



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 12 2023

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 2

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Trotwood – City Manager

(Local Government Entity)

(Unit)

Quincy E. Pope, Sr.

City Manager

10/12/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission, City of Trotwood

937-854-7212

(Telephone Number)

3035 Olive Road, Trotwood, 45426; Montgomery County

(Address)

(City)

(Zip Code)

(County)

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

klandis@trotwood.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.

10/12/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/12/2023

Signature

Title

Date

Section D: Auditor of State

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.

City of Trotwood – City Manager

(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
CM-01	<u>Executive Orders/Notices</u> Directives and/or Notices issued by the City Manager or any employee acting in such capacity.	Until obsolete or superseded, then appraised for historical value	Paper and/or Electronic		☒ (Historical)
CM-02	<u>Strategic Plan (All Versions)</u> Defines the current and future needs, wants, and concerns of the City.	Permanent	Paper and/or Electronic		☒
CM-03	<u>Newfields Dam Emergency Action Plan and Training Materials</u> Responsibilities to be executed in the event of a emergency at Newfields Dam.	Until obsolete or superseded, then appraised for historical value	Paper and/or Electronic		☐
CM-04	<u>City Newsletter</u> Document published to share relevant and valuable information with residents.	Appraise for historical value	Paper and/or Electronic		☒ (Historical)
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