



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

JUN 29 2015

Page 1 of 2

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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: Local Government Unit

City of Springfield, Ohio

All Departments

Connie Chappell

Connie Chappell

(unit)

June 24, 2015

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Springfield Records Commission

937-324-7341

(telephone number)

76 East High Street
(address)

Springfield
(city)

45502
(zip code)

Clark
(county)

To have this form returned to the Records Commission electronically, include an email address: cchappell@ci.springfield.oh.us

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.

Connie Chappell

June 24, 2015

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Li Latt
Signature

Connie Chappell
Title

7/2/2015
Date

Section D: Auditor of State

Martin E. Mueh
Signature

7-13-15
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.**



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Springfield, Ohio

All Departments

(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
15-1	<u>Social media, data maintained by Archive Social or similar vendor, data accumulated via Springfield Speaks (Mind Mixer) or similar source.</u>	1 year	Electronic	