



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

OCTOBER 20 2022

STATE AND LOCAL  
 GOVERNMENT RECORDS


## 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 COG)

(Local Government Entity)	(Unit)		
	John D. Draves	Chairman	10/20/22
(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:

[jack.draves@strongsville.org](mailto:jack.draves@strongsville.org) or [info@swrcncog.org](mailto:info@swrcncog.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.

	10/20/22
Records Commission Chair Signature	Date

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

	Government Records Archivist	10/26/2022
Signature	Title	Date

### Section D: Auditor of State

	Records Manager	
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.

### 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 checked="" type="checkbox"/>
COG-002	Financial Records (bank statements, invoices, W-9s, billing statements)	3 years provided audited	Paper or until stored electronically	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>
COG-003	Audit Reports (state and independent) ORC 117.26	5 years	Paper or until stored electronically		<input type="checkbox"/>
COG-004	Meeting Notices, Agendas, Minutes, Proxies	Permanent	Electronically recorded		<input checked="" 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		<input type="checkbox"/>
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**

*See instructions before completing this form.*

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**Southwest Regional Communications Network Council of Governments**

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(Local Government Entity)

(Unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or LGRP</b>	<b>(6) RC-3 Required by LGRP</b>



South West Regional  
Communications Network  
Council of Governments

October 20, 2022

Via email: [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

The Ohio History Connection  
State Archives of Ohio  
Local Government Records Archivist  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

**Re: Southwest Regional Communications Network Council of Governments**

Dear Sir/Madam:

In accordance with the Ohio Revised Code Section 149.39 and pursuant to the open meeting of the Southwest Regional Communications Network Council of Governments (SWRCN COG) Records Commission held on October 13, 2022, we enclose the following forms which were approved by the Commission:

- Records Retention Schedule (RC-2) for the Southwest Regional Communications Network Council of Governments

Please process these forms accordingly and notify the SWRCN COG via email when they have been approved by your office and/or the Auditor of State in accordance with law.

Thank you for your courtesy in this matter.

Cordially,

A handwritten signature in blue ink that reads "John D. Draves".

John D. Draves  
Chairman SWRCN COG  
and SWRCN COG Records Commission

Enclosures

cc: Michael Cassidy, Esquire  
Marty Healy, Treasurer