



- (10) Circle whether the record is created and stored on paper, microfilm computer tape, etc. Circle ALL formats your office uses for this record. Remember to schedule and assign a schedule number to each type of media.
- (11) Indicate how often the records are used. For example: daily for one (1) year; never after three (3) years.
- (12) Write in recommended retention period. See the Ohio County Records Manual or the Ohio Municipal Records Manual for suggested records retention periods or create the retention period based upon the records' administrative, fiscal and legal value to your office. If you know of any law, rule or regulation requiring this record(s) series to be retained for a specific period of time write in the citation.
- (13) Assign a unique schedule number for this record(s) series which will clearly identify it on all paperwork in the future. If the records are included on an existing approved, Schedule of Records Retention and Disposition (RC-2), write in the schedule number for reference.
- (14) Sign and date the form.

Additional Remarks or Notations for your use:

10/1/13