



OHIO HISTORY CONNECTION  
 APRIL 22 2024  
 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

<u>City of Bexley</u>		<u>Information Technology</u>	
(Local Government Entity)		(Unit)	
	<u>Erik McGuinness</u>	<u>Information Technology Manager</u>	<u>3-28-24</u>
(Signature of Responsible Official)	(Name)	(Title)	(Date)


### Section B: Records Commission

<u>City of Bexley</u>	<u>Records Commission</u>	<u>614-559-4200</u>	
		(Telephone Number)	
<u>2242 E. Main Street</u>	<u>Bexley</u>	<u>43209</u>	<u>Franklin</u>
(Address)	(City)	(Zip Code)	(County)

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

glewis@bexley.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.

	<u>3/28/24</u>
Records Commission Chair Signature	Date

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

	<u>Government Records Archivist</u>	<u>5/1/2024</u>
Signature	Title	Date

### Section D: Auditor of State

	<u>Records Manager</u>	
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

## CITY OF BEXLEY RECORDS RETENTION SCHEDULE

## INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY Schedule Number	Records Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
IT 24-001	Computer Back-ups		Until superseded or obsolete	Digital	
IT 24-002	Geographic Information System		Database continually updated and maintained	Paper and/or digital	
IT 24-003	Information Systems Management and Network Data Processing Service Plans		6 years after revised, rescinded, superseded, or obsolete	Paper and/or digital	
IT 24-004	Information Systems, Administration Files		5 years	Paper and/or digital	
IT 24-005	Network Data System Specifications	Network Diagrams	3 years after system replaced and until all necessary system data transferred to new operating equipment	Paper and/or digital	
IT 24-006	Network Disaster Preparedness & Recovery Plans		Until revised, superseded, or obsolete	Paper and/or digital	
IT 24-007	Server Backup Files		Daily backups: 7 days; Weekly backups: 1 month, Monthly backups: 1 year, Yearly backups: 5 years	Paper and/or digital	