



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

OHIO HISTORY CONNECTION

APRIL 12 2024

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 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 – Clerk of Council

(Local Government Entity)

(Unit)

Kara Landis

Kara Landis, Clerk of Council

04/09/2024

(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.

04/11/2024

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

4/18/2024

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 – Clerk of Council

(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
COC-01	<u>City Charter</u> (All Versions to include Amendments) Document that defines the organization, powers, functions, and essential procedures of the City.	Permanent	Paper		☒
COC-02	<u>Ordinances and Index</u> Sets forth rules and regulations (laws) as adopted by City Council.	Permanent	Paper		☒
COC-03	<u>Resolutions and Index</u> Provides administrative directory (policy) as approved by City Council.	Permanent	Paper		☒
COC-04	<u>Records Retention Documents</u> Approved RC-1, RC-2, and RC-3 forms for all City Departments.	Permanent	Paper		☐
COC-05	<u>Cemetery Deeds</u> A document confirming legal ownership of cemetery grave(s).	Permanent	Paper		☒
COC-06	<u>Burial Permits</u> Legal document allowing for the interment, cremation, or other disposal of a body.	Permanent	Paper		☒
COC-07	<u>Liquor Permit Notices</u> Copy of completed form and any supporting documentation.	3 Years	Paper		☐
COC-08	<u>Proclamations</u> Recognition of achievements by community members or important community events.	2 Years	Paper		☐
COC-09	<u>Public Records Requests and Log</u> A request from the public to access information filed or recorded by the City.	2 Years	Paper		☐
COC-10	<u>Oath of Office (Elected Officials)</u> Public commitment to the duties, responsibilities, and obligations associated with public office.	10 Years After Leaving Office	Paper		☐
COC-11	<u>Oath of Office (Appointed Officials)</u> Public commitment to the duties, responsibilities, and obligations associated with appointment.	5 Years After Appointment Ends	Paper		☐
COC-12	<u>Legal Opinions</u> Formal letter from lawyer expressing legal conclusion/analysis.	Permanent	Paper		☒

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

See instructions before completing this form.

City of Trotwood – Clerk of Council

(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
COC-13	<u>Council Member's File</u> General file for Council Member	Term of Office then Appraise for Historical Value	Paper		☐
COC-14	<u>Volunteer Applications (Appointed)</u> Completed Application and supporting documents i.e. resume, cover letter, etc.	1 Year After Appointment Ends	Paper		☐
COC-15	<u>Volunteer Applications (Not Appointed)</u> Completed Application and supporting documents i.e. resume, cover letter, etc.	1 Year After Decision	Paper and/or Electronic		☐
COC-16	<u>Annexation Records</u> Legal process by which some property in an unincorporated area of a township may become part of a neighboring city or village.	Permanent	Paper		☒
COC-17	<u>Merger Records</u> Legal process by which two or more municipalities merge into a single entity.	Permanent	Paper		☒
COC-18	<u>Ward Boundary Maps (All Versions)</u> Maps that depict the boundaries for the Wards of the City.	Permanent	Paper		☒
COC-19	<u>Board of Elections</u> Election Certifications, Petitions, Referendums, etc.	Permanent	Paper		☒
COC-20	<u>City Property Records</u> Deeds, Easements, etc.	Permanent	Paper and/or Electronic		☒
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