



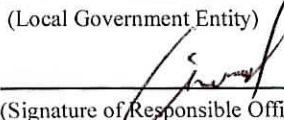
Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Logan-Union-Champaign (LUC) Regional Planning Commission

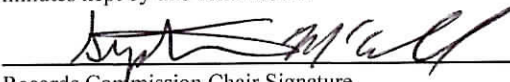
(Local Government Entity)	(Unit)
	Dave Gulden
(Signature of Responsible Official)	(Name)
	Director
	(Title)
	7/14/2016
	(Date)

Section B: Records Commission

Logan-Union-Champaign (LUC) Records Commission	937-666-3431		
	(Telephone Number)		
9676 Foundry Road	East Liberty	43319	Union
(Address)	(City)	(Zip Code)	(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.

	7/14/16
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archives	7-28-16
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	8-11-16
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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Logan-Union-Campaign (LUC) Regional Planning Commission
(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
LUC16-01	Accounts Receivable Ledger and Documents <i>Records and documents related to the billing and collection of money for services provided</i>	5 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LUC16-02	Agendas <i>Records documenting items to be discussed during a meeting</i>	2 years	Paper/Electronic		<input type="checkbox"/>
LUC16-03	Annual Reports <i>Annual report containing substantive information of operations, policies and procedures and planning</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
LUC16-04	Audiovisual, PR & Training Materials <i>Materials and resources compiled or created for presentations, public relations events and/or training exercises</i>	Until information is superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>
LUC16-05	Audit Reports (Federal, State and Internal) <i>Financial examinations and reports issued by the Federal Government, Auditor of State, ORC 117.26, independent auditing agencies or conducted internally</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
LUC16-06	Backup Data <i>Computer generated backup files and data created, used and maintained for disaster recovery purposes</i>	Retain for system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
LUC16-07	Bids (Successful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	Original, if made part of a contract and filed with contract. 8 years after expiration of contract (ORC 2305.06)	Paper		<input type="checkbox"/>
LUC16-08	Bids (Unsuccessful) <i>Records documenting the publicizing and hearing of quoted bids to vendors for services and/or merchandise not selected, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	2 years	Paper		<input type="checkbox"/>
LUC16-09	Blank Forms <i>Unused forms that are either obsolete and/or superseded</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
LUC16-10	Budget (Annual) <i>Annual fiscal allocation to a department or office as a part of the annual county budget</i>	5 years, provided audit	Electronic		<input type="checkbox"/>
LUC16-11	Budget Preparation Documents <i>Working papers and preparation documents used to create annual budgets</i>	3 years	Paper/Electronic		<input type="checkbox"/>



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LUC16-12	Building Plans/Blueprints <i>Maps and plans documenting the interior infrastructure of LUC owned and/or operated buildings; confidential ORC 149.433</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
LUC16-13	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to county functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-14	Bylaws <i>Operational policies and standards governing the Logan-Union-Champaign (LUC) Regional Planning Commission</i>	Permanent	Paper		<input checked="" type="checkbox"/>
LUC16-15	Calendar (Desk/Appointment) <i>Calendars used to track meetings and events in conjunction with job functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-16	Claims and Litigation Records <i>Records related to legal claims against LUC and subsequent court proceedings if necessary</i>	5 years, after case is closed and appeals are exhausted	Paper/Electronic		<input type="checkbox"/>
LUC16-17	Community Development Block (CDBG) Grant Records <i>Records related to the administrative and fiscal operations of the Community Development Block Grant, which seeks to fund infrastructure development</i>	4 years after final closeout letter (OHCP Notice 02-02)	Paper/Electronic		<input type="checkbox"/>
LUC16-18	Comprehensive Plans/Studies <i>Periodic plan created for any political jurisdiction within LUC that examines existing conditions and recommends improvements for, but not limited to, the following: economic, transportation and land use; also includes special area studies</i>	Permanent	Paper		<input checked="" type="checkbox"/>
LUC16-19	Comprehensive Plans/Studies Work Papers <i>Working papers and preparation documents used to draft and create comprehensive plans and/or studies and/or special area plans and/or studies</i>	2 years	Paper/Electronic		<input type="checkbox"/>
LUC16-20	Computer Generated Fiscal Reports <i>Reports generated from the Auditor's fiscal computer system noting appropriations, expenses, encumbrances, and remaining balances used for internal balancing and reference purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-21	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	8 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>



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LUC16-22	Copies of Records <i>Internally duplicated records created for administrative convenience and/or reference</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-23	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
LUC16-24	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"/>
LUC16-25	Delivery Slips/Packing Slips <i>Documents received when accepting goods from a carrier or vendor</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
LUC16-26	Disaster Plans <i>Plans and procedures to protect and re-establish operations in the event of a disaster</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
LUC16-27	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-28	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	All electronic mail will be maintained in electronic format for 2 years	Electronic		<input type="checkbox"/>
LUC16-29	Employment Applications (Not Hired) <i>Application submissions by individuals for job positions not chosen for employment</i>	2 years	Paper		<input type="checkbox"/>
LUC16-30	Equipment Maintenance Records <i>Documents noting and monitoring maintenance and service to equipment</i>	Life of equipment or until removed from inventory	Paper/Electronic		<input type="checkbox"/>
LUC16-31	Fair Housing Records <i>Records documenting the program that prohibits unlawful housing discrimination, including, but not limited to, analysis of impediments reports, brochures, correspondence, telephone logs and training logs</i>	5 years	Paper/Electronic		<input type="checkbox"/>
LUC16-32	Fax (Logs) <i>Register of fax messages sent and received by a fax machine</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
LUC16-33	Fax (Messages) <i>Communications sent and received using a fax machine</i>	Treat as correspondence (See LUC16-23 and LUC 16-24)	Paper		<input type="checkbox"/>

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LUC16-34	Geographic Information System (GIS) Maps <i>Mapping system used to capture, store, manipulate, analyze, manage and present types of geographic data</i>	Until superseded or obsolete	Electronic		<input type="checkbox"/>
LUC16-35	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	1 year	Paper/Electronic		<input type="checkbox"/>
LUC16-36	Grant Records (State and Federal) <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, the audit reports released and all litigation, claims, or audit findings have been resolved	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"/>
LUC16-37	Internet Logs <i>Logs that document an individual's use of the internet</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
LUC16-38	Job Descriptions <i>Documents detailing the classification, needed experience/education/physical requirements, and duties by position title</i>	Until revised, superseded or classification abolished	Paper/Electronic		<input type="checkbox"/>
LUC16-39	Jurisdiction Files <i>Records documenting zoning resolution changes for political subdivisions under the jurisdiction of LUC, including, but not limited to, correspondence and zoning resolutions</i>	Retain current and previous file; dispose of any previous superseded files	Paper		<input type="checkbox"/>
LUC16-40	Leases <i>Agreements between vendors and offices to allow use of equipment and/or real estate</i>	5 years after expiration, provided audit	Paper		<input type="checkbox"/>
LUC16-41	Leave Requests (Sick and Vacation) <i>Records documenting an employee's request for use of sick, vacation, compensatory or other form of leave time</i>	5 years, provided audit	Paper		<input type="checkbox"/>
LUC16-42	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events requiring legal notification</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
LUC16-43	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for government operational purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-44	Mailing Lists <i>Lists of individuals and addresses for mail distribution</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>

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LUC16-45	Manuals and Handbooks <i>Publications outlining policies, procedures, practices and general directives</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
LUC16-46	Meeting Minutes <i>Official record of the proceedings of the LUC Commission, Executive Committee, Zoning & Subdivision Committee, Budget & Finance Committee, Building Committee, By-Laws Committee, Subdivision Regulations Committee and any other ad-hoc committee meetings</i>	Permanent	Paper		<input checked="" type="checkbox"/>
LUC16-47	Meeting Minutes (Drafts/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of a meeting</i>	Until official minutes are approved	Paper/Electronic		<input type="checkbox"/>
LUC16-48	Meeting Packets <i>Information submitted to the LUC Commission and Committees prior to their meetings including, but not limited to, agendas, meeting minutes, financial expenditures, receipts and revenues, and budgetary progression reports</i>	5 years	Electronic		<input type="checkbox"/>
LUC16-49	Monthly Financial Reports <i>Monthly report documenting fiscal expenditures, receipts and revenue and shows the progression of the annual budget</i>	5 years	Electronic		<input type="checkbox"/>
LUC16-50	Pay-Ins <i>Documents noting payments of revenue</i>	5 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"/>
LUC16-51	Payroll Records <i>Payroll records that contain time input worksheets, base and net salary, leave balances, and all withholdings</i>	5 years, provided audit. Payroll Register maintained by County Auditor permanently	Paper/Electronic		<input type="checkbox"/>
LUC16-52	Personnel Files <i>Documentation of service throughout the duration of an individual's employment, including but not limited to job description, payroll information, payroll changes, evaluations, payroll deductions, pension, retirement, training, discipline, W-4s, Family Medical Leave Act (FMLA), and medical leave</i>	10 years after termination. Retain retirement waivers, service record and leave balances	Paper		<input type="checkbox"/>
LUC16-53	Press/News Releases <i>Announcements sent to the media to inform the public about actions, events or programs</i>	3 years	Paper/Electronic		<input type="checkbox"/>

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LUC16-54	Professional Association Records <i>Documents from associations related to an employee's job position to enhance learning, inform of events, or provide general information about the association</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-55	Publication Stock <i>Blank and/or unused office letterhead and business cards</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
LUC16-56	Publications (Federal, State, Business) <i>Various publications issued and sent by businesses or federal or state government</i>	Until superseded or until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-57	Publications (Local Government Created) <i>Various publications and brochures related to office functions</i>	Until superseded or obsolete. Retain one copy permanently	Paper/Electronic		<input type="checkbox"/>
LUC16-58	Receipt Documents <i>Acknowledgement that payment has been received</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
LUC16-59	Record Retention Documents <i>Records documenting the retention and disposition of public records, including One-Time Disposal of Obsolete Records (RC-1), Records Retention Schedules (RC-2), and Certificates of Records Disposal (RC-3)</i>	Permanent	Paper		<input type="checkbox"/>
LUC16-60	Records of Receipts and Expenditures <i>Financial records showing money received and expended</i>	5 years, provided audit	Paper/Electronic	<p>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.</p>	<input type="checkbox"/>
LUC16-61	Records Requests <i>Formal requests to inspect and review public records</i>	2 years	Paper/Electronic		<input type="checkbox"/>
LUC16-62	Reference Materials and Research Files <i>Collected information from a variety of resources to learn about events, legislative actions, programs, or concepts to explore changes or improvements to operations</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-63	Returned Mail <i>Correspondence, notices and/or statements sent to individuals via mail and returned by the Post Office as undeliverable</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
LUC16-64	Rosters/Directories/Organizational Charts <i>Charts and information documenting office personnel, contact information and office hierarchy</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>



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LUC16-65	Social Media Posts and Records <i>Information posted or received on an internet technology that facilitates and promotes interactive communication, participation, and collaboration, including, but not limited to Facebook, LinkedIn, Twitter, YouTube and Wikipedia, and the interactive tools and functions they provide to users, also includes metadata</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
LUC16-66	Social Media Account Records <i>Records related to, but not limited to, account ID user names, password information, authorized users, content editors, account information, site terms and use agreement</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
LUC16-67	Speeches and Presentations <i>Materials used or distributed when speaking to a group about a topic or subject</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
LUC16-68	Subdivision Files - Final Approved Plat <i>Final plans submitted to LUC that contain a detailed layout of a subdivision with a precise drawing of streets, lots and topography; before lots are divided and sold</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
LUC16-69	Subdivision Files - Preliminary Plan <i>Plans submitted to LUC that contain a detailed layout of a subdivision with a precise drawing of streets, lots and topography; also includes, but is not limited to, application, correspondence, deeds and covenants and approval letter stating any necessary changes</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
LUC16-70	Subdivision Files - Sketch Plans <i>Plans submitted to LUC that contain a general layout of a subdivision with a generic drawing of streets, lots and topography</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
LUC16-71	Telephone Records <i>Records related to telephone logs, which track incoming and outgoing calls, and telephone charges and bills</i>	2 years, provided audit	Electronic		<input type="checkbox"/>
LUC16-72	Telephone Records (Messages) <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
LUC16-73	Text Messages <i>Messages sent or received on a cellular phone or computer relating to LUC business</i>	Until no longer of administrative value	Electronic		<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.



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LUC16-74	Time Sheets <i>Records documenting employee time worked, hours worked and leave taken</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
LUC16-75	Transfers <i>Orders for the transfer of funds from one fund or line-item to another fund or line-item</i>	5 years, provided audit	Electronic		<input type="checkbox"/>
LUC16-76	Transportation Plans <i>Periodic plan created for any political jurisdiction within LUC that analyzes existing transportation conditions and recommends improvements to the transportation system</i>	Permanent	Paper		<input checked="" type="checkbox"/>
LUC16-77	Transportation Plan Work Papers <i>Working papers and preparation documents used to draft and create transportation plans</i>	2 years	Paper/Electronic		<input type="checkbox"/>
LUC16-78	Travel Expense Records <i>Records documenting requests, authorizations and reimbursement claims for travel</i>	5 years, provided audit	Electronic		<input type="checkbox"/>
LUC16-79	Vouchers <i>Packets containing a combination of purchase orders, warrants (paid) and invoices (paid), along with any supporting documentation</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
LUC16-80	Webpage Data and Layouts <i>Website information, data, format and layout published on the county website</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
LUC16-81	Zoning Amendment Files <i>Applications for zoning resolution changes submitted to LUC for review and recommendations</i>	Until digitized and quality control checked. If not digitized, maintain permanently	Paper		<input type="checkbox"/>
LUC16-82	Zoning Amendment Files <i>Applications for zoning resolution changes submitted to LUC for review and recommendations</i>	Permanent	Electronic		<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.