



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form.

### Section A: Local Government Unit

**Athens County Commissioners**

**County Planner**

(local government entity)

*Lenny Eliason*

**Lenny Eliason**

(unit)

**President**

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

**Athens County**

**Records Commission**

*740-593-5342*

(telephone number)

**15 South Court Street**

(address)

**Athens**

(city)

**45701**

(zip code)

**Athens**

(county)

To have this form returned to the Records Commission electronically, include an email address: *egoeglein@athensoh.org*

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.

*Lenny Eliason*

*12/22/15*

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

*Fred Deant*

Signature

*State Archivist*

Title

*1/19/16*

Date

### Section D: Auditor of State

*Martin E. Mah*

Signature

*2-5-16*

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.**

Section E: Records Retention Schedule

**Athens County Planner**

(local government entity) (unit)

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State or OHS- LGRP	-6 RC-3 Required by OHS-LGRP
ACP-01	AGREEMENTS, CONTRACTS	ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services	Eight years after expiration	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
ACP-02	APPOINTMENT BOOKS,	Hourly/daily/weekly and annual appointments books, records, calendars, schedules, organizer and planner	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
ACP-03	ATHENS COUNTY PLANNING COMMISSION (ACRPC) ORGANIZATION DOCUMENT, BYLAWS		Permanent	Multi		<input checked="" type="checkbox"/>
	ATHENS COUNTY PLANNING COMMISSION and COMMITTEE MEETING MINUTES					<input checked="" type="checkbox"/>
ACP-04a		Official copy of proceedings of regular and special meetings	Permanent	Multi		<input checked="" type="checkbox"/>
ACP-04b		Audio and video recordings	One year after official minutes are approved	Multi		<input type="checkbox"/>
ACP-04c		Drafts/Notes	Until official minutes are approved	Multi		<input type="checkbox"/>
ACP-05	AWARDS, NEWSPAPER ARTICLES & CLIPPINGS	Awards, Newspaper Articles & Clippings pertaining to County Planner	25 years and no longer of Historical value	Multi		<input checked="" type="checkbox"/>
ACP-06	COMPLAINTS	Anonymous or unfounded	Maintain until no longer of administrative or legal value	Multi		<input type="checkbox"/>
ACP-07	COMPUTER GENERATED ADMINISTRATIVE REPORTS	Non-specific and periodic that may be repeated	May be destroyed in the normal course of the business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
ACP-08	DIRECTORIES	Lists, rosters, informational directories containing contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
ACP-09	ELECTRONIC MAIL - including cell phone and blackberry e-mail (county owned property only)	Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 19.43	Retain according to content, until no longer administratively necessary. Erase e-mail that has no significant value (RC-3 not required)	Multi		<input type="checkbox"/>

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ACP-10	ELECTRONIC RECORDS	Auxiliary or supportive process for data preservation. System Backup.	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
ACP-11	FLOOD ELEVATION CERTIFICATES		Permanent	Multi		<input type="checkbox"/>
ACP-12	FLOOD HAZARD DEVELOPMENT PERMITS		Permanent	Multi		<input type="checkbox"/>
ACP-13	GRANT ADMINISTRATIVE DOCUMENTS	Financial files and records, documents the application, evaluation, awarding, monitoring, and tracking of grants received	Five years unless specified otherwise in grant	Multi		<input type="checkbox"/>
ACP-14	PHOTOGRAPHS	Photos, negatives and electronic images.	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content (Refer to RC-2). Erase images that have no significant value.	Multi		<input checked="" type="checkbox"/> <i>(for photos of historical value)</i>
ACP-15	POLICIES	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued	Multi		<input type="checkbox"/>
ACP-16	PROFESSIONAL ORGANIZATION and ASSOCIATION FILES	Documents, magazines, catalogs, reference publications, etc., from associations related to employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association	Destroy when no longer of administrative value	Multi		<input type="checkbox"/>
ACP-17	PROJECT FILES	Project files related to committee	Until no longer administrative value	Multi		<input type="checkbox"/>
ACP-18	PROJECT FILES	Project files for others	Until no longer administrative value	Multi		<input type="checkbox"/>
ACP-19	SUBDIVISION FILES	Records detailing actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes. Including Minor Subdivision and Exempt Lot Splits.	Permanent	Multi		<input checked="" type="checkbox"/>
ACP-20	WEBSITE INFORMATION	Website Information (Current and Archived)	7 Year(s) Continually Maintained and Updated. No RC-3 Required)	Multi		<input type="checkbox"/>

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<b>** For records not listed County Planner will follow the current Athens County Commissioners RC-2</b>						
****	Until no longer administratively necessary		RC-3 not required			
****	Destroy when no longer of administrative value		RC-3 not required			
****	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 ORC.					
*****	Schedule of Records Retention and Disposition: Records listed on the RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3 ) to the State Archives <u>unless</u> the record has an X after it, indicating that an RC-3 form should be submitted for that particular record series. If you wish to dispose of a record that is more than 50 years, contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal.					
*****	You still have to document internally the disposal of records, even for those series that are not required by the State Archives to be listed on Certificate of Records Disposal (RC-# form). Maintaining documentation on the destruction of records will assist in complying with public records request by showing that records have been legally disposed.					