



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

of 2

FEB 26 2021

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

Portage County

Treasurer's Office

(local government entity)

Brad Cromes

(unit)

Treasurer

January 13, 2021

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Portage County

Records Commission

330-297-3600

(telephone number)

449 S. Meridian St.

Ravenna

44266

Portage

(address)

(city)

(zip code)

(county)

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

ahutchinson@portage.co.com

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.

Shirley Christian Bennett

Records Commission Chair Signature

Date

2/25/2021

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

3/8/2021

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.*

(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
TREA-SM1	Social Media Records: Includes blogs, wikis, Facebook, Twitter, LinkedIn, and other related applications.	5 years from the date of creation	Paper/ Electronic		<input type="checkbox"/>
TREA-SM2	Transitory Records: General postings, comments, feedback, and related records.	5 years from the date of creation	Paper/ Electronic		<input type="checkbox"/>
TREA-SM3	User Agreements	15 years after expiration	Paper/ Electronic		<input type="checkbox"/>
TREA-SM4	User Input Forms: Information used to set up accounts for social media and establish user IDs.	15 years after expiration	Paper/ Electronic		<input type="checkbox"/>
TREA-SM5	User ID Data: Information identifying the individuals using social media on behalf of the Treasurer's Office.	15 years after termination of employee or volunteer	Paper/ Electronic		<input type="checkbox"/>