



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 East 17th Avenue
Columbus, Ohio 43211-2497

SEP 13 2013
STATE AND LOCAL
GOVERNMENT RECORDS

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RECORDS RETENTION SCHEDULE (RC-2) – Part 1


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

Section A: Local Government Unit

Union County Soil and Water Conservation District

(local government entity)

(unit)


(signature of responsible official)

Steve Robinson
(name)

Chairman
(title)

9/12/13
(date)

Section B: Records Commission

Union County Soil and Water Conservation District Special Taxing District Records Commission 937-642-5871

(telephone number)

18000 State Route 4, Suite B
(address)

Marysville
(city)

43040
(zip code)

Union
(county)

To have this form returned to the Records Commission electronically, include an email address: sbadenhop@co.union.oh.us

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.


Records Commission Chair Signature

9/12/13
Date

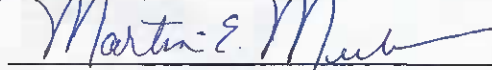
Section C: Ohio Historical Society - State Archives


Signature

State Archivist
Title

9-24-13
Date

Section D: Auditor of State


Signature

9-30-13
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.**



RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

FROM: Union County Soil and Water Conservation District
(local government entity) (unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
SWD13-01	Accident Records <i>Accident records related to the bodily injury of soil and water conservation district employees while performing job functions and accidents involving a soil and water conservation district owned vehicle</i>	6 years, provided no action pending	Paper		<input type="checkbox"/>
SWD13-02	Agendas <i>Records documenting items to be discussed during a soil and water conservation district board meeting</i>	1 year	Electronic		<input type="checkbox"/>
SWD13-03	Audiovisual, PR & Training Materials <i>Materials and resources compiled or created for presentations, public relations events and/or training exercises</i>	Until information is superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>
SWD13-04	Audit Reports (State and Internal) <i>Financial examinations and reports issued by the Auditor of State, ORC 117.26, independent auditing agencies or conducted internally</i>	Permanent	Paper		<input type="checkbox"/>
SWD13-05	Awards <i>Certificates and awards given to the soil and water conservation district</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
SWD13-06	Backup Data <i>Computer generated backup tapes and data created, used and maintained for disaster recovery purposes</i>	Retain for system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
SWD13-07	Badges/IDs and Badge/ID Records <i>Employee identification badges and electronic door unlocking devices and records related to the creation and maintenance of employee Badges/IDs</i>	Until no longer of administrative value or until updated, superseded or obsolete	Paper/Plastic/ Electronic	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"/>
SWD13-08	Bank Records <i>Records related to banking transactions between the soil and water conservation district and financial institutions including, but not limited to, bank books, bank deposit receipts, bank deposit slips, bank statements, canceled checks, check registers and reconciliations</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-09	Bids (Successful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	Original, if made part of a contract and filed with contract. 8 years after expiration of contract (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OIIS-LGRP	RC-3 Required
SWD13-10	Bids (Unsuccessful) <i>Records documenting the publicizing and hearing of quoted bids to vendors for services and/or merchandise not selected, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	2 years	Paper/Electronic		<input type="checkbox"/>
SWD13-11	Blank Forms <i>Unused forms that are either obsolete and/or superseded</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
SWD13-12	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to soil and water conservation district functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-13	Calendar (Desk/Appointment) <i>Calendars used to track meetings and events in conjunction with job functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-14	Cash Books <i>Financial ledgers that document the expenditure and/or receipt of cash items</i>	5 years, provided audit	Paper		<input type="checkbox"/>
SWD13-15	Claims and Litigation Records <i>Records related to legal claims against the soil and water conservation district and subsequent court proceedings if necessary</i>	5 years, after case is closed and appeals are exhausted	Paper/Electronic		<input type="checkbox"/>
SWD13-16	Conservation Works of Improvement Projects <i>Records documenting neighborhood drainage programs to improve surface and subsurface water drainage</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
SWD13-17	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	8 years, after expiration (ORC 2305.06)	Paper		<input type="checkbox"/>
SWD13-18	Copies of Records <i>Internally duplicated records created for administrative convenience and/or reference</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-19	Cooperator Files <i>Records documenting individuals who apply for assistance in determining drainage, pond and/or waterway construction projects, including, but not limited to, conservation plans, contracts, correspondence, practice plans and surveys</i>	Until cooperator agreement canceled by Soil and Water Conservation District Board	Paper		<input type="checkbox"/>
SWD13-20	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	1 year	Paper/Electronic		<input type="checkbox"/>

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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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
SWD13-21	Correspondence (Transient) <i>Communications which serve to convey information of temporary importance in lieu of oral communication</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-22	County Ditch Maintenance Records <i>Records documenting receipts and expenditures of funds for ditch maintenance and/or improvements, including rotary funds used for indirect ditch expenditures</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-23	Delivery Slips/Packing Slips <i>Documents received when accepting goods from a carrier or vendor</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
SWD13-24	Disaster Plans <i>Plans and procedures to protect and re-establish operations in the event of a disaster</i>	Until obsolete or superseded	Paper		<input type="checkbox"/>
SWD13-25	District Annual Cash Basis Financial Report <i>Annual financial report, which reports to the Auditor of State and Ohio Soil and Water Conservation Commission, institutional funds, financial holdings, assets, investments, disbursements and receipts</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-26	District Annual Meeting Programs <i>Schedule of events at annual district board meeting showing program, speakers and/or presentations</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-27	District Annual Reports <i>Annual report summarizing substantive information of operations, policies and procedures and planning of the soil and water conservation district</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-28	District Board Meeting Minutes <i>Official record of proceedings of the Union County Soil and Water Conservation District Board</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-29	District Board Meeting Minutes (Drafts/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of the soil and water conservation district board</i>	Until official minutes are approved	Paper		<input type="checkbox"/>
SWD13-30	District Board Meeting Notices <i>Announcements to officials and public of upcoming soil and water conservation district board meetings</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
SWD13-31	District Board Members Roster <i>Contains a record documenting current and past members of the soil and water conservation district board supervisors</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-32	District Budget <i>Annual fiscal allocation to the soil and water conservation district as a part of the annual county budget</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-33	District Budget Preparation Documents <i>Working papers and preparation documents used to create the annual budget</i>	5 years	Paper/Electronic		<input type="checkbox"/>
SWD13-34	District Charter <i>Official record of the creation of the Union County Soil and Water Conservation District</i>	Permanent	Paper		<input checked="" type="checkbox"/>
SWD13-35	District Elections and Reorganization Records <i>Records documenting the election of soil and water conservation district board members, including, but not limited to absentee ballot requests, election procedures, election results, oaths of office, reorganization notices and voter registration lists</i>	5 years	Paper		<input type="checkbox"/>
SWD13-36	District Fund Records <i>Records documenting receipts and expenditures of funds from affiliated members, equipment rentals and/or donations, including, but not limited to, account reconciliations, account registers, cash disbursement journals, cash receipts, check registers and general ledger</i>	5 years, provided audit	Paper/Electronic	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"/>
SWD13-37	District Monthly Reports <i>Records created to compile statistics or document activities and/or functions of the soil and water conservation district</i>	2 years	Electronic		<input type="checkbox"/>
SWD13-38	District Newsletters <i>Informational publications distributed to the public about news, programs and policies</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
SWD13-39	District Plans of Operation <i>Records related to the establishment of soil and water conservation district annual plans of operation and long range operation programs</i>	Until superseded	Paper/Electronic		<input type="checkbox"/>
SWD13-40	District Sale Records <i>Records documenting the selling of fish fingerlings, tree seedlings and/or marker flags by the soil and water conservation district</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State	RC 3 Required
SWD13-41	District Special Fund Records <i>Records documenting receipts and expenditures of funds from the county, federal partners, municipalities and state partners, including, but not limited to, account reconciliations, account registers, cash disbursement journals, cash receipts, check registers and general ledger</i>	5 years, provided audit	Paper/Electronic	Audited means: the records 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 checked="" type="checkbox"/>
SWD13-42	District State Matching Request Records <i>Records documenting requests made to the Ohio Soil and Water Conservation Commission for funds to assist local soil and water conservation district programs - i.e. Form 11</i>	5 years, provided audit	Paper		<input type="checkbox"/>
SWD13-43	District Tax Exemption Records <i>Records related to the granting and administration of the tax exempt status of the soil and water conservation district</i>	Permanent	Paper		<input type="checkbox"/>
SWD13-44	Ditch Maintenance Records <i>Records documenting the construction, improvement, maintenance and repair of county ditches, including, but not limited to, contracts, correspondence, project estimate records, force account records, grade records, inspections, plans, plats, profiles, and specifications</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
SWD13-45	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-46	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	Retain according to appropriate record series. If hardcopy printed, then purge electronic record.	Electronic		<input type="checkbox"/>
SWD13-47	Employment Applications (Not Hired) <i>Application submissions by individuals for job positions not chosen for employment</i>	1 year	Paper		<input type="checkbox"/>
SWD13-48	Equipment Maintenance Records <i>Documents noting and monitoring maintenance and service to equipment</i>	Life of equipment or until removed from inventory	Paper		<input type="checkbox"/>
SWD13-49	Fax (Documentation) <i>Fax machine generated cover sheets, confirmation notices and buffer printouts</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
SWD13-50	Fax (Logs) <i>Register of fax messages sent and received by a fax machine</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
SWD13-51	Fax (Messages) <i>Communications sent and received using a fax machine</i>	Treat as correspondence (See G12-32 and G12-33)	Paper		<input type="checkbox"/>
SWD13-52	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	1 year	Paper/Electronic		<input type="checkbox"/>
SWD13-53	Grant Records (State and Federal) <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	5 years, provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
SWD13-54	Internet Logs <i>Logs that document an individual's use of the internet</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
SWD13-55	Inventory (Annual of County Property) <i>Inventory of equipment maintained by the soil and water conservation district</i>	3 years	Paper		<input type="checkbox"/>
SWD13-56	Job Descriptions <i>Documents detailing the classification, needed experience/education/physical requirements, and duties by position title</i>	Until revised, superseded or classification abolished	Paper/Electronic	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"/>
SWD13-57	John Rockenbaugh Memorial Scholarship Records <i>Records documenting the administrative and fiscal operations of the John Rockenbaugh Memorial Scholarship, including donations and scholarship awards</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-58	Leases <i>Agreements between vendors and the soil and water conservation district to allow use of equipment and/or real estate</i>	5 years after expiration, provided audit	Paper		<input type="checkbox"/>
SWD13-59	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events requiring legal notification</i>	5 years, provided audit	Paper		<input type="checkbox"/>
SWD13-60	Licenses, Permits and Certifications <i>Records related to the issuance of a license, permit or certification for use, service and/or operation, including but not limited to, nursery dealers licenses</i>	1 year after expiration	Paper		<input type="checkbox"/>



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
SWD13-61	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for government operational purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-62	Mailing Lists <i>Lists of individuals and addresses for mail distribution</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
SWD13-63	Manuals and Handbooks <i>Publications outlining policies, procedures, practices and general directives</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
SWD13-64	Memoranda <i>Internal communication relating informative information in regards to changes in policies and/or procedures</i>	Treat as correspondence (See G12-32 and G12-33)	Paper/Electronic		<input type="checkbox"/>
SWD13-65	Memorandums of Understanding <i>Agreements with county, federal partners, municipalities and state partners for ditch maintenance and/or local partnership cooperation</i>	8 years, after expiration (ORC 2305.06)	Paper		<input type="checkbox"/>
SWD13-66	Ohio Federation of Soil and Water Conservation Districts Records <i>Records related to the Ohio Federation of Soil and Water Conservation Districts, including but not limited to, meeting minutes, membership lists, organizational charts, policies and reference materials</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-67	Ohio Soil and Water Conservation Commission Records <i>Records related to the Ohio Soil and Water Conservation Commission, including but not limited to, meeting minutes, membership lists, organizational charts, policies and reference materials</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-68	Pay-Ins <i>Documents noting payments of revenue into the County Treasury</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-69	Payroll Records <i>Payroll records that contain time input worksheets, base and net salary, leave balances, and all withholdings</i>	5 years, provided audit. Payroll Register maintained by County Auditor permanently	Paper/Electronic		<input type="checkbox"/>

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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SWD13-70	Personnel Files <i>Documentation of service throughout the duration of an individual's employment</i>	2 years after termination. Retain retirement waivers, service record and leave balances (Form 24)	Paper		<input type="checkbox"/>
SWD13-71	Photograph Files <i>Images documenting the operations, functions and events of the soil and water conservation district</i>	Until information is no longer current. Appraise for historical value	Photographic/ Electronic		<input checked="" type="checkbox"/>
SWD13-72	Pollution Abatement Program Files <i>Records documenting the resolution of pollution complaints, including, but not limited to, complaint, correspondence, investigation notes and reports, and resolution documents</i>	10 years	Paper		<input type="checkbox"/>
SWD13-73	Press/News Releases <i>Announcements sent to the media to inform the public about actions, events or programs</i>	3 years	Paper/Electronic		<input type="checkbox"/>
SWD13-74	Professional Association Records <i>Documents from associations related to an employee's job position to enhance learning, inform of events, or provide general information about the association</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-75	Publication Stock <i>Blank and/or unused office letterhead and business cards</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
SWD13-76	Publications <i>Various publications and brochures related to soil and water conservation district functions</i>	Until superseded or obsolete	Paper		<input type="checkbox"/>
SWD13-77	Publications (Federal, State, Business) <i>Various publications issued and sent by businesses or federal or state government</i>	Until superseded or until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-78	Receipt Documents <i>Acknowledgement that payment has been received</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-79	Records Requests <i>Formal requests to inspect and review public records</i>	2 years	Paper/Electronic		<input type="checkbox"/>
SWD13-80	Reference Materials and Research Files <i>Collected information from a variety of resources to learn about events, legislative actions, programs, or concepts to explore changes or improvements to operations</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
SWD13-81	Rental Agreement Records <i>Records documenting rental agreements between the soil and water conservation district and individuals for use of soil and water conservation district equipment, including, but not limited to, billing statements and use documentation - e.g. hours and/or acreage</i>	5 years, provided audit	Paper/Electronic	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 checked="" type="checkbox"/>
SWD13-82	Returned Mail <i>Correspondence, notices and/or statements sent to individuals via mail and returned by the Post Office as undeliverable</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
SWD13-83	Telephone Records (Messages) <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SWD13-84	1099 Forms <i>Statements of earnings other than wages, salaries and tips for individuals and businesses who have been paid \$600 or more during a given tax year</i>	7 years	Paper		<input type="checkbox"/>
SWD13-85	Text Messages/Instant Messaging <i>Messages sent or received on a cellular phone or computer relating to soil and water conservation district business</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
SWD13-86	Time Sheets <i>Records documenting employee time worked, hours worked and leave taken</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-87	Vehicle Maintenance Records <i>Records noting repairs, routine maintenance and service to soil and water conservation district owned vehicles</i>	Until vehicle sold	Paper		<input type="checkbox"/>
SWD13-88	Vouchers <i>Packets containing a combination of purchase orders and invoices (paid)</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
SWD13-89	Watershed Action Plans <i>Records documenting plans that identify issues to improve the quality of the drainage of creek, ditches and/or streams</i>	Until superseded	Paper/Electronic		<input type="checkbox"/>
SWD13-90	Webpage Data and Layouts <i>Website information, data, format and layout published on the soil and water conservation district website</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
SWD13-91	Work Orders <i>Requests issued to Facilities asking for maintenance, assistance and/or services</i>	1 year	Paper		<input type="checkbox"/>

