



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

Southwest Regional Communications Network Council of Governments (SWRCN)

(Local Government Entity)	(Unit)		
John D. Draves	Chairman		
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Southwest Regional Communications Network Council of Governments Records Commission 440-580-3216

17400 Holland Road	Brook Park, OH	44142	(Telephone Number) Cuyahoga
(Address)	(City)	(Zip Code)	(County)

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

info@swrencog.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.

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 retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Southwest Regional Communications Network Council of Governments

(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
COG-001	Original Agreement, COG Bylaws, Authorizing Legislation and Amendments, contract with city of Cleveland (ORC 167)	Permanent	Paper or until stored electronically		<input type="checkbox"/>
COG-002	Financial Records (bank statements, invoices, W-9s, billing statements)	3 years provided audited	Paper or until stored electronically		<input type="checkbox"/>
COG-003	Audit Reports (state and independent) ORC 117.26	5 years	Paper or until stored electronically		
COG-004	Meeting Notices, Agendas, Minutes, Proxies	Permanent	Electronically recorded		<input type="checkbox"/>
COG-005	General Administrative (radio inventories, contract services agreements)	5 years	Paper or until stored electronically		<input type="checkbox"/>
COG-006	Equipment Maintenance Records	Life of Equipment	Paper or until stored electronically		
COG-007	Payroll Records	Permanent	Paper or until stored electronically		<input type="checkbox"/>
COG-008	Insurance Policies and Records (ORC 2305.10)	2 yrs. after expiration, provided all claims and appeals exhausted	Paper or until stored electronically		<input type="checkbox"/>
COG-009	Public Records Requests (ORC 149.43)	2 years	Electronically recorded		<input type="checkbox"/>
COG-010	Records Retention and Disposition Forms	Until superseded; Permanent	Electronically recorded		<input type="checkbox"/>
					<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(Local Government Entity)

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