

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Toledo Express Airport Joint Economic Dev. District; Monclova Twp/Swanton Twp/City of Toledo

Lucas County, Ohio Telephone: 419-865-7862

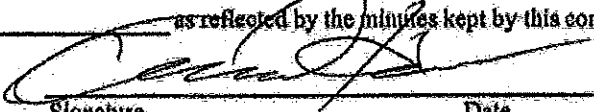
4335 Albon Road Monclova OH 43542 Lucas
 (Address) (City) (Zip Code) (County)

(2) FROM: Monclova Twp.-Swanton Twp.-City of Toledo Toledo Express Airport JBDD
 (Political Subdivision Name) (Unit)

 Charles V. Hoecherl TEA JBDD Secretary
 (Signature of Responsible Official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on October 7, 2015 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 11/6/15
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 11/10/15
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 11-23-15
 For the Ohio Auditor of State Date

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
TEA JEDD A-1	AGENDAS/CALENDARS	2 years and no longer of administrative value	paper electronic	
TEA JEDD A-2	APPEALS	7 years	paper electronic	
TEA JEDD A-3	AUDIO RECORDINGS	2 years and no longer of administrative value	electronic	
TEA JEDD B-1	BONDS, OFFICERS	7 yrs after termination of office or employee	paper	
TEA JEDD C-1	CONTRACT OF DISTRICT	permanent	paper electronic	RC-3 Required
TEA JEDD C-2	CONTRACTS & AGREEMENTS	permanent	paper electronic	
TEA JEDD C-3a	CORRESPONDENCE*, Transient	Until no longer of administrative value	paper electronic	
TEA JEDD C-3b	CORRESPONDENCE*, General	Two years		
TEA JEDD C-3c	CORRESPONDENCE*, Substantive	Five years; file w/ related record if longer retention required		
TEA JEDD D-1	DRAFTS/NOTES	Until no longer of administrative value		

12-9-2015

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: TOLEDO EXPRESS AIRPORT JOINT ECONOMIC DEVELOPMENT DISTRICT;
SWANTON TWP/MONCLOVA TWP/CITY OF TOLEDO

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
TEA JEDD F-1	FINANCIAL REPORT, ANNUAL	permanent	paper electronic	
TEA JEDD F-2	FINANCIAL REPORT, QTR	2 years and no longer of administrative value	paper	
TEA JEDD G-1	GRANT, JOBS	5 years after no longer of administrative value	paper electronic	
TEA JEDD G-2	GRANT, JOBS MINI	5 years after no longer of administrative value	paper electronic	
TEA JEDD G-3	GRANT APPLICATIONS, SUCCESSFUL	5 years after no longer of administrative value	paper electronic	
TEA JEDD G-4	GRANT APPLICATIONS, UNSUCCESSFUL	5 years after no longer of administrative value	paper electronic	
TEA JEDD I-1	INSURANCE POLICIES	permanent	paper electronic	
TEA JEDD I-2	INVOICES SELECTED FOR PMT	2 years after most recent audit	paper	
TEA JEDD L-1	LEGAL NOTICES	2 years and no longer of administrative value	paper electronic	
TEA JEDD L-2	LEGAL OPINIONS	7 years and no longer of administrative value	paper electronic	
TEA JEDD M-1	MAILING LIST	until updated & no longer of administrative value	paper electronic	
TEA JEDD M-2	MAP OF DISTRICT	incorporate into contract administrative value	paper electronic	
TEA JEDD M-3	MINUTES	permanent	paper electronic	<i>RC-3 required</i>
TEA JEDD N-1	NEWS/PRESS RELEASE	Until no longer of administrative value	paper electronic	
TEA JEDD P-1	POSTINGS	2 years; then dispose of	paper electronic	
TEA JEDD R-1a	RECORDS RETENTION POLICY	2 yrs after superceded	paper electronic	
TEA JEDD R-1b	RC FORMS	permanent	paper electronic	
TEA JEDD R-2	RECORDS REQUEST	2 years and no longer of administrative value	paper electronic	
TEA JEDD R-3	REQUEST FOR PROPOSALS	2 yrs, unsuccessful	paper	
TEA JEDD R-4	RESOLUTIONS	retain copy 2 yrs after incorporated into minutes	paper electronic	

DEFINITION-CORRESPONDENCE *	Messages sent and received by any media form including letters, memoranda, faxes, e-mail messages, misc. communications, etc.	Retain according to content
A) Transient	Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	
B) General	Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	
C) Substantive	Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	



December 11, 2015

Dear Local Government Records Commission:

Enclosed is a copy of the Application for One-Time Disposal (RC-1) and/or the Schedule of Records Retention and Disposition (RC-2).

Please be aware that the Ohio General Assembly changed some of the records management procedures as part of House Bill 153 (the FY2012-2013 state budget). These changes, which took effect on September 29, 2011, include:

- Application for One-Time Disposal (RC-1): Records listed on RC-1 forms will not need to be listed on separate Certificates of Records Disposal (RC-3) forms. Instead these records may be disposed upon receipt of the RC-1 form signed by the State Archives and the State Auditor's Office.
- Schedule of Records Retention and Disposition (RC-2): Records listed on RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Please note that these changes took effect on September 29, 2011 and are therefore only for RC-1 and RC-2 forms approved by records commissions after September 29, 2011. Records that will be disposed according to RC-1 or RC-2 forms approved by records commissions before September 29, 2011 should continue to submit the Certificates of Records Disposal (RC-3 form) to the State Archives.

The State Archives has the following recommendations for local governments as the new procedures are implemented:

- Including a description of the record series on the RC-2 form will assist the State Archives with determining the potential historical value of the records and the need to submit an RC-3 for the records. The description should not only include what type of information is included in the records but also how the records are used by the office.

- If you wish to dispose of a record that is more than 50 years old, please contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal. While the age of a record is not the only factor that determines historical value, in general records that are 50 years old or older are more likely to have historical value.
- Local governments should still document internally the disposal of their records, even for those series that are not required by the State Archives to be listed on Certificates of Records Disposal (RC-3 forms). Maintaining documentation on the destruction of records will assist in complying with public records requests by showing that records have been legally disposed.

More information on the changes in procedures is available on our website at <http://www.ohiohistory.org/collections--archives/state-archives/lgrp-home/lgrp-new-procedures>

NOW AVAILABLE:

The State Archives also offers training workshops on the local government records management forms and disposal process, including the new procedures.

- One-hour information session *"Just the Basics for Ohio Local Governments"* - \$150.00 plus mileage reimbursement
- Two-hour workshop on *"Just the Basics for Ohio Local Governments"* - \$15.00 per person – minimum of \$750.00

Please check the State Archives Local Government Records website at <http://www.ohiohistory.org/collections--archives/state-archives/lgrp-home/lgrp-training> for other training opportunities.

If you have any questions please do not hesitate to contact the Local Government Records Program at 614-297-2553 or localrecs@ohiohistory.org.

The Ohio Historical Society is now the [Ohio History Connection](http://www.ohiohistory.org).

Amanda Rindler
 State Archives – Local Government Records Archivist
 Local Government Records Program
 Ohio History Connection
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 Columbus, OH 43211-2474