



## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

Central Ohio Transit Authority Information Technology

(Local Government Entity) (Unit)

(Signature of Responsible Official) (Name) (Title) (Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

(Telephone Number)

(Address) (City) (Zip Code) (County)

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 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.

Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archives**

Signature Title Date

**Section D: Auditor of State**

Signature Title 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.***Central Ohio Transit Authority****Information Technology**

(Local Government Entity)

(Unit)

(1) Schedule Number 4000-IT	(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
4000-01	Consultant Reports	Current + 3 years	Digital		<input type="checkbox"/>
4000-02	Electronic Mail (Authority wide)	7 Years	Digital		<input type="checkbox"/>
4000-03	General Correspondence <sup>2</sup>	6 months	Digital		<input type="checkbox"/>
4000-04	Internet Access History	30 Days	Digital		<input type="checkbox"/>
4000-05	Network Shares and Databases	1 Year	Digital		<input type="checkbox"/>
4000-06	Personnel Records	Permanent	Digital		<input type="checkbox"/>
4000-07	Project Files	Current + 3 Years	Digital		<input type="checkbox"/>
4000-08	Terminated Employee Electronic Data	14 Days	Digital		<input type="checkbox"/>
4000-09	Transient Documents	Discard when no longer of administrativ e value	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>