



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

SEP 12 2018

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

Coshocton Soil and Water Conservation District

(Local Government Entity)

(Unit)

Greg Waters
 (Signature of Responsible Official)

Greg Waters
 (Name)

Board Chair
 (Title)

June 13, 2018
 (Date)

Section B: Records Commission

Coshocton County Records Commission

(740)622-1753

(Telephone Number)

401 ½ Main Street
 (Address)

Coshocton
 (City)

43812
 (Zip Code)

Coshocton
 (County)

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

marybeck@coshoctoncounty.net

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.

Dore R. Shugel
 Records Commission Chair Signature

9/12/18
 Date

Section C: Ohio History Connection - State Archives

Amanda Rindler
 Signature

Local Government Records Archivist
 Title

9/22/18
 Date

Section D: Auditor of State

Martin E. Murr
 Signature

Records Manager
 Title

9-27-18
 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.

Coshocton Soil and Water Conservation District

(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
2018-1	Election Procedure & Forms	Until Superseded	Paper		<input type="checkbox"/>
2018-1.1	Election Results - Vote Count Record signed by ODNR/ODA Representative & Election Committee Member	Permanent	Paper	Audited means: <input checked="" type="checkbox"/> 5 years encompassed by the records have been audited by the Auditor of State <input type="checkbox"/> and the audit report has been released pursuant to Sec. 117.26 O.R.C. <input checked="" type="checkbox"/>	<input type="checkbox"/>
2018-1.2	Election Notice	5 years after official audit	Paper		<input type="checkbox"/>
2018-1.3	Oath of Office	Permanent	Paper		<input type="checkbox"/>
2018-2	Reorganization Notices - Yearly Notice of Board Reorganization	5 years after official audit	Paper		<input type="checkbox"/>
2018-3	Legal Notices for Supervisor Election or Soliciting Bids	5 years after official audit	Paper & Electronic		<input type="checkbox"/>
2018-4	Federal Memorandums - Agreements between Coshocton SWCD and Federal Agencies	5 years after superseded - appraise historical value	Paper		<input type="checkbox"/>
2018-5	Minutes of District Board Meetings - Approved and Signed	Permanent	Paper		<input checked="" type="checkbox"/>
2018-5.1	Minutes of District Board Meetings - Unsigned approved version	5 years after official audit	Electronic		<input type="checkbox"/>
2018-5.2	Recordings of Board Meetings	5 years after official audit	Electronic		<input type="checkbox"/>
2018-5.3	Notes Used to Write Minutes	2 years after official audit	Paper		<input type="checkbox"/>
2018-6	District Charter - filed with Secretary of State	Permanent	Paper		<input checked="" type="checkbox"/>
2018-7	District Equipment Inventory Record - District Equipment valued at or over \$250	5 years after official audit	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Coshocton Soil and Water Conservation District**

(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
2018-7.1	District Equipment Inventory Record - District Equipment valued at or over \$250	2 years after superseded	Electronic		<input type="checkbox"/>
2018-8	Employment Policy, Standard Operating Procedures & Policies	5 years after official audit	Paper		<input type="checkbox"/>
2018-8.1	Employment Policy, Standard Operating Procedures & Policies	2 years after superseded	Electronic		<input type="checkbox"/>
2018-8.2	Employee Job Descriptions - Signed Original	5 years after individual is no longer employed by the District, provided official audit	Paper		<input type="checkbox"/>
2018-8.3	Employee Job Descriptions	2 years after superseded or individual is no longer employed by the District	Electronic		<input type="checkbox"/>
2018-8.4	Standard of Performance - Employee Job Performance Criteria, Signed Original	5 years after official audit	Paper		<input type="checkbox"/>
2018-8.5	Standard of Performance - Employee Job Performance Criteria	2 years after superseded	Electronic		<input type="checkbox"/>
2018-8.6	District Personnel Employee Files	Permanent	Paper		<input type="checkbox"/>
2018-8.7	Employment & Job Postings - Job Description and Applications	6 months	Paper		<input type="checkbox"/>
2018-8.8	Employee Benefit Information	Until Superseded	Paper		<input type="checkbox"/>

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Coshocton Soil and Water Conservation District

(Local Government Entity)

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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
2018-8.9	Leave Summary Sheets	5 years after individual is no longer employed by the District, provided official audit	Paper		<input type="checkbox"/>
2018-8.10	Time Sheets - Approved and Signed	5 years after individual is no longer employed by the District, provided official audit	Paper		<input type="checkbox"/>
2018-8.11	Employee Medical Information	Permanent	Paper		<input type="checkbox"/>
2018-9	Office Space Rental Agreement - Signed Original	5 years after official audit	Paper		<input type="checkbox"/>
2018-10	Insurance Policies - District's Fire, Theft, and Malicious Acts Policies	5 years after official audit	Paper		<input type="checkbox"/>
2018-10.1	Vehicle Accident Reports	5 years after official audit	Paper		<input type="checkbox"/>
2018-11	License & Permits - Bulk Mail Permit, Nursery Dealers License, Fish & Wildlife Permits	5 years after official audit	Paper		<input type="checkbox"/>
2018-12	Federal Tax ID Number	Permanent	Paper		<input type="checkbox"/>
2018-13	Records Retention & Disposal Forms - Completed RC - 1, 2, or 3	Permanent	Paper		<input type="checkbox"/>
2018-14	Plans of Operation - 5 Year & Yearly Work Plans, Office Reviews	Until Superseded	Paper		<input type="checkbox"/>
2018-14.1	Annual Reports	Permanent	Paper		<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
2018-15	MWCD Cover Crop Cost Share Program Documentation	10 years after official audit	Paper		<input type="checkbox"/>
2018- 15.1	MWCD Cover Crop Cost Share Program Documentation	5 years after official audit	Electronic		<input type="checkbox"/>
2018-16	Special Fund Financial Records	10 years after official audit	Paper		<input type="checkbox"/>
2018- 16.1	Special Fund Financial Records	5 years after official audit	Electronic		<input type="checkbox"/>
2018- 16.2	District Fund Financial Records	10 years after official audit	Paper		<input type="checkbox"/>
2018- 16.3	District Fund Financial Records	5 years after official audit	Electronic		<input type="checkbox"/>
2018- 16.4	ODNR/ODA State Match Financial Statements	10 years after official audit	Paper		<input type="checkbox"/>
2018- 16.5	Annual Cash Basis Reports	10 years after official audit	Paper		<input type="checkbox"/>
2018- 16.6	Annual Cash Basis Reports	5 years after official audit	Electronic		<input type="checkbox"/>
2018-17	Audit Reports	10 years after official audit	Paper		<input checked="" type="checkbox"/>
2018-18	Equipment Operation & Maintenance - Manuals, Warranty, Maintenance Records	Until Superseded	Paper		<input type="checkbox"/>
2018- 18.1	Bids - Official Written Bids for Equipment or Contracted Jobs	5 years after official audit	Paper		<input type="checkbox"/>
2018-19	Information & Education - Programs, Contests, Tours, Clinics, Meetings, Workshops, Displays	Until Superseded or Obsolete	Paper & Electronic		<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
2018-19.1	District Educational Videos	Permanent	Electronic		<input type="checkbox"/>
2018-20	District Awards	Permanent	Paper		<input type="checkbox"/>
2018-21	District Newsletter	Permanent	Paper		<input checked="" type="checkbox"/>
2018-21.1	District Newsletter	5 years	Electronic		<input type="checkbox"/>
2018-22	District Scrapbooks	Permanent	Paper		<input checked="" type="checkbox"/>
2018-23	Tree/Fish/Seed Sale Information	5 years provided official audit	Paper & Electronic		<input type="checkbox"/>
2018-23.1	Sale Items	Until Superseded or Obsolete	Paper		<input type="checkbox"/>
2018-24	Annual Meeting - Programs, Door Prize Winner Tickets, Planning Info	5 years after official audit	Paper & Electronic		<input type="checkbox"/>
2018-25	Pollution Abatement Procedures	Until Superseded	Paper		<input type="checkbox"/>
2018-25.1	Pollution Abatement Complaints & Investigations	Permanent	Paper		<input checked="" type="checkbox"/>
2018-26	Cooperator's Conservation Program Files	Permanent	Paper		<input checked="" type="checkbox"/>
2018-27	Aerial Photos & Slides of County Land	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
2018-27.1	Program Photos	Permanent	Paper & Electronic		<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
2018-28	Plat Book	Until Superseded	Paper & Electronic		<input checked="" type="checkbox"/>
2018-29	Public Records Requests	5 years after official audit	Paper & Electronic		<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.