



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

NOV 04 2020

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)**

*See instructions before completing this form.*

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**

**Union County Records Center & Archives**

(Local Government Entity)

(Unit)

*Stephen Badenhop*  
 (Signature of Responsible Official)

Stephen Badenhop  
 (Name)

Records Manager & Archivist  
 (Title)

10/29/2020  
 (Date)

**Section B: Records Commission**

*See ORC 149.68 – ORC 149.412 for Records Commission Information*

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street  
 (Address)

Marysville  
 (City)

43040  
 (Zip Code)

Union  
 (County)

To have this form returned to the Records Commission electronically, email address: [sbadenhop@unioncountvohio.gov](mailto:sbadenhop@unioncountvohio.gov)

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.

*Charles O'Hell*  
 Records Commission Chair Signature

10-29-20  
 Date

**Section C: Ohio History Connection - State Archives**

*Amanda Binder*  
 Signature

Local Government Records Archivist  
 Title

11/16/2020  
 Date

**Section D: Auditor of State**

**Records Manager**

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*



## RECORDS RETENTION SCHEDULE (RC-2)

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Union 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 Required
RC20-01	Certified Public Records Training Certificates (ORC 149.43) <i>Certificates for each elected official signifying their completion of the mandated certified public records training requirements; including Public Records Training Designee Acknowledgements</i>	5 years	Paper		<input type="checkbox"/>
RC20-02	Departmental Record Request Forms <i>Records documenting office/departmental requests for records from the Records Center &amp; Archives</i>	2 years after record returned	Paper		<input type="checkbox"/>
RC20-03	Departmental Record Transfer Forms <i>Records documenting the transfer of records from offices/departments to the Records Center &amp; Archives for storage</i>	Permanent	Paper		<input type="checkbox"/>
RC20-04	Public Meeting Notice Policies (ORC 121.22) <i>Policies from each department detailing their procedures in notifying the public of public meetings</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
RC20-05	Public Records Policies (ORC 149.43) <i>Policies from each department detailing their procedures in responding to public records requests</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
RC20-06	Public Records Policy Receipt Acknowledgements <i>Receipt signed by each public records custodian for each public office and department in the county acknowledging their receipt of their office's/department's respective public records policy</i>	Until obsolete or superseded	Paper		<input type="checkbox"/>
RC20-07	Record Inventories/Indexes <i>Records documenting the holdings and/or organization of records stored at the records center, including indexes and finding aids for records</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
RC20-08	Record Request Log <i>Record documenting and tracking public record requests including, but not limited to, date request received, requestor name, records requested, date request fulfilled and name of person fulfilling request</i>	2 years	Electronic		<input type="checkbox"/>
RC20-09	Record Scanning Log <i>Record documenting and tracking the digitization of records, including, but not limited to, record series, images digitized and date completed</i>	2 years	Paper		<input type="checkbox"/>