

JANUARY 18 2023

STATE AND LOCAL
GOVERNMENT RECORDS


Ohio History Connection
State Archives of Ohio
Local Government Records
Program
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Columbus, Ohio 43211-2474

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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Morgan County	Commissioners' Office		
(Local Government Entity)	(Unit)		
	Adam Shriver	President	1/17/2023
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Morgan County Records Commission	740-962-3183		
(Local Government Entity)	(Telephone Number)		
155 E. Main St.	McConnelsville	43756	Morgan
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:

commissioners@morgancounty-oh.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.

	1-17-23
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Fred Previta	State Archivist	1-25-2023
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
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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 (RC-2)

Local Government Entity: MORGAN COUNTY

Unit: COMMISSIONERS' OFFICE

(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 by LGRP
COM-22-001	Agendas: A list of items to be discussed in the Commissioners' meetings.	2 years	Paper, Electronic		<input type="checkbox"/>
COM-22-002	Annexation Files: Petitions for annexation and related files to change boundary lines of township and municipal governments.	Permanent	Paper		<input checked="" type="checkbox"/>
COM-22-003	Annual Budget: Annual fiscal allocation to county offices and departments.	10 years	Paper, Electronic		<input type="checkbox"/>
COM-22-004	Annual Budget Work Papers: Records created exclusively for the preparation of budgets, including budget requests, justification statements and similar documents.	2 years	Paper, Electronic		<input type="checkbox"/>
COM-22-005	Anonymous or Unfounded Complaints	Retain until no longer of administrative value.	Paper, Electronic		<input type="checkbox"/>
COM-22-006	Bids (Successful): Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file.	8 years (O.R.C 2305.06)	Paper, Electronic		<input type="checkbox"/>
COM-22-007	Bids (Unsuccessful): Bids not awarded.	2 years after the letting of the contract.	Paper, Electronic		<input type="checkbox"/>
COM-22-008	Board Appointments: Appointments to and resignations from county boards, commissions, and agencies.	10 years	Paper, Electronic		<input type="checkbox"/>
COM-22-009	Calendar: Monthly planning calendars.	Retain until no longer of administrative value.	Paper, Electronic		<input type="checkbox"/>
COM-22-010	Commissioners' Journal: Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, grant proposals, and other operations of the county.	Permanent	Paper		<input checked="" type="checkbox"/>

COM-22-011	Commissioners' Journal Index: Indexes by volume and page number of all matters brought before the board, including a brief synopsis of the proceedings.	Permanent	Paper	<input checked="" type="checkbox"/>
COM-22-012	Cost Allocations: Assignment of indirect costs between departments and agencies.	7 years	Paper, Electronic	<input type="checkbox"/>
COM-22-013	County Auction Records: Record of all property sold at auction.	3 years after audited	Paper, Electronic	<input type="checkbox"/>
COM-22-014	Credit Card Usage Approval Forms (by Department): Approval forms prepared by Departments for credit card usage which are approved by the Board of Commissioners.	3 years, provided audited	Paper, Electronic	<input type="checkbox"/>
COM-22-015	Deeds to County Property	Permanent	Paper	<input checked="" type="checkbox"/>
COM-22-016	Disaster Plan (Continuity of Operations Plan): Documents, plans, and procedures to protect and reestablish county operations in the event of a disaster.	Until updated or superseded.	Paper	<input type="checkbox"/>
COM-22-017	Dog Warden Weekly Reports: Weekly reports, in writing, from the Dog Warden to the Board of Commissioners of all dogs seized, impounded, redeemed, and destroyed and of all claims of damage to animals inflicted by dogs (ORC 955.12).	2 years	Paper, Electronic	<input type="checkbox"/>
COM-22-018	Fund Reports: Auditor's monthly reports detailing encumbered and unencumbered amounts and remaining balances per fund.	Retain until no longer of administrative value.	Paper, Electronic	<input type="checkbox"/>
COM-22-019	Grant Files: Documents the application, evaluation, awarding, and monitoring of grants received.	Maintain records as required by the grant. If retention is unspecified, 5 years provided all State and Federal tracking of audits have been conducted, the audit reports released, and all litigations, claims, or audit findings have been resolved.	Paper, Electronic	<input type="checkbox"/>
COM-22-020	Grants Applications (Not funded)	1 year	Paper, Electronic	<input type="checkbox"/>
COM-22-021	Hazardous Material Files: Records pertaining to hazardous materials used by the County (landfill).	30 years	Paper, Electronic	<input type="checkbox"/>

COM-22-022	Internships: Records of students that participate in internship programs. May include reports to interns' instructors, summaries of assignments, and evaluations.	3 years	Paper, Electronic	<input type="checkbox"/>
COM-22-023	Invitations to Bid: Request for proposals, request for information and informal bids.	5 years, if not incorporated into bid project files.	Paper, Electronic	<input type="checkbox"/>
COM-22-024	Legal Advertisements: Advertisements published pursuant to the Codified Ordinances and/or Ohio Revised Code.	2 years	Paper, Electronic	<input type="checkbox"/>
COM-22-025	Legal Opinions: Written opinions rendered as guidance to the Commissioners' by a legal advisor to the Board.	Permanent	Paper	<input checked="" type="checkbox"/>
COM-22-026	Litigation Records: Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted.	Paper, Electronic	<input type="checkbox"/>
COM-22-027	Meeting Notices	1 year	Paper, Electronic	<input type="checkbox"/>
COM-22-028	Meeting Minutes (official copy)	Permanent	Paper	<input checked="" type="checkbox"/>
COM-22-029	Meeting Minutes (audio/video recordings)	Retain until transcribed into hard copy and approved.	Electronic	<input type="checkbox"/>
COM-22-030	Personnel Policy and Procedures Manual: Documents the policies and procedures regarding employment.	5 years after revised or superseded.	Paper, Electronic	<input type="checkbox"/>
COM-22-031	Petitions: Petitions signed by the Public to the Commissioners.	5 years	Paper	<input type="checkbox"/>
COM-22-032	Project/Building Files: Records relating to construction projects including renovations and new structures.	Permanent	Paper	<input type="checkbox"/>
COM-22-033	Public Records Requests	2 years	Paper, Electronic	<input type="checkbox"/>
COM-22-034	Real Estate Records: Records documenting the ownership of land owned by the Board of County Commissioners.	Permanent	Paper	<input checked="" type="checkbox"/>
COM-22-035	Record Retention Schedules: Past and present Record Retention Schedules (RC-2).	Permanent	Paper	<input type="checkbox"/>
COM-22-036	Resolutions: Written motions considered by the board of Commissioners officially documenting certain actions (part of the Commissioners' Journal).	Permanent	Paper	<input checked="" type="checkbox"/>

COM-22-037	Social Media Posts: Items posted to the Commissioners' Facebook page or other social media accounts.	Retain until superseded or no longer of administrative value.	Electronic
COM-22-038	Subdivision Files (Planning Commission): Records detailing Commissioners' actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes.	Permanent	Paper
COM-22-039	Transient Documents/Records: Including, but not limited to, telephone messages, notes (written or e-mail), drafts, and other limited documents which serve to convey information on temporary importance.	Retain until no longer of administrative value.	Paper, Electronic
COM-22-040	Vehicle Files: Secure documents issued by the Bureau of Motor Vehicles which represents Board of Commissioners ownership of a motor vehicle.	Until superseded or vehicle is sold.	Paper
COM-22-041	Website data: News items, posts, documents, photos, or any other material published to the County's web pages.	Retain until superseded or no longer of administrative value.	Electronic

	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<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