




RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Ottawa County

Transportation Improvement District

		(Unit)	
(Local Government Entity)	Ronald P. Lajti, Jr., P.E., P.S.	Chairperson	10/19/21
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Ottawa County

Records Commission

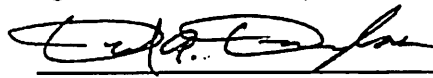
(419) 734-6710

315 Madison Street	Room 103	Port Clinton	43452	(Telephone Number)	Ottawa
(Address)		(City)	(Zip Code)		(County)

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

telder@co.ottawa.oh.us & tmlnar@co.ottawa.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.

	11-4-2021
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Kevin Latta	Digitally signed by Kevin Latta DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US Date: 2021.11.11 09:46:51 -05'00'	2021.11.11
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks	Digitally signed by Martin E. Meeks Date: 2021.11.22 15:16:25 -05'00'	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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Ottawa County

Engineer's Office

(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 by LGRP
2021-001	Accounting Records - accounts receivable lists - accounts payable records - cash balance reports - appropriation adjustments - transfers - encumbered/unencumbered reports - monthly financial reports - yearend financial reports - payroll records - invoices (receivable & payable) - record of accrued fees (pay-in and receipt logs) - records of bills filed (detailed voucher list) - pay-ins - purchase orders - receipt books - requisitions - travel request/expense reports - vouchers	3 years Provided audited	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"/>
2021-002	Agendas for meetings	3 years	Paper/ Electronic		<input type="checkbox"/>
2021-003	Annual Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
2021-004	Budgets	Permanent	Paper		<input checked="" type="checkbox"/>
2021-005	Budget Records (supporting documents used to prepare the budget)	3 Years provided audited	Paper/ Electronic		<input type="checkbox"/>
2021-006	Bylaws, regulations	Until superseded	Paper/ Electronic		<input type="checkbox"/>
2021-007	Contracts, agreements, MOUs	8 years after expiration	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Ottawa County

Engineer's Office

(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 by LGRP
2021-008	Contract Records - Permanent - Plans - Construction/material Specifications - Final pay application	Permanent	Paper		<input checked="" type="checkbox"/>
2021-009	Contract Records – supporting documents (correspondence, wage rates, wage reports, material tickets, legal ad, chargeback invoices, pay applications, (keep final), meeting minutes, design data, inspection reports)	3 years after project complete	Paper		<input type="checkbox"/>
2021-010	Copies of Records – additional copies of records or images which are no longer required and serve no useful purpose	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2021-011	Correspondence – Transient Communications of temporary importance, including but not limited to: phone messages, drafts, meeting notices, referrals, requests for routine information	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2021-012	Correspondence – General Requests for information pertaining to interpretations and other miscellaneous inquiries (do not attempt to influence policy and/or decisions)	2 years	Paper/ Electronic		<input type="checkbox"/>
2021-013	Correspondence – Substantive Correspondence dealing with significant aspects of the administration of the office. Includes but is not limited to information regarding policies, programs, projects, fiscal matters, personnel, subdivisions)	5 years File with related records. Hold longer if those records have longer retention schedule	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Ottawa County

Engineer's Office

(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 by LGRP
2021-014	Drafts/Transient Records (preliminary working documents and other items which serve to convey information of temporary importance)	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2021-015	Easements	Permanent	paper		<input checked="" type="checkbox"/>
2021-016	Fax Messages	Treat as correspondence	Paper/ Electronic		<input type="checkbox"/>
2021-017	Grant Records (Federal & State funds)	7 years after project end	Paper/ Electronic		<input type="checkbox"/>
2021-018	Legal Advertisements/Notices	3 years	Paper/ Electronic		<input type="checkbox"/>
2021-019	Litigation Records (records related to legal claims and subsequent legal actions and court proceedings)	5 years after case is closed and appeals are exhausted	Paper/ Electronic		<input type="checkbox"/>
2021-020	Mail – communications received from others for general information purposes	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2021-021	Memoranda – Internal Communications	Use correspondence periods	Paper/ Electronic		<input type="checkbox"/>
2021-022	Minutes	permanent	Paper		<input checked="" type="checkbox"/>
2021-023	ODOT Ohio Department of Transportation Grant Records (includes applications)	7 years after end of project	Paper		<input type="checkbox"/>
2021-024	Pay Estimates for projects	3 years after project complete	Paper/ Electronic		<input type="checkbox"/>
2021-025	Policies and Procedures	Until superseded, obsolete or replaced	Paper/ Electronic		<input type="checkbox"/>
2021-026	Press Release	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Ottawa County

Engineer's Office

(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 by LGRP
2021-027	Publications, news releases	3 years	Paper/ Electronic		<input type="checkbox"/>
2021-028	Records of Request- ORC 149.43 request to inspect and review public records	2 years	Paper/ Electronic		<input type="checkbox"/>
2021-029	Record of Retention and Disposition Forms – also called RC-1, RC-2, RC-3	Permanent	Paper/ Electronic		<input type="checkbox"/>
2021-030	Resolutions	permanent	Paper		<input checked="" type="checkbox"/>
2021-031	Rosters, membership list	Until superseded	Paper/ Electronic		<input type="checkbox"/>
2021-032	Voice mail, text messages, caller ID logs, pagers, activity logs and related IT issues	Erase or delete when no longer of administrative value	Electronic		<input type="checkbox"/>
2021-033	Wage Rate Reports (project files)	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
			Audited means: the years encompassed by the records have been audited by the		<input type="checkbox"/>
			Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

End Note: * E-mail is a *format* on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (*Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.*)