



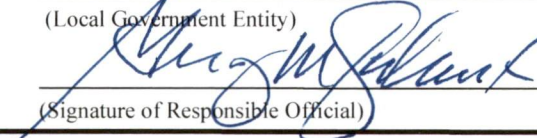
Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

#### Marysville-Union County Port Authority

(Local Government Entity)	(Unit)
	Chairperson
Greg Sehnert	2/15/2023
(Signature of Responsible Official)	(Date)
(Name)	(Title)

### 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, 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.

	4-26-23
Records Commission Chair Signature	Date

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

	Government Records Archivist	5/1/2023
Signature	Title	Date

### 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



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Marysville-Union County Port Authority  
(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
MUCPA23-01	Audit Reports (Federal, State and Internal) <i>Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
MUCPA23-02	Audiovisual, Public Relations & Training Materials <i>Materials and resources compiled or created for presentations, public relations events and/or training exercises</i>	Until information is superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
MUCPA23-03	Backup Data <i>Computer generated backup tapes and data created, used and maintained for disaster recovery purposes</i>	Retain for system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
MUCPA23-04	Bank Records <i>Records related to banking transactions between the Port Authority and financial institutions including bank deposit receipts, bank statements, canceled checks and check registers</i>	7 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 Sec. 117.26 O.R.C	<input type="checkbox"/>
MUCPA23-05	Blank Forms <i>Unused forms that are either obsolete and/or superseded</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
MUCPA23-06	Board of Directors Meeting Agendas <i>Records documenting items to be discussed during a Port Authority meeting</i>	2 years	Paper/Electronic		<input type="checkbox"/>
MUCPA23-07	Board of Directors Meeting Minutes <i>Official record of the proceedings of the Board of Directors of the Marysville-Union County Port Authority</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
MUCPA23-08	Board of Directors Meeting Minutes (Drafts/Notes) <i>Notes and drafts made in the compilation of the official minutes of a Port Authority meeting</i>	Until official minutes are approved	Paper/Electronic		<input type="checkbox"/>
MUCPA23-09	Board of Directors Meeting Notices <i>Announcements to members and/or public of upcoming Port Authority meetings</i>	1 year	Paper/Electronic		<input type="checkbox"/>
MUCPA23-10	Budget <i>Annual fiscal allocations of the Marysville-Union County Port Authority</i>	7 years	Paper/Electronic		<input type="checkbox"/>
MUCPA23-11	Budget Preparation Documents <i>Working papers and preparation documents used to create annual Port Authority budget</i>	7 years	Paper/Electronic		<input type="checkbox"/>



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MUCPA23-12	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to Port Authority functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-13	Calendars <i>Calendars used to track meetings and events of the Port Authority</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-14	Contracts <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	6 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
MUCPA23-15	Copies of Records <i>Internally duplicated records created for administrative convenience or reference</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-16	Correspondence <i>Communications from external and internal sources; documenting actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
MUCPA23-17	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"/>
MUCPA23-18	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-19	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	All electronic mail will be maintained in electronic format for 2 years	Electronic		<input type="checkbox"/>
MUCPA23-20	Fax (Logs) <i>Register of fax messages sent and received by a fax machine</i>	1 year	Paper/Electronic		<input type="checkbox"/>
MUCPA23-21	Fax (Messages) <i>Communications sent and received using a fax machine</i>	Treat as correspondence (See MUCPA23-16 and MUCPA23-17)	Paper/Electronic		<input type="checkbox"/>
MUCPA23-22	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	2 years	Paper/Electronic		<input type="checkbox"/>



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MUCPA23-23	Grant Records (State and Federal) <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	5 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"/>
MUCPA23-24	Insurance Policies <i>Documents listing the terms and conditions of insurance policies</i>	2 years after expiration, provided all claim settled (ORC 2305.10)	Paper/Electronic		<input type="checkbox"/>
MUCPA23-25	Insurance Records <i>Fiscal and administrative records generated in the administration of insurance policies</i>	2 years after expiration, provided all claim settled	Paper/Electronic		<input type="checkbox"/>
MUCPA23-26	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for Port Authority operations</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-27	Mailing Lists <i>Lists of individuals and addresses for mail distribution</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
MUCPA23-28	Management Reports or Feasibility Studies <i>Reports and studies created to assess functions, projects and programs</i>	7 years	Paper/Electronic		<input type="checkbox"/>
MUCPA23-29	Press/News Releases <i>Announcements sent to the media to inform the public about actions, events or programs</i>	7 years	Paper/Electronic		<input type="checkbox"/>
MUCPA23-30	Project Records <i>Files and documents related to Port Authority projects, including, but not limited to, correspondence, contracts, plans, specifications and progress reports</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
MUCPA23-31	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"/>
MUCPA23-32	Publications (MUCPA Created) <i>Various publications and brochures related to office functions</i>	Until superseded or obsolete. Retain one copy permanently	Paper/Electronic		<input type="checkbox"/>
MUCPA23-33	Receipt Documents <i>Acknowledgement that payment has been received</i>	7 years, provided audit	Paper/Electronic		<input type="checkbox"/>



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MUCPA23-34	Reference Material/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; including materials received from the Ohio Council of Port Authorities</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-35	Records of Receipts and Expenditures <i>Financial records showing money received and expended</i>	7 years, provided audit	Paper/Electronic		<input type="checkbox"/>
MUCPA23-36	Rules & Regulations <i>Legal agreement establishing the Marysville-Union County Port Authority and operational policies and standards established by the Port Authority</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
MUCPA23-37	Social Media Posts and Records <i>Information posted or received on an internet technology that facilitates and promotes interactive communication, participation, and collaboration, including, but not limited to Facebook, LinkedIn, Twitter, YouTube and Wikipedia, and the interactive tools and functions they provide to users, also includes metadata</i>	30 days. Public posts and/or comments made by the public may be removed, changed or edited upon the original poster's discretion.	Electronic		<input type="checkbox"/>
MUCPA23-38	Social Media Account Records <i>Records related to, but not limited to, account ID user names, password information, authorized users, content editors, account information, site terms and use agreement</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
MUCPA23-39	Speeches and Presentations <i>Materials used or distributed when speaking to a group about a topic or subject</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
MUCPA23-40	Telephone Records <i>Records related to telephone logs, which track incoming and outgoing calls</i>	2 years	Paper/Electronic		<input type="checkbox"/>
MUCPA23-41	Telephone Records (Messages) <i>Messages for recipients received on the telephone including voicemail</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
MUCPA23-42	Text Messages <i>Messages sent or received on a cellular phone or computer relating to Port Authority business</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
MUCPA23-43	Vouchers <i>Records containing purchase orders and/or paid invoices</i>	7 years, provided audit	Paper/Electronic		<input type="checkbox"/>

