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

OHIO HISTORY CONNECTION

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

MAY 29 2015

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

STATE AND LOCAL GOVERNMENT RECORDS

Section A: Local Government Unit

City of Mount Healthy (local government entity) — All (unit)

(signature of responsible official) — William Kocher (name) — City Manager (title) — 5-7-15 (date)

Section B: Records Commission

Mt. Healthy Records Commission — (513) 931-8840

7700 Perry Street — Mt. Healthy — 45231 — Hamilton

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

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: 5-26-15

Section C: Ohio History Connection - State Archives

Signature — Title: Government Records Archivist — Date: 6/3/2015

Section D: Auditor of State

Signature — Date: 6-23-15

Please Note: The State Archives retains RC-2 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Mt. Healthy ALL
(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 by LGRP
MH-15-001	Voice Message	Until administrative purpose is served	Electronic		☐
MH-15-002	Transitory Correspondence -- created primarily for informal communication	Until administrative purpose is served	All		☐
MH-15-003	Routine Correspondence -- Internal correspondence (letters; memos) and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	Current + 1 year	All		☐
MH-15-004	Official Correspondence -- Messages that deal with significant aspects of the administration of the public office, including information concerning the office's policies, programs and fiscal and personnel matters.	Current + 5 years	All		☐
MH-15-005	Vehicle Maintenance records	Until Vehicle Sold	All		☐
MH-15-006	Office and Technical Equipment manuals and maintenance records	Until Equipment Disposed of	All		☐
MH-15-007	Facsimile Machine Send Confirmation printouts	Until administrative purpose is served	Paper		☐
MH-15-008	Cash receipts, receipt books, ledgers, and journals (after last entry)	Current + 3 years if audited	Paper or Electronic		☐
MH-15-009	Certificate of Records Disposal (RC-3) for all departments	Permanent	Paper or Electronic		☐
MH-15-010	Records Retention Schedule (RC-2) for all departments (official)	Permanent	Paper or Electronic		☐
MH-15-011	On-Line Records Retention Schedules for all departments (subordinate to official documents)	Until superseded	Electronic		☐
MH-15-012	Records Retention Schedule (RC-2) at all public access points as applicable for each department	Until superseded	Paper		☐
MH-15-013	One-Time Disposal of Obsolete Records (RC-1) for all departments	Permanent	Paper or Electronic		☐