



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

MAY 01 2019

STATE AND LOCAL  
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Union County Data Processing Board

(Local Government Entity)	(Unit)		
	Steve Stolte	Chairperson	3-13-19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

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, include an email address: [sbadenhop@co.union.oh.us](mailto: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.

	4-30-19
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	5-9-2019
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	5-28-19
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 Data Processing Board  
(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
DPB19-01	Agendas <i>Records documenting items to be discussed during a meeting</i>	1 year	Electronic		<input type="checkbox"/>
DPB19-02	Annual Report (ORC 307.845) <i>Report prepared annually documenting the operations of the center and a statement of the receipts and expenditures of the center during the year</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
DPB19-03	Audio Recordings <i>Audio recordings made of Data Processing Board meetings</i>	Until official minutes are approved	Electronic		<input type="checkbox"/>
DPB19-04	Board Minutes (ORC 307.84) <i>Official record of proceedings and reports issued by the Data Processing Board</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
DPB19-05	Board Policies <i>Record of policies and procedures of the Data Processing Board</i>	Until updated or superseded	Electronic		<input type="checkbox"/>
DPB19-06	Bylaws <i>Operational policies and standards governing the Union County Data Processing Board</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
DPB19-07	Committee Reports <i>Reports filed with the Data Processing Board, including, but not limited to, County IT Report &amp; Technical Advisory Report</i>	Until incorporated into Data Board Meeting Minutes	Electronic		<input type="checkbox"/>
DPB19-08	Disaster Recovery Plans <i>Plans and procedures to protect and re-establish operations in the event of a disaster</i>	Until obsolete or superseded	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
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