



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(Local Government Entity)	(Unit/Department)		
<i>[Signature]</i>	<i>LORI R GARCIA</i>	<i>Pub Prop Mgr</i>	<i>1/16/20</i>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Records Commission			
<i>200 W. Erie Ave</i>		<i>440.204.2002</i>	<i>Lorain</i>
(Address)	(City)	(Telephone Number)	(County)
<i>Lorain</i>	<i>44052</i>		
(City)	(Zip Code)		

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

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains 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/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PP-012	CDL/Non CDL Pretrip Inspection	3 years	paper		<input type="checkbox"/>
PP-013	Vehicle Write Up Sheets	3 years	paper		<input type="checkbox"/>
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