



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

JUN 05 2019

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)**

*See instructions before completing this form.*

**Section A: Local Government Unit**

**Union County Joint Recreation District**

(Local Government Entity)	(Unit)
<i>David Raymond</i>	Chairperson
David Raymond	5/23/19
(Signature of Responsible Official)	(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.

<i>Charles A. Hood</i>	6-4-2019
Records Commission Chair Signature	Date

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

<i>Fred Previts</i>	State Archivist	6-12-2019
Signature	Title	Date

**Section D: Auditor of State**

<i>Martin E. Murr</i>	Records Mgr	6-27-19
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)

*See instructions before completing this form.*

Union County Joint Recreation District  
(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
UCJRD19-01	Agendas <i>Records documenting items to be discussed during a meeting</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCJRD19-02	Audit Reports <i>Financial examinations and reports issued by the Auditor of State, ORC 117.26.</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
UCJRD19-03	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>	8 years after expiration of contract (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
UCJRD19-04	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"/>
UCJRD19-05	Budget (Annual) <i>Annual fiscal allocation of the Joint Recreation District</i>	Permanent	Electronic		<input checked="" type="checkbox"/>
UCJRD19-06	Budget Preparation Documents <i>Working papers and preparation documents used to create the annual budget</i>	4 years	Paper/Electronic		<input type="checkbox"/>
UCJRD19-07	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to the Joint Recreation District</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCJRD19-08	Calendars <i>Calendars used to track the scheduling of events at the Joint Recreation District facilities</i>	4 years, provided audit	Paper/Electronic	<b>Audited means: the years encompassed by the records have been audited by the</b>	<input type="checkbox"/>
UCJRD19-09	Claims and Litigation Records <i>Records related to legal claims against Joint Recreation District and subsequent court proceedings if necessary</i>	4 years, after case is closed and appeals are exhausted	Paper/Electronic	<b>Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>	<input type="checkbox"/>
UCJRD19-10	Construction/Project Records <i>Files relating to the repair, improvement and/or construction of Joint Recreation District property including, but not limited to, specifications, correspondence, blueprints, construction and engineering contracts and plans</i>	Permanent	Paper		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Joint Recreation District  
(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
UCJRD19-11	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	8 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
UCJRD19-12	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"/>
UCJRD19-13	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCJRD19-14	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"/>
UCJRD19-15	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCJRD19-16	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	Retain according to content	Electronic		<input type="checkbox"/>
UCJRD19-17	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	1 year	Paper/Electronic		<input type="checkbox"/>
UCJRD19-18	Grant Records (State and Federal) <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	4 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"/>
UCJRD19-19	Invoices <i>Bills received from a vendor to collect payment for goods and/or services</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCJRD19-20	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events requiring legal notification</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCJRD19-21	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for operational purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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.



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Joint Recreation District  
(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
UCJRD19-22	Mailing Lists <i>Lists of individuals and addresses for mail distribution</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
UCJRD19-23	Manuals and Handbooks <i>Publications outlining policies, procedures, practices and general directives</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
UCJRD19-24	Meeting Minutes (Drafts/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of a meeting</i>	Until official minutes are approved	Paper/Electronic		<input type="checkbox"/>
UCJRD19-25	Meeting Minutes <i>Official record of the proceedings of the Joint Recreation District</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
UCJRD19-26	Meeting Notices <i>Announcements to officials and the public of upcoming business meetings</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCJRD19-27	Pay-Ins <i>Documents noting payments of revenue into the County Treasury</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCJRD19-28	Press/News Releases <i>Announcements sent to the media to inform the public about actions, events or programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCJRD19-29	Publications (Federal, State, Business) <i>Various publications issued and sent by businesses or federal or state government</i>	Until superseded or until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCJRD19-30	Purchase Orders <i>Documents authorizing spending for the purchase of supplies, equipment and/or services</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCJRD19-31	Receipt Documents <i>Records acknowledging that payment has been received</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCJRD19-32	Records Requests <i>Formal requests to inspect and review public records</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCJRD19-33	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"/>
UCJRD19-34	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"/>



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Joint Recreation District  
(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
UCJRD19-35	Telephone Messages <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCJRD19-36	Text Messages <i>Messages sent or received on a cellular phone or computer relating to Land Reutilization Corporation business</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
UCJRD19-37	Webpage Data and Layouts <i>Website information, data, format and layout published on the Joint Recreation District website</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
				<b>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.</b>	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>