



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

OHIO HISTORY CONNECTION

Page 1 of 2

OCT 30 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

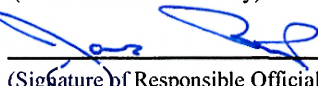
RECORDS RETENTION SCHEDULE (RC-2)

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 Facilities

(Local Government Entity)	(Unit)		
	James Inskip	Manager	10/23/19
(Signature) of Responsible Official	(Name)	(Title)	(Date)

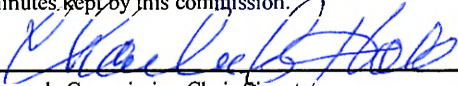
Section B: Records Commission

See ORC 149.68 – ORC 149.412 for Records Commission Information

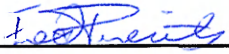

Union County Records Commission			937-645-4177
			(Telephone Number)
128 South Main Street	Marysville	43040	Union
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: sbadenhop@co.union.oh.us

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.

	10-29-19
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

		11-13-2019
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	11-25-19
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 Facilities

(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
F19-01	Building Plans/Blueprints <i>Maps and plans documenting the interior infrastructure of county owned buildings; confidential ORC 149.433</i>	Until superseded or obsolete	Paper		<input type="checkbox"/>
F19-02	Fire Inspection Reports <i>Records documenting fire prevention inspections performed periodically to determine if any violations of the fire code are present</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
F19-03	Inspection Records <i>Records related to the safety inspection of county owned and/or operated property, including, but not limited to backflow preventers, boilers and elevators</i>	5 years	Paper		<input type="checkbox"/>
F19-04	Material Safety Data Sheets (MSDS) <i>Product safety data regarding the properties and hazards of a particular substance</i>	30 years after superseded (OSHA 10/01/1987)	Paper/Electronic		<input type="checkbox"/>
F19-05	Project/Building Files <i>Records and files related to the fiscal and administrative construction of county government projects and buildings</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
F19-06	Surveillance Tapes <i>Footage documenting daily actions of employees and visitors on county property for facility and security purposes</i>	Until automatic recording system is full, then reuse, provided no action pending	Electronic		<input type="checkbox"/>
F19-07	Telephone System Records <i>Records related to the administration and maintenance of the county telephone system</i>	3 years	Paper/Electronic		<input type="checkbox"/>
F19-08	Work Orders <i>Requests submitted from offices and/or departments to correct or assist with facilities related issues</i>	1 year	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>