



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

OCTOBER 23 2024

STATE AND LOCAL  
GOVERNMENT RECORDS

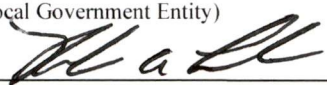
## RECORDS RETENTION SCHEDULE (RC-2)

*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 Soil and Water Conservation District (USWCD)

(Local Government Entity)	(Unit)
	
(Signature of Responsible Official)	(Name)
	District Administrator
	(Title)
	10/16/2024
	(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	Marysville	43040	Union
(Address)	(City)	(Zip Code)	(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.

	10-23-24
Records Commission Chair Signature	Date

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

	Electronic Records Archivist	11/07/2024
Signature	Title	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*



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Union Soil and Water Conservation District (USWCD)

(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
USWCD 24-01	Accident Records <i>Accident records related to the bodily injury of USWCD employees while performing job functions, and accidents involving a USWCD owned vehicle</i>	6 years, provided no action pending	Paper		<input type="checkbox"/>
USWCD 24-02	Agendas <i>Records documenting items to be discussed during a USWCD board meeting</i>	1 year	Electronic		<input type="checkbox"/>
USWCD 24-03	Audiovisual, Public Relations, and 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"/>
USWCD 24-04	Audit Reports <i>Financial examinations and reports issued by the Auditor of State, ORC 117.26, independent auditing agencies or conducted internally</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
USWCD 24-05	Awards <i>Certificates and awards given to the USWCD</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
USWCD 24-06	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"/>
USWCD 24-07	Badges/IDs and Badge/ID Records <i>Employee identification badges and electronic door unlocking device records</i>	Until no longer of administrative value	Plastic		<input type="checkbox"/>
USWCD 24-08	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>	6 years after expiration of contract (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
USWCD 24-09	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"/>
USWCD 24-10	Blank Forms <i>Unused forms that are either obsolete and/or superseded</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>



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(Local Government Entity)

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USWCD 24-11	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to USWCD functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-12	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"/>
USWCD 24-13	Certificate/Exemption of Fiscal Agent <i>Documentation of the completion of the requirements for the Treasurer of State for fiscal agents</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"/>
USWCD 24-14	Claims and Litigation Records <i>Records related to legal claims against the USWCD and subsequent court proceedings if necessary</i>	5 years, after case is closed and appeals are exhausted	Paper/Electronic		<input type="checkbox"/>
USWCD 24-15	Cooperative Conservation Agreement <i>Annual agreement between the District, U.S. Department of Agriculture National Resources Conservation Service (NRCS), and the Ohio Department of Agriculture Division of Soil and Water Conservation (DWSC)</i>	Retain until superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>
USWCD 24-16	Contracts and Agreements <i>Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	6 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
USWCD 24-17	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"/>
USWCD 24-18	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 USWCD Board	Paper		<input type="checkbox"/>
USWCD 24-19	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
USWCD 24-20	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"/>
USWCD 24-21	Delivery Slips/Packing Slips <i>Documents received when accepting goods from a carrier or vendor</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>



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USWCD 24-22	District Annual Meeting Programs <i>Schedule of events at annual district board meeting showing program, speakers, and/or presentations</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
USWCD 24-23	District Annual Reports <i>Annual report summarizing substantive information of operations, policies and procedures, and planning of the USWCD</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
USWCD 24-24	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/Electronic		<input type="checkbox"/>
USWCD 24-25	District Board Meeting Minutes <i>Official record of proceedings of the USWCD Board</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
USWCD 24-26	District Board Meeting Minutes (Audio/Video Recordings) <i>Audio and video recordings made during a meeting</i>	Until official minutes are approved	Audio/Video/ Electronic		<input type="checkbox"/>
USWCD 24-27	District Board Meeting Minutes (Drafts/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of the USWCD Board</i>	Until official minutes are approved	Paper/Electronic		<input type="checkbox"/>
USWCD 24-28	District Board Meeting Notices <i>Announcements to officials and public of upcoming USWCD Board meetings</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-29	District Board Meeting Minutes (Transcripts) <i>Transcript of proceedings of a meeting produced from audio and/or video recordings</i>	5 years	Paper/Electronic		<input type="checkbox"/>
USWCD 24-30	District Board Members Roster <i>Contains a record documenting current and past members of the USWCD Board of Supervisors</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
USWCD 24-31	District Budget <i>Annual budget requests and amounts approved</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
USWCD 24-32	District Budget Preparation Documents <i>Working papers and preparation documents used to create the annual budget</i>	5 years	Paper/Electronic		<input type="checkbox"/>
USWCD 24-33	District Charter <i>Official record of the creation of the USWCD</i>	Permanent	Paper		<input checked="" type="checkbox"/>



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USWCD 24-34	District Elections and Reorganization Records <i>Records documenting the election of USWCD 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/Electronic		<input type="checkbox"/>
USWCD 24-35	District Financial Records - District Fund <i>Records documenting financial transactions to and from the District checking account, including, but not limited to, account reconciliations, account registers, bank deposit slips, bank statements, canceled checks, cash disbursement journals, cash receipts, check registers, general ledger, reconciliations, vouchers, and other related records</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-36	District Financial Records - Special Fund <i>Records documenting financial transactions to and from the Special Fund (maintained in the County accounting system), including, but not limited to, account reconciliations, account registers, cash disbursement journals, cash receipts, check registers, general ledger, deposit receipts, requisitions, invoice entries, appropriation adjustments, transfers, payroll records, amended certificates, and other related records</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-37	District Monthly Reports <i>Records created to compile statistics or document activities and/or functions of the USWCD</i>	2 years	Electronic		<input type="checkbox"/>
USWCD 24-38	District Newsletters <i>Informational publications distributed to the public about news, programs, and policies</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
USWCD 24-39	District Plans of Operation <i>Records related to the establishment of USWCD annual plans of operation and long range operation programs</i>	Until superseded	Paper/Electronic		<input type="checkbox"/>
USWCD 24-40	District Sale Records <i>Records documenting the selling of fish fingerlings, tree seedlings, and/or marker flags by USWCD</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>





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USWCD 24-41	District State Matching Request Records <i>Records documenting requests made to Ohio Soil and Water Conservation Commission (OSWCC) for funds to assist USWCD programs - i.e. Form 11</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-42	District Tax Exemption Records <i>Records related to the granting and administration of the tax exempt status of the USWCD</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-43	Ditch Maintenance Funds <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"/>
USWCD 24-44	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 checked="" type="checkbox"/>
USWCD 24-45	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-46	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	All electronic mail will be maintained in electronic format for 3 years	Electronic		<input type="checkbox"/>
USWCD 24-47	Employment Applications (Not Hired) <i>Application submissions by individuals for job positions not chosen for employment</i>	2 years (29 CFR § 1602.14) (29 CFR § 1627.3)	Paper		<input type="checkbox"/>
USWCD 24-48	Equipment Maintenance Records <i>Documents noting and monitoring maintenance and service to equipment</i>	Life of equipment or until removed from inventory	Paper/Electronic		<input type="checkbox"/>
USWCD 24-49	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	1 year	Paper/Electronic		<input type="checkbox"/>
USWCD 24-50	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"/>



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USWCD 24-51	Index to Ditches and Subdivisions <i>Index to Ditches and Subdivisions located in Union County</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
USWCD 24-52	Internet Logs <i>Logs that document an individual's use of the internet</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
USWCD 24-53	Inventory Records <i>Inventory of equipment maintained by the USWCD</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-54	Invoices (Paid) <i>Bills received from a vendor or seller to collect payment for goods and /or services</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-55	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		<input type="checkbox"/>
USWCD 24-56	Leases <i>Agreements between vendors and the USWCD to allow use of equipment and/or real estate</i>	4 years after expiration, provided audit (ORC 1310.52)	Paper/Electronic		<input type="checkbox"/>
USWCD 24-57	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events requiring legal notification</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-58	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/Electronic		<input type="checkbox"/>
USWCD 24-59	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"/>
USWCD 24-60	Mailing Lists <i>Lists of individuals and addresses for mail distribution</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
USWCD 24-61	Manuals and Handbooks <i>Publications outlining activities and operations of USWCD, include, but not limited to, procedures, policies and practices, and general directives</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
USWCD 24-62	Memoranda <i>Internal communication relating informative information in regards to changes in policies and/or procedures</i>	2 years	Paper/Electronic		<input type="checkbox"/>



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USWCD 24-63	Memorandums of Understanding <i>Agreements with county, federal partners, municipalities and state partners for ditch maintenance and/or local partnership cooperation</i>	6 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
USWCD 24-64	Ohio Federation of Soil and Water Conservation District (OFSWCD) Records <i>Records related to the OFSWCD, 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 checked="" type="checkbox"/> (If Historical Value)
USWCD 24-65	Ohio Soil and Water Conservation Commission (OSWCC) Records <i>Records related to the OSWCC, 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 checked="" type="checkbox"/> (If Historical Value)
USWCD 24-66	Outreach Programs <i>Records collected or produced as part of USWCD directed, youth-focused environmental education programs</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-67	Personnel Files <i>Documentation of service throughout the duration of an individual's employment with USWCD, including, but not limited to, new hire documentation, position descriptions, human resource requests, background checks, training records, change of address forms, emergency contact information, letters of commendation, policy and procedures acknowledgements, performance evaluations, Form-24, disciplinary documents and separation records</i>	2 years after termination	Paper/Electronic		<input type="checkbox"/>
USWCD 24-68	Photograph Files <i>Images documenting the operations, functions, and/or events of the USWCD</i>	Until information is no longer current. Appraise for historical value	Photographic/ Electronic		<input checked="" type="checkbox"/> (If Historical Value)
USWCD 24-69	Pollution Abatement Program Files <i>Records documenting the resolution of pollution complaints, including, but not limited to, complaints, correspondence, investigation notes and reports, and resolution documents</i>	10 years	Paper/Electronic		<input type="checkbox"/>





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USWCD 24-70	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"/>
USWCD 24-71	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"/>
USWCD 24-72	Project Files - Completed <i>Files documenting the engineering and/or technical assistance given, including, but not limited to, notes, calculations, maps, and photographs of USWCD projects, and may include written plans or pictorial diagrams for work-related projects or programs</i>	Retain all relevant project plans, files and drawings for 10 years, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (If Historical Value)
USWCD 24-73	Project Files - Discontinued/Incomplete <i>Files documenting projects that are never executed or completed</i>	2 years after inactive	Paper/Electronic		<input type="checkbox"/>
USWCD 24-74	Publication Stock <i>Blank and/or unused office letterhead and business cards</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
USWCD 24-75	Publications <i>Various publications and brochures related to USWCD functions</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
USWCD 24-76	Publications (Federal, State, Business) <i>Various publications issued and sent by businesses, federal, or state government</i>	Until superseded or until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-77	Purchase Orders <i>Documents authorizing spending for the purchase of supplies, equipment and/or services</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-78	Records Requests <i>Requests to inspect and review public records, including records request logs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
USWCD 24-79	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"/>
USWCD 24-80	Rental Agreement Records <i>Records documenting rental agreements between the USWCD and individuals for use of USWCD equipment, including, but not limited to, billing statements and use documentation - e.g. hours and/or acreage</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>



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USWCD 24-81	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"/>
USWCD 24-82	Sales and Use Tax Records <i>Records of daily sales, taxes charged, and tax exemption certificates</i>	4 years	Paper/Electronic		<input type="checkbox"/>
USWCD 24-83	Scholarship Programs <i>Records collected from the public which express interest in receiving a scholarship for schools or program attendance</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-84	Subdivision Files <i>Plans submitted to USWCD that contain a layout of a subdivision with a drawing of streets, lots and topography; also includes, but is not limited to, application, correspondence, deeds and covenants and approval letter stating any necessary changes; includes subdivision sketch plans, preliminary plans and final approved plat</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-85	Social Media Posts and Records <i>Information posted or received on an internet technology that facilitates and promotes interactive communication, participation, and collaboration, including but not limited to Facebook, LinkedIn, Twitter, YouTube and Wikipedia and the interactive tools and functions they provide to users, also includes metadata</i>	3 months, if post and/or comment is in violation of the USWCD Social Media policy, then delete immediately. Public posts and/or comments made by the public may be removed, changed or edited upon the original poster's discretion	Electronic		<input type="checkbox"/>
USWCD 24-86	Social Media Account Records <i>Records related to, but not limited to, account ID user names, password information, authorized users, content editors, account information, site terms and use agreements</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
USWCD 24-87	Telephone Records (Messages) <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
USWCD 24-88	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/Electronic		<input type="checkbox"/>



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USWCD 24-89	Text Messages/Instant Messaging <i>Messages sent or received on a cellular phone or computer relating to USWCD business</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
USWCD 24-90	Time Sheets <i>Records documenting employee time worked, hours worked, and leave taken</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-91	Travel Expense Records <i>Records documenting requests, authorizations, and reimbursement claims for travel</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
USWCD 24-92	Vehicle Maintenance Records <i>Records noting repairs, routine maintenance, and service to USWCD vehicles</i>	Until vehicle sold	Paper/Electronic		<input type="checkbox"/>
USWCD 24-93	Watershed Action Plans <i>Records documenting plans that identify issues to improve the quality of the drainage of creeks, ditches, and/or streams</i>	Retain until superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>
USWCD 24-94	Webpage Data and Layouts <i>Website information, data, format, and layout published on the USWCD website</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
USWCD 24-95	Work Orders <i>Requests issued to Facilities asking for maintenance, assistance, and/or services</i>	1 year	Paper/Electronic		<input type="checkbox"/>
USWCD 24-96	Work Schedules <i>Schedules noting working hours and time scheduling for USWCD employees</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>