



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

OHIO HISTORY CONNECTION

OCTOBER 23, 2024

STATE AND LOCAL
 GOVERNMENT RECORDS

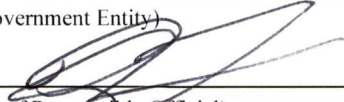
RECORDS RETENTION SCHEDULE (RC-2)

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 OneOhio Local Governance Committee

(Local Government Entity)	(Unit)
	
Dave Burke	Chairperson
(Signature of Responsible Official)	(Date)
	10/23/24

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, 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.

	10-23-24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Electronic Records Archivist	11/07/2024
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



RECORDS RETENTION SCHEDULE (RC-2)

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Union County OneOhio Local Governance Committee

(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
UCOO24-01	Audiovisual and Public Relations Materials <i>Materials and resources compiled or created for presentations, and/or public relations events</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
UCOO24-02	Audit Reports <i>Financial examinations and reports issued by the Auditor of State, ORC 117.26</i>	Permanent	Electronic		<input type="checkbox"/>
UCOO24-03	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to OneOhio Committee functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-04	Bylaws <i>Operational policies and standards governing the OneOhio Committee</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
UCOO24-05	Committee Agendas <i>Records documenting items to be discussed during a meeting of the OneOhio Committee</i>	1 year	Paper/Electronic		<input type="checkbox"/>
UCOO24-06	Committee Meeting Notices <i>Announcements to officials and the public of upcoming OneOhio Committee meetings</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-07	Committee Meeting Minutes <i>Official record of the proceedings of the Union County OneOhio Committee</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
UCOO24-08	Committee Meeting Minutes (Audio/Video) Recordings <i>Audio and/or video recordings made during a OneOhio Committee meeting</i>	Until official minutes are approved	Electronic		<input type="checkbox"/>
UCOO24-09	Committee 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"/>
UCOO24-10	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-11	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"/>
UCOO24-12	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-13	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 3 years	Electronic		<input type="checkbox"/>



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Union County OneOhio Local Governance Committee
(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
UCOO24-14	Fiscal Records <i>Records documenting the receipt and expenditure of money, including, but not limited to, pay-ins, receipts, transfers and financial reports</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 Sec. 117.26 O.R.C	<input type="checkbox"/>
UCOO24-15	Grant Application Evaluations <i>Reviews of grant applications submitted; including scoring rubrics</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-16	Grant Applications (Funded) <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants funded</i>	5 years, provided all audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
UCOO24-17	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	2 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-18	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings or other activities requiring legal notification</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
UCOO24-19	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"/>
UCOO24-20	Press/News Releases <i>Announcements sent to the media to inform the public about actions or activities</i>	3 years	Paper/Electronic		<input type="checkbox"/>
UCOO24-21	Reference Materials and Research Files <i>Collected information from a variety of resources to learn about legislative actions, programs, or concepts to explore changes or improvements to operations</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
UCOO24-22	Requests for Proposals <i>Invitations to prospective organizations outlining the eligibility, funding priorities and guidelines for submission of grant applications for distribution of funds</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
UCOO24-23	Voicemails <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
UCOO24-24	Webpage Data and Layouts <i>Website information, data, format and layout published on the OneOhio webpage</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>