



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

NOV 04 2020

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 Regional Airport Authority

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

John Popio
 (Name)

Chairperson
 (Title)

9-9-2020
 (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, 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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Pinder
 Signature

Local Government Records Archivist
 Title

11/16/2020
 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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Union County Regional Airport 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
AA20-01	Administration Files <i>General administrative and fiscal files organized by subject containing correspondence, memos, directives, publications, and other related reference materials</i>	3 years	Paper/Electronic		<input type="checkbox"/>
AA20-02	Agendas and Meeting Notices <i>Lists of items to be discussed and materials and resources compiled and used for meetings of the Airport Authority Board</i>	1 year	Paper/Electronic		<input type="checkbox"/>
AA20-03	Airport Authority Board Minutes <i>Official record of the monthly and special proceedings of the Airport Authority Board</i>	Permanent	Paper		<input checked="" type="checkbox"/>
AA20-04	Airport Authority Board Minutes (Audio Recordings) <i>Audio recordings made during meetings of the Airport Authority Board used to prepare the official minutes</i>	Until official minutes are approved	Electronic		<input type="checkbox"/>
AA20-05	Airport Operation Standards & By-Laws <i>Policies and standards established by the Airport Authority to govern aeronautical activities at the airport</i>	Permanent	Paper		<input checked="" type="checkbox"/>
AA20-06	Bids (Successful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise</i>	8 years after expiration (ORC 2305.06)	Paper		<input type="checkbox"/>
AA20-07	Bids (Unsuccessful) <i>Records documenting the publicizing and hearing of quoted bids to vendors for services and/or merchandise not selected</i>	2 years	Paper		<input type="checkbox"/>
AA20-08	Bond Records <i>Contains records related to the issuance and financing of long term debt by the Airport Authority Board</i>	Permanent	Paper		<input checked="" type="checkbox"/>
AA20-09	Claims & Litigation Records <i>Records related to legal claims against the Airport Authority and subsequent court proceedings if necessary</i>	5 years	Paper		<input type="checkbox"/>
AA20-10	Contracts <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	8 years after expiration (ORC 2305.06)	Paper		<input type="checkbox"/>



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AA20-11	Correspondence <i>Communications from external and internal sources documenting actions, policies, procedures and/or programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
AA20-12	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"/>
AA20-13	Electronic Mail (E-Mail) <i>Documents and messages sent and/or received using electronic mailing systems</i>	All electronic mail will be maintained in electronic format for 3 years	Electronic		<input type="checkbox"/>
AA20-14	Fiscal Records <i>Records related to the financial administration of the Airport Authority including but not limited to the annual budget, bank records, budget preparation documents, canceled checks, cash books, check registers, invoices (paid), pay-ins, purchase orders, receipt documents, records of expenditures and travel expenses</i>	3 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"/>
AA20-15	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	1 year	Paper		<input type="checkbox"/>
AA20-16	Grant Records <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, audit reports released, and all litigation, claims and audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
AA20-17	Income Received <i>Fiscal record of monies received for the leasing and/or rental of Airport Authority owned property and/or building space</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
AA20-18	Inspection & Audit Reports <i>Financial and operational examinations and reports issued by but not limited to the Auditor of State, Federal Aviation Administration (FAA), Ohio Department of Transportation (ODOT), Environmental Protection Agency (EPA) or independent auditing agencies</i>	3 years	Paper		<input type="checkbox"/>



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AA20-19	Insurance Policies <i>Documents listing the terms and conditions of liability insurance</i>	2 years after expiration, provided all claims settled	Paper		<input type="checkbox"/>
AA20-20	Leases and Rental Agreements <i>Agreements with the Airport Authority to allow use of real estate property and use of space in Airport Authority owned buildings</i>	5 years after expiration, provided audit	Paper		<input type="checkbox"/>
AA20-21	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events</i>	3 years	Paper		<input type="checkbox"/>
AA20-22	Management Reports or Feasibility Studies <i>Reports and studies created to assess functions, projects and programs</i>	3 years	Paper		<input type="checkbox"/>
AA20-23	Maps, Plans and Drawings <i>Maps and plans created for construction, projects and/or events</i>	Permanent	Paper		<input checked="" type="checkbox"/>
AA20-24	Project Records <i>Files relating to the repair, improvement and/or construction of Airport Authority property including, but not limited to, specifications, correspondence, architectural, construction and engineering contracts, federal and state grant assurances and construction progress files</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
AA20-25	Project Records (Runway) <i>Files relating to the maintenace, improvement or repair of the airport runway including, but not limited to, specifications, correspondence, architectural, construction and engineering contracts, federal and state grant assurances and construction progress files</i>	8 years	Paper/Electronic		<input type="checkbox"/>
AA20-26	Underground Storage Tank Records <i>Files concerning underground fuel tank locations, inspections, and required reports</i>	6 years	Paper		<input type="checkbox"/>
AA20-27	Zoning Records <i>Records related to the regulation and restriction of land use adjacent to or in the immediate vicinity of the airport</i>	Permanent	Paper		<input checked="" 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	<input type="checkbox"/>