Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
DEC 23 2019
STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Montgomery County Land Reutilization Corporation

(Local Government Entity) (Unit)

Karen Kenwell	Karen Kenwell	Controller	12/9/19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Montgomery County Records Commission (937) 496-6932

(Telephone Number)

117 South Main Street, 6th Floor	Dayton	45422	Montgomery
(Address)	(City)	(Zip Code)	(County)

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

ratclifft@mcohio.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.

	12-18-19
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Govt. Rec. Archivist	1/10/2020
Signature	Title	Date

Section D: Auditor of State

Martin E. Mueller	Records Mgr	1-21-20
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.

Montgomery County Land Reutilization Corporation

(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
MCLB-01	**Annual Budgets:** Report at the end of the year on the status of appropriation accounts and apportionment.	3 years	Electronic		☐
MCLB-02	**Audited Financial Statements**	Permanent	Electronic		☐ RC-3 Required
MCLB-03	**Committee Meeting Minutes:** Records documenting meetings.	Permanent	Electronic		☐ RC-3 Required
MCLB-04	**Contracts:** Legal agreements for services and/or goods.	8 years after expiration of contract	Electronic/ Paper		☐
MCLB-05	**Copies of Records:** Additional copies of records which are no longer required and serve no useful purpose.	Until no longer of administrative value. (No RC-3 required.)	Electronic		☐
MCLB-06	**Corporation Records:** Records may include Articles of Incorporation, copy of legislation creating corporation, and letters appointing Alternate Board members.	Permanent	Electronic		☐ RC-3 Required
MCLB-07	**Correspondence – Executive:** Correspondence of the office dealing with significant aspects of the administration of the office.	5 years	Electronic		☐
MCLB-08	**Correspondence – Routine:** Requests for routine information or publications provided by the office which are answered by standard form letters. Routine correspondence includes, but is not limited to, memos, faxes and letters not related to complaint and/or investigation.	5 years	Electronic		☐

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

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Montgomery County Land Reutilization Corporation

(Local Government Entity) (Unit)

MCLB-09	**Financial Records:** Records pertaining to financial transactions, including, but not limited to, accounts receivable, accounts payable, bank statements, pay-ins to treasury, purchase orders, requisitions, invoices, cash and account books, receipts, cancelled checks, vouchers, appropriation adjustments and transfers.	7 years, provided audited. (Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report released pursuant to Sec. 117.26 O.R.C.)	Electronic/ Paper		☐
MCLB-10	**Grants:** All records concerning grants to the organization that document the expenditure and use of monies.	7 years, provided audited. (Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report released pursuant to Sec. 117.26 O.R.C.)	Electronic/ Paper		☐
MCLB-11	**Insurance Policy Records:** Documents the terms and conditions of insurance policies between the organization and insurers. Records may include correspondence, policies, liability, property and performance bonds insurance.	8 years after the expiration of contract.	Electronic/ Paper		☐
MCLB-12	**Legal Opinions:** Formal and informal opinions issued to the organization.	5 years	Electronic		☐
MCLB-13	**Mail – Unsolicited:** Unsolicited records, which have no administrative fiscal, legal or historical value.	Until no longer of administrative value. (No RC-3 required.)	Electronic		☐
MCLB-14	**Meeting Minutes:** Records documenting meetings.	Permanent	Electronic	RC-3 Required	☐

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

See instructions before completing this form.

Montgomery County Land Reutilization Corporation

(Local Government Entity) (Unit)

MCLB-15	**Meeting Notices:** A notice stating the date, time and place of a meeting.	3 years	Electronic		☐
MCLB-16	**Preliminary Drafts of Letters, Memos, Charts, Reports, Etc.:** Unofficial records of documents maintained for personal reference. Documents prior to distribution that are used to develop thoughts and opinions.	Until no longer of administrative value. (No RC-3 required.)	Electronic/ Paper		☐
MCLB-17	**Project Files:** Records containing information regarding various projects.	5 years	Electronic/ Paper		☐
MCLB-18	**Real Property Records:** Records may include, but are not limited to, appraisals, encumbrances, fund transfers, plans, resolutions, deeds, purchase agreements, tax records and other documents related to the acquisition/sale of the real property.	5 years from the date the corporation relinquishes ownership.	Electronic/ Paper		☐
MCLB-19	**Reports:** Documents showing status of on-going projects and issues and advising supervisors of various events and issues. Weekly and monthly.	5 years	Electronic/ Paper		☐
MCLB-20	**Resolutions and Motions:** Motions officially documenting policy and decisions.	Permanent	Electronic	RC-3 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 O.R.C.

MONTGOMERY COUNTY
Records Commission and Microfilming Board
Records Center & Archives

REIBOLD BUILDING
117 South Main Street
Dayton, Ohio 45422-1110
(937) 225-6366
Web Site: www.mcohio.org/government/other_government_and_community_agencies/records_center_and_archives/index.php

December 19, 2019

The Ohio History Connection
State Archives of Ohio
Local Government Records Archivist
800 E 17th Ave
Columbus OH 43211-2474

Sir/Madam,

Please find enclosed retention schedules approved by the Montgomery County Records Commission during its meeting on December 18, 2019. The enclosed schedules are for the Auditor's Office—Accounting Division, Coroner's Office, Juvenile Court and the Montgomery County Land Reutilization Corporation.

Thank you for all your help. If you have any questions, feel free to contact me.

Sincerely,

Tina A. Ratcliff

Tina S. Ratcliff
County Records & Information Manager

Montgomery County Records Center & Archives
117 S. Main Street
PO Box 972
Dayton OH 45422
ratclifft@mcohio.org