



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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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 Emergency Management Agency (EMA)

(Local Government Entity)

(Unit)

Brad Gilbert

Brad Gilbert

Director

10/15/2024

(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

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.

[Signature]

Records Commission Chair Signature

10-23-24

Date

Section C: Ohio History Connection - State Archives

Signature

Electronic Records Archivist
 Title

11/07/2024
 Date

Section D: Auditor of State

Signature

Records Manager
 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 Emergency Management Agency (EMA)
(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
EMA24-01	Accreditation Records <i>Records used and compiled in relation to achieving and maintaining certification through the Emergency Management Accreditation Program (EMAP), which seeks to improve the delivery of emergency management services through established practices and standards</i>	5 years	Electronic		<input type="checkbox"/>
EMA24-02	Alerts <i>Notifications of possible impending or active emergencies</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
EMA24-03	Annual Report <i>Annual report of the Union County Emergency Management Agency documenting activities, events, exercises, statistics and trainings</i>	Permanent	Electronic		<input checked="" type="checkbox"/>
EMA24-04	Education Programs and Publication Records <i>Records related to the design and implementation of emergency management educational and outreach programs and presentations provided to the public</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
EMA24-05	Emergency Management Advisory Committee Meeting Minutes <i>Official record of proceedings of the Union County Emergency Management Advisory Committee, which advises the Union County Emergency Management Agency</i>	Permanent	Electronic		<input checked="" type="checkbox"/>
EMA24-06	Emergency Management Resource Book <i>Lists and contact information for emergency resources such as manpower, equipment, supplies and services for utilization when responding to a disaster</i>	Until superseded or obsolete	Electronic		<input type="checkbox"/>
EMA24-07	Emergency Operations Plans (EOP) <i>Records documenting plans and procedures for the continuity of government in case of a major disaster which has destroyed or compromised operations</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
EMA24-08	Emergency Preparedness Exercises <i>Records documenting emergency training exercises performed on a regular basis, as required by the Ohio Emergency Management Agency and Local Emergency Planning Committee (LEPC)</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	<input type="checkbox"/>

Sec. 117.26 O.R.C



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Emergency Management Agency (EMA)
(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
EMA24-09	Hazardous Materials/Spill Reports <i>Documentation of potential natural and man-made hazards in the county, which are used to formulate plans, evaluate existing plans and for general reference in case of a disaster, includes hazmat responses to chemical disasters and spill reports</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
EMA24-10	Incident Files <i>Records documenting declared and non-declared disaster responses by emergency management, first responders, state agencies and other emergency stakeholders containing correspondence, damage assessments, names and addresses of affected individuals, maps, news clippings, photographs and resolutions for declarations</i>	Permanent	Electronic		<input type="checkbox"/>
EMA24-11	Local Emergency Planning Committee (LEPC) Meeting Minutes <i>Official record of proceedings of the Local Emergency Planning Committee (LEPC), which establishes procedures, plans and responses for hazardous materials</i>	Permanent	Electronic		<input checked="" type="checkbox"/>
EMA24-12	Monthly Maintenance Report <i>Operational checks on emergency management generators and vehicles</i>	1 year	Paper/Electronic		<input type="checkbox"/>
EMA24-13	Mutual Aid and Memorandum of Understanding Agreements <i>Mutual assistance or aid agreements with other public and private agencies for reciprocal emergency management assistance or aid for responding to and recovering from a disaster</i>	6 years after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
EMA24-14	Operations Volunteer Files <i>Documentation of service throughout the duration of a volunteer's participation in the Union County Emergency Management Agency, including, but not limited to, background checks, oaths and trainings</i>	5 years after no longer an active volunteer	Paper/Electronic		<input type="checkbox"/>
EMA24-15	Plans from other Agencies <i>Emergency plans created by other organizations, including, but not limited to, municipalities, schools, and other counties</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>



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(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
EMA24-16	Project Management Database <i>Smartsheet program used for collaboration and work management used to assign tasks, track project progress, manage calendars and share documents</i>	Permanent	Electronic		<input type="checkbox"/>
EMA24-17	SERC Extremely and Non-Extremely Hazardous Substance Facility Filings <i>Chemical inventory annual report form required by the State Emergency Response Commission (SERC)</i>	Permanent	Electronic		<input type="checkbox"/>
EMA24-18	Sign-In Sheets <i>Records documenting attendance for emergency management exercises, meetings and trainings</i>	Until digitized and quality control checked. If not digitized, maintain for 5 years	Paper		<input type="checkbox"/>
EMA24-19	Sign-In Sheets <i>Records documenting attendance for emergency management exercises, meetings and trainings</i>	5 years	Electronic		<input type="checkbox"/>
EMA24-20	Warning System Test and Maintenance Records <i>Records documenting the testing and maintenance of early warning system alerts</i>	2 years	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>