



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17th Avenue  
 Columbus, OH 43211-2474  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

OCT 27 2021

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

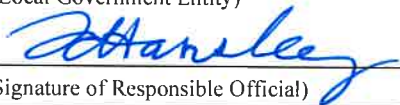
Section A and Section B must be filled out and signed by local government before submission to the State Archives

### Section A: Local Government Unit

#### Union County Board of County Commissioners

(Local Government Entity)

(Unit)



Timothy Hansley

County Administrator

10/21/21

(Signature of Responsible Official)

(Name)

(Title)

(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)

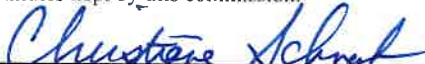
Marysville  
 (City)

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.



Records Commission Chair Signature

10/27/21

Date

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

Signature

Title  
 State Archivist

Date  
 11-4-2021

### 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)

See instructions before completing this form.

Union County Board of County Commissioners  
(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
C21-01	Administrative Action Files <i>Records containing administrative actions, and supporting documentation, reported to the Board of County Commissioners performed by the County Administrator and entered into the Commissioners' Journal</i>	10 years, provided 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.	<input type="checkbox"/>
C21-02	Annexation Files <i>Records related to the extension of corporation and/or township limits</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-03	Annual County Budget (Annual Appropriations) <i>Annual fiscal allocation to county offices and departments</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-04	Annual County Temporary Budget (Temporary Appropriations) <i>Temporary fiscal allocation to county offices and departments</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-05	Audio/Video Recordings <i>Audio and/or video recordings made during a Board of County Commissioners' hearing</i>	1 year	Audio/Video/ Electronic		<input type="checkbox"/>
C21-06	Board of Revision Case Files <i>Records of tax complaints filed before the Board of Revision containing a record of findings of the board and subsequent notices of appeals from actions of the board to the state board of tax appeals or court of common pleas</i>	Until no longer of administrative value. Original maintained by County Auditor	Paper		<input type="checkbox"/>
C21-07	Bonds and Notes Records <i>Contains records related to the issuance and financing of short term and long term, interest-bearing debt instruments issued by the county to provide for a particular financial need</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-08	Commissioners' Journal <i>Official record of proceedings of the Board of County Commissioners</i>	Permanent	Electronic/ Microfilm		<input checked="" type="checkbox"/>
C21-09	Commissioners' Journal Index <i>Index of the official record of proceedings of the Board of County Commissioners</i>	Permanent	Electronic/ Microfilm		<input checked="" type="checkbox"/>
C21-10	Community Development Block (CDBG) Grant Records <i>Records related to the administrative and fiscal operations of the Community Development Block Grant, which seeks to fund infrastructure development</i>	Retain per instructions contained in final closeout letter	Paper/Electronic		<input type="checkbox"/>



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C21-11	Community Housing Improvement Program (CHIP) Grant Records <i>Records related to the administrative and fiscal operations of the Community Housing Improvement Program, which seeks to offer financial assistance to individuals of low to moderate income help with their home improvements</i>	10 years, provided audit	Paper		<input type="checkbox"/>
C21-12	Community Housing Improvement Program (CHIP) Mortgage Case Files <i>Records related to the Community Housing Improvement Program where the recipient has a mortgaged property</i>	30 years	Paper		<input type="checkbox"/>
C21-13	Comprehensive Plans <i>Periodic plan created to determine and evaluate long-term community goals and aspirations in terms of community development</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-14	Contract Files <i>Contains a record of legal agreements with individuals, organizations and/or entities to procure goods and/or services, including, but not limited to, correspondence, draft contracts and related materials in the creation, maintenance and execution of said legal agreements, also includes bid information and unsuccessful bids, if part of a bided contract</i>	6 years, after expiration (ORC 2305.06)	Paper		<input type="checkbox"/>
C21-15	Deeds/Easements Records <i>Instruments of the purchasing and selling of parcels of land and right-of-ways owned by the county</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-16	Ditch Files <i>Contains a record of proceedings relative to the establishment, construction and maintenance of county and joint county ditches</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-17	Enterprise Zone Agreements <i>Agreements between the county and businesses providing for real estate tax exemptions to businesses making investments in the county</i>	Permanent	Paper		<input checked="" type="checkbox"/>



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C21-18	Lease Files <i>Agreements between agencies and the Board of County Commissioners to allow use of county owned real estate, including, but not limited to, correspondence, draft leases and related materials in the creation, maintenance and execution of said lease</i>	4 years after expiration, provided audit (ORC 1310.52)	Paper		<input type="checkbox"/>
C21-19	Project/Building Files <i>Records and files related to important community topics and subjects, including, but not limited to, correspondence, resolutions and contracts; and also includes the fiscal and administrative construction of county government projects and buildings</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-20	Rental Agreement Records <i>Agreements for the use of county facilities, including, but not limited to, auditorium and conference rooms</i>	2 years, provided audit	Paper		<input type="checkbox"/>
C21-21	Resolution Files <i>Records containing approved Commissioners' resolutions and all related materials done in conjunction with those resolutions including documents used in the formation, creation and final decision</i>	10 years, provided audit	Paper		<input checked="" type="checkbox"/>
C21-22	Road, Streets and Alleys Vacation Records <i>Contains records related to the abandonment of roads, streets and/or alleys within the county</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-23	Subdivision Files <i>Records related to the division of property into smaller divisions including preliminary plans, subdivider's agreements, bonds, engineering and construction plans, and final approved plans and subdivision dedications</i>	Permanent	Paper		<input checked="" type="checkbox"/>
C21-24	Subject Files <i>Records containing materials organized by topic containing, but not limited to, correspondence, memos, directives, publications, and other related materials that do not form a part of a Commissioners' resolution</i>	3 years, provided 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	<input type="checkbox"/>
C21-25	Variance Files <i>Records containing requests from individuals to grant changes in driveway access to county highways and roads</i>	Permanent	Paper		<input checked="" type="checkbox"/>