



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

NOV 20 2020

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

Stark County Land Reutilization Corporation  
 (Local Government Entity)

(Unit)

*Robert Nau*

(Signature of Responsible Official)

Robert A. Nau  
 (Name)

President  
 (Title)

5-15-2020 (Date)

### Section B: Records Commission Stark County

Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission informa*

201 3<sup>rd</sup> Street NE Suite 5

Canton

44702

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

TRFusion@STARKCOUNTYOHIO.GOV

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.

*MHL*

11/17/2020

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Local Government Records Archivist

12/8/2020

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.*

(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
<b>2100</b>	<b>ADMINISTRATION</b>				<input type="checkbox"/>
<b>2100.01</b>	Board of County Commissioners Resolutions related to the incorporation of the SCLRC	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.02</b>	Agreement and Plan	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.03</b>	Articles of Incorporation	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.04</b>	Code of Regulations	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.05</b>	Evidence of Tax Exempt Status of SCLRC	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.06</b>	Opinions of Counsel	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.07</b>	Comprehensive Ethics Policy	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2100.071</b>	Receipt for, and Agreement to, Ethics Policy	Permanent (Current Version) Prior Version next occurring disposal date	Paper/ Digital		<input type="checkbox"/>
<b>2101</b>	<b>PROGRAMMING and ADMINISTRATION</b>				<input type="checkbox"/>
<b>2101.01</b>	Mission Statement	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2101.02</b>	SCLRC Strategic Planning Misc.	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>

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

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(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
2101.03	Formal Appointment of an Officer	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
<b>2102</b>	<b>Acquisition Records</b>				<input type="checkbox"/>
2102.01	Photos of Acquired Property	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
2102.02	Acquisition Protocols	Permanent (Current Version) Prior versions 5 years	Paper/ Digital		<input type="checkbox"/>
2102.03	Requests for Direct Transfer	Permanent	Paper/ Digital		<input type="checkbox"/>
2102.04	REO/Third Party/Purchase Agreement (SCLRC as Purchaser)	Permanent if closed; 3 years after expiration date or termination if not closed	Paper/ Digital		<input type="checkbox"/>
2102.05	Donor Agreement	Permanent	Paper/ Digital		<input type="checkbox"/>
2102.06	IRS Form 8283 – Property Donation Form – Non cash Charitable Contributions	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
2102.07	Property Donation Guidelines	Permanent (Current Version)	Paper/ Digital		<input type="checkbox"/>
2102.08	Property Donation Application ( Completed )	Permanent	Paper/ Digital		<input type="checkbox"/>

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(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
2102.09	Property Inspection Report	Permanent, unless property is not acquired and not acted upon by SCLRC, then 5 years	Paper/ Digital		<input type="checkbox"/>
2102.10	Land Affidavit	If acquired permanent; if not 3 years after date	Paper/ Digital		<input type="checkbox"/>
2102.11	Appraisal	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
2102.12	Settlement Statements	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
2102.13	Misc. Closing Documents	3 years after closing	Paper/ Digital		<input type="checkbox"/>
2102.14	Insurance for Acquired Property	5 years after expiration of the policy	Paper/ Digital		<input type="checkbox"/>
2102.15	Notice to Proceed with Contracted Work	5 years after Performance of Work	Paper/ Digital		<input type="checkbox"/>
2103	<b>DEMOLITION RECORDS</b>				<input type="checkbox"/>
2103.01	Demolition Policy and Procedure	Permanent (current version) Prior Version next occurring disposal date			<input type="checkbox"/>
2103.02	Property Demolition Records	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>

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(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
	(Local Government Entity)		(Unit)		
2103.03	Notice to Proceed for Demolition Activities	5 years after performance of work or contract expiration whichever comes first	Paper/ Digital		<input type="checkbox"/>
2103.04	Bid Specs for Demolition Contract	5 years after expiration of the awarded contract	Paper/ Digital		<input type="checkbox"/>
2103.05	Demo bids not awarded or rejected	5 years after bid award	Paper/ Digital		<input type="checkbox"/>
2103.06	Tabulation Sheets	5 years after completion of the awarded contract	Digital		<input type="checkbox"/>
2103.07	Demolition Contract	Permanent	Paper/ Digital		<input type="checkbox"/>
2103.08	Moving Ohio Forward Demolition Grant Program Information	8 years after close of grant period	Paper/ Digital		<input type="checkbox"/>
2103.081	MOF Documents	8 years after close of grant period provided audited	Paper/ Digital		<input type="checkbox"/>
2103.082	MOF Subrecipient Documents	8 years after close of grant period provided audited	Paper/ Digital	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"/>
2104	<b>RENOVATION RECORDS</b>				<input type="checkbox"/>

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(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
2104.01	Property Renovation Records (final inspection)	Permanent	Paper/ Digital		<input type="checkbox"/>
2104.011	Inspection Report	Permanent	Paper/ Digital		<input type="checkbox"/>
2104.012	Photos of Renovation	Permanent	Digital		<input checked="" type="checkbox"/>
2104.02	Contractor Pre-Qualification Application Package	If complete 2 years if not hired; permanent if hired.	Paper		<input type="checkbox"/>
2104.021	Pre-Qualification Response Lists	5 years after award of contracts	Digital		<input type="checkbox"/>
2104.03	Renovation Contracts	15 years after performance or expiration	Paper/ Digital		<input type="checkbox"/>
2104.04	Contractor Guidelines	Permanent (current version) Prior version (next occurring disposal date)	Paper/ Digital		<input type="checkbox"/>
2104.05	Renovation specs	15 years	Digital		<input type="checkbox"/>
<b>2105</b>	<b>DISPOSITION RECORDS</b>				<input type="checkbox"/>
2105.01	Property Disposition Records	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>

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(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
2105.02	Sale/Purchase Agreements (SCLRC as seller)	Permanent if closed; 3 years after execution date if not closed	Paper/ Digital		<input type="checkbox"/>
2105.021	Checklist for Sale/Purchase Agreement (SCLRC as seller)	Same as required for Purchase Agreement to which it relates	Paper/ Digital		<input type="checkbox"/>
2105.022	Property Purchase Application	Permanent if Accepted; 3 years after rejection date if otherwise	Paper/ Digital		<input type="checkbox"/>
2105.03	Non-Profit program proposals, applications and supporting documents	Same as required for Purchase Agreement as to which it relates or 2 years, whichever occurs first	Paper/ Digital		<input type="checkbox"/>
2105.04	Sale/ Purchase Agreement	Permanent if closed; 3 years after execution date if not	Paper/ Digital		<input type="checkbox"/>
2105.05	Pass-Through Sale/Purchase Development Agreement	Permanent if closed; 3 years after execution date if not	Paper/ Digital		<input type="checkbox"/>
2105.06	Buyer's Instructions for Deed-In- Escrow Program	3 years after Deed	Paper/ Digital		

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	(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
2105.061	Notice of Violation of Deed-In-Escrow Program Purchase Agreement	Permanent	Paper/ Digital		<input type="checkbox"/>
2105.062	Notice of Termination of Deed-In-Escrow Program Purchase Agreement	Permanent	Paper/ Digital		<input type="checkbox"/>
2105.07	Notice to Proceed with Renovation (Deed-In-Escrow Program)	3 years after transfer of property to Buyer	Paper/ Digital		<input type="checkbox"/>
2106	<b>SIDE LOT PROGRAM</b>				<input type="checkbox"/>
2106.01	Side Lot Program Policy	Permanent ( Current Version) Prior version next occurring disposal date	Paper/ Digital		<input type="checkbox"/>
2106.02	Side Lot Application	5 years after closing	Paper/ Digital		<input type="checkbox"/>
2106.03	General Correspondence Transmittal forms	Same as application	Paper/ Digital		<input type="checkbox"/>
2106.04	Side Lot Acquisition Request	Same as application	Paper/ Digital		<input type="checkbox"/>
2106.05	Misc. Closing Documents	Permanent	Paper/ Digital		<input type="checkbox"/>
2107	<b>VACANT LOT PROGRAM</b>				<input type="checkbox"/>
2107.01	Vacant Lot Program Policy	Permanent	Paper/ Digital		<input type="checkbox"/>
2107.02	Vacant Lot Application	3 years after closing	Paper/ Digital		<input type="checkbox"/>



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(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
					<input type="checkbox"/>
2107.03	General Correspondence Transmittal Forms	Same as application	Paper/ Digital		<input type="checkbox"/>
2107.04	MOU/Purchase Agreement Vacant Lot Acquisition	Same as application	Paper/ Digital		<input type="checkbox"/>
2107.05	Vacant Lot Acquisition Request	Same as application	Paper/ Digital		<input type="checkbox"/>
2107.06	Misc. Closing Documents	Permanent	Paper/ Digital		<input type="checkbox"/>
2108	<b>ENVIRONMENTAL</b>				<input type="checkbox"/>
2108.0	Environmental Protocols	Permanent (Current Version) Prior version next occurring disposal date	Paper/ Digital		<input type="checkbox"/>
2108.02	Environmental Assessments / Documents	Permanent	Paper/ Digital		<input type="checkbox"/>
2108.03	Bid Specs for Environmental Contracts	Permanent	Paper/ Digital		<input type="checkbox"/>
2108.04	Contract Bids not awarded or rejected	3 years after bid award	Paper/ Digital		<input type="checkbox"/>
2108.05	Tabulation Sheets	3 years after bid award	Digital		<input type="checkbox"/>
2108.06	Environmental Contracts	Permanent	Paper/ Digital		<input type="checkbox"/>

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(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
<b>2109</b>	<b>DEED – CONVEYANCE DOCUMENTS</b>				<input type="checkbox"/>
2109.01	Agreement for Deed in Lieu of Foreclosure	Permanent	Paper/ Digital		<input type="checkbox"/>
2109.02	Deed (Any Type)	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
2109.03	Receipt and Waiver of Mechanic's Lien Rights	Permanent	Paper/ Digital		<input type="checkbox"/>
2109.04	Conveyance in lieu of foreclosure	Permanent	Paper/ Digital		<input type="checkbox"/>
2109.05	Templates of Deeds	Permanent (Current Version) Prior Version next occurring disposal date	Digital		<input type="checkbox"/>
					<input type="checkbox"/>
<b>2110</b>	<b>MORTGAGES – NOTES</b>				<input type="checkbox"/>
2110.01	Mortgages (All forms)	5 years after release/ satisfaction	Paper		<input type="checkbox"/>
2110.02	Master Mortgage Form Per ORC 5302.15	Permanent	Paper		<input type="checkbox"/>
2110.03	Promissory Note or Notes for Services Rendered	5 years after release/ satisfaction	Paper/ Digital		<input type="checkbox"/>

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(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
2110.04	Consent to Transfer Property Encumbered by Mortgage	1 year after satisfaction and release of Mortgage	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
<b>2111</b>	<b>TITLE WORK</b>				<input type="checkbox"/>
2111.01	Title Policy	Permanent	Paper		<input checked="" type="checkbox"/>
2111.02	Title Commitment	3 years after the issuance of the title policy	Paper		<input type="checkbox"/>
2111.03	Misc. Title Work	3 years after the issuance of the title policy	Paper		<input type="checkbox"/>
<b>2112</b>	<b>BUILDING PLANS</b>				<input type="checkbox"/>
<b>2113</b>	<b>MEMORANDUM of UNDERSTANDING / CONTRACTS</b>				<input type="checkbox"/>
2113.01	Memorandum of Understanding	5 years after expiration	Paper/ Digital		<input type="checkbox"/>
2113.02	Contracts	5 years after expiration	Paper/ Digital		<input type="checkbox"/>
2113.03	Cooperative Land Reutilization Agreement	5 years after expiration	Paper/ Digital		<input type="checkbox"/>
2113.04	Service Contracts	3 years after Expiration	Paper/ Digital		<input type="checkbox"/>

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

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	(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
2113.051	Notice to Proceed	3 years after expiration	Paper/ Digital		<input type="checkbox"/>
2113.052	Bid Packages	3 years after contract awarded	Paper/ Digital		<input type="checkbox"/>
2113.053	Tabulation Sheets	3 years after contract awarded	Paper/ Digital		<input type="checkbox"/>
2113.06	Deconstruction Contracts	3 years after expiration	Paper/ Digital		<input type="checkbox"/>
2114	<b>NIP DOCUMENTS</b>				<input type="checkbox"/>
2114.01	NIP Contracts with various municipalities	Permanent	Paper/ Digital		<input type="checkbox"/>
2114.02	NIP Loan Agreements (HHF or OHFA)	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>
2114.03	Note for Services Rendered by The Stock Pile	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>
2114.031	Mortgage – The Stock Pile	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>
2114.04	NIP – Promissory Note	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>
2114.05	NIP – Mortgage	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>
2114.06	Satisfaction of Mortgage HHF – The Stock Pile	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>
2114.07	NIP – Release and Satisfaction of Mortgage	8 years after satisfaction and release	Paper/ Digital		<input type="checkbox"/>

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

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(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
<b>2115</b>	<b>TAX FORECLOSURES</b>				<input type="checkbox"/>
<b>2115.01</b>	Pleadings and notices re: foreclosure actions	1 year after final order	Paper/ Digital		<input type="checkbox"/>
<b>2115.011</b>	Adjudication of Foreclosure ( Direct Transfer/Sheriff Sale )	Permanent	Paper/ Digital		<input type="checkbox"/>
<b>2115.012</b>	Confirmation of Sale ( tax foreclosure)	Permanent	Paper/ Digital		<input type="checkbox"/>
<b>2116</b>	<b>BIDDING</b>				<input type="checkbox"/>
<b>2116.01</b>	Informal bidding (Submissions awarded)	5 years after expiration of awarded contract	Paper/ Digital		<input type="checkbox"/>
<b>2116.02</b>	Informal bidding (Submissions rejected)	5 years after submission of bid	Paper/ Digital		<input type="checkbox"/>
					<input type="checkbox"/>
<b>2117</b>	<b>PROGRAM FLOW CHARTS</b>	Permanent Current version Prior versions – 1 year after replacement	Digital		<input type="checkbox"/>
<b>2118</b>	<b>REAL PROPERTY</b>				<input type="checkbox"/>
<b>2118.01</b>	REO Property Rosters	3 years	Paper/ Digital		<input type="checkbox"/>
<b>2118.02</b>	REO Property Profiles	Permanent	Digital		<input checked="" type="checkbox"/>

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(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
<b>2119</b>	<b>GRANTS</b>				<input type="checkbox"/>
<b>2119.01</b>	Grant Applications (SCLRC as administrator of grant)	8 years after award if not covered by another provision	Paper/ Digital		<input type="checkbox"/>
<b>2119.02</b>	Grant Awards (SCLRC as grant administrator)	8 years after award if not covered by another provision	Paper/ Digital		<input type="checkbox"/>
<b>2119.03</b>	Other Grant Application Materials (SCLRC as administrator of grant)	8 years after award if not covered by another provision	Paper/ Digital		<input type="checkbox"/>
<b>2119.04</b>	Grant Applications (SCLRC as applicant)	2 years after award if not covered by another provision	Paper/ Digital		<input type="checkbox"/>
<b>2119.05</b>	Grant Awards (SCLRC as applicant)	2 years after award if not covered by another provision	Paper/ Digital		<input type="checkbox"/>
<b>2119.06</b>	Other Grant Materials (SCLRC as Applicant)	2 years after award if not covered by another provision	Paper/ Digital		<input type="checkbox"/>
<b>2120</b>	<b>CORRESPONDENCE</b>				<input type="checkbox"/>
<b>2120.01</b>	Written Correspondence (Any kind; legal or general)	5 years	Paper/ Digital		<input type="checkbox"/>

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(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
2120.02	E-Mail Correspondence (Any kind, legal or general)	5 years	Digital		<input type="checkbox"/>
2121	<b>MISCELLANEOUS RECORDS</b>				<input type="checkbox"/>
2121.01	Administrative Records	3 years	Digital		<input type="checkbox"/>
2121.02	Publications; Brochures	1 year after end of use	Paper/ Digital		<input type="checkbox"/>
2121.03	News Releases	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
2121.04	Marketing Photographs	Permanent	Digital		<input checked="" type="checkbox"/>
2121.05	Photograph/ video release form	Permanent	Digital		<input checked="" type="checkbox"/>
2121.06	Presentations	Permanent (Current versions only)	Digital		<input type="checkbox"/>
2121.07	Lobbying	Permanent	Paper/ Digital		<input type="checkbox"/>
2121.08	Form Letter Template	Permanent	Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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(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
2122	Litigation Documents				<input type="checkbox"/>
2122.01	SCLRC as Plaintiff	Permanent	Paper/ Digital		<input type="checkbox"/>
2122.02	SCLRC as Defendant	Permanent	Paper/ Digital		<input type="checkbox"/>
					<input type="checkbox"/>
2123	<b>STARK COUNTY RECORDS COMMISSION</b>				<input type="checkbox"/>
2123.01	Agendas of the Records Commission (Concerning SCLRC records)	Permanent	Paper/ Digital		<input type="checkbox"/>
2123.02	Minutes of Meetings of the Records Commission (Concerning SCLRC records)	Permanent	Paper/ Digital		<input type="checkbox"/>
2123.03	Records Commission Resolutions (Concerning SCLRC records)	Permanent	Paper/ Digital		<input type="checkbox"/>
2123.04	Records Retention Schedule Form RC-2	Permanent	Paper/ Digital		<input type="checkbox"/>
2123.05	Records Disposal Form RC - 3	Permanent	Paper/ Digital		<input type="checkbox"/>
2123.06	Record Retention Number System	Permanent ) (Current Version) Prior Version ( Next occurring disposal date)	Paper/ Digital		<input type="checkbox"/>
2123.07	Application for One-Time Disposal of Obsolete Records – Form RC-1	Permanent	Paper/ Digital		<input type="checkbox"/>



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

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(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
2123.08	Cumulative list of documents eligible for destruction	Permanent (Current Version) Prior Version next occurring disposal date	Paper/Digital		<input type="checkbox"/>
2123.09	Records Retention Correspondence Written or E-Mail	5 years	Paper/Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
2124	<b>PUBLIC RECORDS</b>				<input type="checkbox"/>
2124.01	Public Records Requests	5 years	Paper/Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
2125	<b>INDEPENDENT CONTRACTORS</b>				<input type="checkbox"/>
2125.01	Request for Proposals for Contracts/Services not covered by other provisions	8 years after expiration of contract period	Paper/Digital		<input type="checkbox"/>
2125.02	Contracts	Permanent	Paper/Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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(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
					<input type="checkbox"/>
<b>2126</b>	<b>FINANCIAL</b>				<input type="checkbox"/>
<b>2126.01</b>	Financial Statements	Permanent	Paper/ Digital		<input type="checkbox"/>
<b>2126.02</b>	Financial Audits	Permanent	Paper/ Digital		<input type="checkbox"/>
<b>2126.03</b>	General Ledger	Permanent	Digital		<input checked="" type="checkbox"/>
<b>2126.04</b>	Annual Accounts Payable Ledger	Permanent; Monthly – 3 years after audit	Digital		<input type="checkbox"/>
<b>2126.05</b>	Annual Financial and Audit Report	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
<b>2126.06</b>	Grants and Other Account Receivables Ledger	Permanent; Monthly – 3 years after audit	Digital		<input type="checkbox"/>
<b>2126.07</b>	Grant Revenue Report	10 years	Paper/ Digital		<input type="checkbox"/>
<b>2126.08</b>	Purchase Order Procedures	Permanent (Current Version) Prior Version 2 years after expiration provided audited	Digital		<input type="checkbox"/>
<b>2126.09</b>	Fiscal Year Budgets	Permanent	Digital		<input type="checkbox"/>

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

*See instructions before completing this form.*

(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
2126.10	Invoices and Check requests – Accounts payable or receivable	3 years after payment provided audited	Paper/ Digital		<input type="checkbox"/>
2126.11	Invoices for HHF activity	8 years past program end date	Paper/ Digital		<input type="checkbox"/>
2126.12	Vendor ACH/ Direct Deposit Authorization Form	3 years after payment provided audited	Paper/ Digital		<input type="checkbox"/>
2126.13	Checking Account Statements	Permanent	Paper/ Digital		<input type="checkbox"/>
2126.131	Check Registers	Permanent	Paper/ Digital		<input type="checkbox"/>
2126.14	Deposit Records	Permanent	Paper/ Digital		<input type="checkbox"/>
2126.15	IRS Form 1099 – Vendor	6 years	Paper/ Digital		<input type="checkbox"/>
2126.16	Check Request Issuance Procedures	Permanent (Current Version) Prior Version 1 year after audit	Digital		<input type="checkbox"/>
					<input type="checkbox"/>
2127	<b>FEDERAL GRANT AGREEMENTS</b>	5 years after the compliance audit	Paper		<input type="checkbox"/>
2128	<b>STATE GRANT AGREEMRNTS</b>	5 years after termination provided audited	Paper		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

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2129	PRIVATE GRANT AGREEMENTS	5 years after termination provided audited	Paper		<input type="checkbox"/>
2130	EXPENSE REPORTS	2 years after audit	Paper/ Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
2131	INVESTMENTS				<input type="checkbox"/>
2131.01	Policy	Permanent (Current Version) Prior Version 1 year after audit	Digital		<input type="checkbox"/>
2131.02	Statement for SCLRC Investments	Permanent (Current Version) Prior Version 1 year after audited	Paper/ Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
2132	INSURANCE				<input type="checkbox"/>

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(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
2132.01	Property Insurance	Permanent	Paper/ Digital		<input type="checkbox"/>
2132.02	Liability Insurance	Permanent	Paper/ Digital		<input type="checkbox"/>
2132.03	Insurance Reports re: Acquisitions	3 years after disposition of property	Paper/ Digital		<input type="checkbox"/>
2132.04	Insurance Regular Correspondence	5 years	Paper/ Digital		<input type="checkbox"/>
2132.05	Insurance E-Mail Correspondence	5 years	Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
2133	<b>PPS CONTRACT</b>	Permanent	Paper/ Digital		<input type="checkbox"/>
2133.01	Property Profile Software Licensing Agreement	Permanent	Paper/ Digital		<input type="checkbox"/>

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(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
2134	WEBSITE				<input type="checkbox"/>
2134.01	Format and Instruction	Permanent (Most current version only)	Digital		<input type="checkbox"/>
2134.02	Website Instructions	Permanent (Most current version only)	Digital		<input type="checkbox"/>
2134.03	Website Design Contracts	5 years after completion of project	Paper/ Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
2135	MISCELLANEOUS STAFF REPORTS	5 years	Paper/ Digital		<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		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>