND COUNTY AUDITOR)	3 YEARS	PAPER	
ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS				