

INFORMATION ONLY

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Bellbrook

All Units

(local government entity)			(unit)	
<i>m.schlagheck</i>	Mark Schlagheck		City Manager	11/30/2011
(signature of responsible official)	(name)		(title)	(date)

Section B: Records Commission

City of Bellbrook Records Commission

(937)848-4666

Records Commission

(telephone number)

15 E. Franklin St.	Bellbrook	45305	Greene
(address)	(city)	(zip code)	(county)

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

m.schlagheck@cityofbellbrook.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.

<i>Mary C. Deaves</i>			<i>11/30/2011</i>
Records Commission Chair Signature			Date

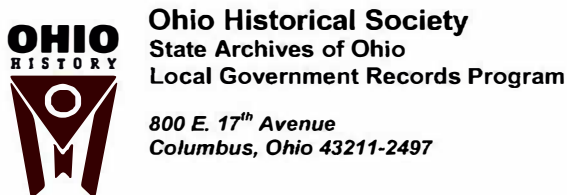
Section C: Ohio Historical Society - State Archives

<i>Kaylie Vermillion</i>	<i>Electronic Records Asst.</i>	<i>12-13-11</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mack</i>	<i>12-30-11</i>
Signature	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

City of Bellbrook

All Units

(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 OHS- LGRP	(6) RC-3 Require d by OHS- LGRP
BB-01	General Correspondence	No longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
BB-02	Unsolicited Correspondence	No Longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
BB-03	Draft Memos, Reports and Other Documents	No Longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
BB-04	Telephone Messages	No Longer of Administrative Value	Paper, Electronic, Voicemail		<input type="checkbox"/>
BB-05	Copies of Documents where Original is Maintained Elsewhere	No Longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
BB-06	Blank Forms	No Longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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