



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

DEC 17 2014

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: \_\_\_\_\_

STATE AND LOCAL  
 GOVERNMENT RECORDS  
**RECORDS RETENTION SCHEDULE (RC-2)**

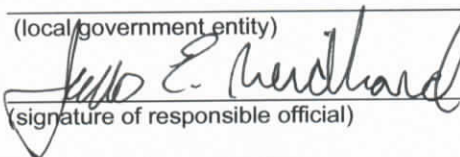
See instructions before completing this form.

**Section A: Local Government Unit**

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

**City of Bellbrook**

**Fire Department**

(local government entity)		(unit)	
	Jim Neidhard	Fire Chief	12/1/2014
(signature of responsible official)	(name)	(title)	(date)

**Section B: Records Commission**

**City of Bellbrook Records Commission**

**(937)848-4666**

Records Commission

(telephone number)

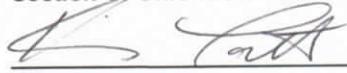
15 E. Franklin St.	Bellbrook	45305	Greene
(address)	(city)	(zip code)	(county)

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.

	12-1-2014
Records Commission Chair Signature	Date

**Section C: Ohio Historical Society - State Archives**

	Government Records Archivist	12/23/2014
Signature	Title	Date

**Section D: Auditor of State**

	1-21-15
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**



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**Section E: Records Retention Schedule**

**City of Bellbrook**

**Fire Department**

(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
FD-1	Vehicle & Equipment Inventory	Until Superseded	Paper, Electronic		<input type="checkbox"/>
FD-2	Fire Department Budgetary Information	No Longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
FD-3	Fire & EMS Run Reports	10 years	Paper, Electronic		<input checked="" type="checkbox"/> <i>not needed - OHC</i>
FD-4	Request for Fire & EMS Reports	6 years	Paper, Electronic		<input type="checkbox"/>
FD-5	Cardiac Monitor EKG Test Strips	Until equipment is replaced	Paper		<input type="checkbox"/>
FD-6	EMS Complaint/Investigation Documentation	10 years	Paper, Electronic		<input type="checkbox"/>
FD-7	Fire Inspection Records	Until structure no longer exists	Paper, Electronic		<input type="checkbox"/>
FD-8	Fire Inspection Violation Notices	1 year after violation corrected	Paper, Electronic		<input type="checkbox"/>
FD-9	Fire Prevention Log of Activities	2 years	Paper, Electronic		<input type="checkbox"/>
FD-10	Fire Department Annual Report	20 years	Paper, Electronic		<input checked="" type="checkbox"/>
FD-11	Hydrant Location Record	20 years	Paper, Electronic		
FD-12	Vehicle & Equipment Records	Until vehicle or equipment is retired	Paper, Electronic		
FD-13	Work Order Requests	5 years	Paper, Electronic		

