

	<b>Ohio History Connection</b> State Archives of Ohio Local Government Records Program		<b>For State Archives - LGRP Use Only</b> Date Received: Date Reviewed: 10/17/19 W.K. Items requested for transfer: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If YES, attach copy of transfer form	
	800 E. 17 <sup>th</sup> Avenue Columbus, Ohio 43211-2474	OCT 12 2013		

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

#### Section A: LOCAL GOVERNMENT UNIT GOVERNMENT RECORDS

Lorain County Board of Commissioners	Clerk	440-329-5103
(Political Subdivision/Name)	(Unit)	(Phone)
<i>[Signature]</i>	Theresa Upton	Clerk 8/19/2019
(Signature of Responsible Official)	(Name)	(Title) <i>[Signature]</i> (Date)

#### Section B: LORAIN COUNTY RECORDS COMMISSION

226 Middle Avenue	Elyria	44035	Lorain	440-329-5103
(Address)	(City)	(Zip Code)	(County)	(Phone)

To have this form returned to the Records Commission electronically, include an email address: [tupton@loraincounty.us](mailto:tupton@loraincounty.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 of date of 10-9-19

Chairman, Records Commission:

*[Signature]*

10-9-19

Signature Date

#### Section C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES

<i>[Signature]</i>	Wendy Korwin	Government Records Archivist	10/17/19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

#### Section D: AUDITOR OF STATE

<i>[Signature]</i>	MARTIN MEERS	Records Mgr	10-31-19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

#### Section E: TABLE OF RECORDS TO BE DISPOSED

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
COMM/CLK CIC-MIN	CIC minutes	permanent	PAPER
COMM/CLK RC-MIN	Records Commission minutes	permanent	PAPER
COMM/CLK TID-11111	TRANSPORTATION (Liquor Control) DISTRICT MINUTES	permanent	PAPER

Please Note: The State Archives retains RC-1 forms for 7 years. It is strongly recommended that the Records Commission retain permanent copy of this form.

	<b>Ohio Historical Society</b> <b>State Archives of Ohio</b> <b>Local Government Records Program</b>  <i>1982 Velma Avenue</i> <i>Columbus, Ohio 43205</i>		<b>For State Archives - LGRP Use Only</b>	
	Date Received:	NOV 12 2009	Date Reviewed:	LORAIN COUNTY COMMISSIONERS
		Items requested for transfer:	YES	NO
		If YES, attach copy of transfer form		
		STATE AND LOCAL GOVERNMENT RECORDS		
		JULY 27, 2009		

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

#### Section A: LOCAL GOVERNMENT UNIT

Lorain County Board of Commissioners (Political Subdivision Name)	Clerk (Unit)	440-329-5103 (Phone)
Theresa Upton		Clerk CL FR 7/27/2009
(Signature of Responsible Official)	(Name)	(Title)
		(Date)

#### Section B: LORAIN COUNTY RECORDS COMMISSION

226 Middle Avenue (Address)	Elyria (City)	44035 (Zip Code)	Lorain (County)	440-329-5103 (Phone)
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To have this form returned to the Records Commission electronically, include an email address: [tupton@loraincounty.us](mailto:tupton@loraincounty.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 of date of OCT 28 2009.

Chairman, Records Commission:

*Teresa L. Upton*  
Signature

OCT 28 2009  
Date

#### Section C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES

<i>Chairman, Records Commission</i> (Signature of Responsible Official)	<i>OHIO HISTORICAL SOCIETY - STATE ARCHIVES</i> (Name)	<i>OHIO HISTORICAL SOCIETY - STATE ARCHIVES</i> (Title)	<i>11/19/09</i> (Date)
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#### Section D: AUDITOR OF STATE

<i>Martin E. Meeks</i> (Signature of Responsible Official)	<i>MARTIN E. MEIKS</i> (Name)	<i>Records Mgr.</i> (Title)	<i>12-8-09</i> (Date)
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#### Section E: TABLE OF RECORDS TO BE DISPOSED

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Retention Period	(4) Media Type to be retained	(5) For Use by OHS-LGRP or Auditor of State
COMM-CLK TAPES-CIC	Lorain County Economic & Indus Dev Corp Audio tapes (CIC)	5 years	cassette tapes	<i>RESEA UPTON</i> 11/19/09 DEC 22 2010
COMM-CLK TAPES-ANNEX	Lorain County Annexation audio tapes	5 years	cassette tapes	<i>RESEA UPTON</i> 11/19/09 DEC 22 2010
COMM-CLK TAPES-SEWERS	Lorain County Sewer audio tapes	5 years	cassette tapes	<i>RESEA UPTON</i> 11/19/09 DEC 22 2010
COMM-CLK TAPES-VAC	Lorain County Vacation audio tapes	5 years	cassette tapes	<i>RESEA UPTON</i> 11/19/09 DEC 22 2010
COMM-CLK TAPES-WTR	Lorain County waterline audio tapes	5 years	cassette tapes	<i>RESEA UPTON</i> 11/19/09 DEC 22 2010
COMM-CLK TAPES-DITCH	Lorain County ditch audio tapes	5 years	cassette tapes	<i>RESEA UPTON</i> 11/19/09 DEC 22 2010

<b>OHIO HISTORY</b> 	<b>Ohio Historical Society State Archives of Ohio Local Government Records Program</b> <b>1982 Velma Avenue Columbus, Ohio 43205</b>	<b>For State Archives LGRP Use Only</b> Date Received: Date Reviewed: Items requested for transfer: YES NO <i>If YES, attach copy of transfer form and local records</i>
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**SCHEDULE OF RECORDS RETENTION AND DISPOSITION****Section A: LOCAL GOVERNMENT UNIT**

Lorain County Board of Commissioners (Political Subdivision Name)	Clerk (Unit)	440-329-5103 (Phone)
<i>Alison Tupton</i> (Signature of Responsible Official)	Theresa Upton (Name)	Clerk (Title) 7/21/2009 (Date)

**Section B: LORAIN COUNTY RECORDS COMMISSION**

226 Middle Avenue (Address)	Elyria (City)	44035 (Zip Code)	Lorain (County)	440-329-5103 (Phone)
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To have this form returned to the Records Commission electronically, include an email address: [tupton@loraincounty.us](mailto:tupton@loraincounty.us)

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Chairman, Records Commission:

*Tupton*

OCT 28 2009

Signature

Date

**Section C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES**

<i>Adams</i> (Signature of Responsible Official)	<i>OHIO-HISTORICAL-SOCIETY-STATE-ARCHIVES</i> (Name)	<i>OHIO-HISTORICAL-SOCIETY-STATE-ARCHIVES</i> (Title)	<i>11/19/09</i> (Date)
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**Section D: AUDITOR OF STATE**

<i>Martin E. Meeks</i> (Signature of Responsible Official)	<i>MARTIN E. MEIKS</i> (Name)	<i>Records Mgr</i> (Title)	<i>12-8-09</i> (Date)
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**Section E: TABLE OF RECORDS TO BE DISPOSED**

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Retention Period	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State
Comm/Clerk RevBonds & Notes	Transcripts of the Revenue Bonds & Notes  CHANGE MEDIA TYPE	Permanent	paper	<i>11/19/09</i> 12/10/09 12/11/09 12/12/09 12/13/09 12/14/09 12/15/09 12/16/09 12/17/09 12/18/09 12/19/09 12/20/09 12/21/09 12/22/09 12/23/09 12/24/09 12/25/09 12/26/09 12/27/09 12/28/09 12/29/09 12/30/09 12/31/09 1/1/10 1/2/10 1/3/10 1/4/10 1/5/10 1/6/10 1/7/10 1/8/10 1/9/10 1/10/10 1/11/10 1/12/10 1/13/10 1/14/10 1/15/10 1/16/10 1/17/10 1/18/10 1/19/10 1/20/10 1/21/10 1/22/10 1/23/10 1/24/10 1/25/10 1/26/10 1/27/10 1/28/10 1/29/10 1/30/10 1/31/10 2/1/10 2/2/10 2/3/10 2/4/10 2/5/10 2/6/10 2/7/10 2/8/10 2/9/10 2/10/10 2/11/10 2/12/10 2/13/10 2/14/10 2/15/10 2/16/10 2/17/10 2/18/10 2/19/10 2/20/10 2/21/10 2/22/10 2/23/10 2/24/10 2/25/10 2/26/10 2/27/10 2/28/10 2/29/10 3/1/10 3/2/10 3/3/10 3/4/10 3/5/10 3/6/10 3/7/10 3/8/10 3/9/10 3/10/10 3/11/10 3/12/10 3/13/10 3/14/10 3/15/10 3/16/10 3/17/10 3/18/10 3/19/10 3/20/10 3/21/10 3/22/10 3/23/10 3/24/10 3/25/10 3/26/10 3/27/10 3/28/10 3/29/10 3/30/10 3/31/10 4/1/10 4/2/10 4/3/10 4/4/10 4/5/10 4/6/10 4/7/10 4/8/10 4/9/10 4/10/10 4/11/10 4/12/10 4/13/10 4/14/10 4/15/10 4/16/10 4/17/10 4/18/10 4/19/10 4/20/10 4/21/10 4/22/10 4/23/10 4/24/10 4/25/10 4/26/10 4/27/10 4/28/10 4/29/10 4/30/10 5/1/10 5/2/10 5/3/10 5/4/10 5/5/10 5/6/10 5/7/10 5/8/10 5/9/10 5/10/10 5/11/10 5/12/10 5/13/10 5/14/10 5/15/10 5/16/10 5/17/10 5/18/10 5/19/10 5/20/10 5/21/10 5/22/10 5/23/10 5/24/10 5/25/10 5/26/10 5/27/10 5/28/10 5/29/10 5/30/10 5/31/10 6/1/10 6/2/10 6/3/10 6/4/10 6/5/10 6/6/10 6/7/10 6/8/10 6/9/10 6/10/10 6/11/10 6/12/10 6/13/10 6/14/10 6/15/10 6/16/10 6/17/10 6/18/10 6/19/10 6/20/10 6/21/10 6/22/10 6/23/10 6/24/10 6/25/10 6/26/10 6/27/10 6/28/10 6/29/10 6/30/10 7/1/10 7/2/10 7/3/10 7/4/10 7/5/10 7/6/10 7/7/10 7/8/10 7/9/10 7/10/10 7/11/10 7/12/10 7/13/10 7/14/10 7/15/10 7/16/10 7/17/10 7/18/10 7/19/10 7/20/10 7/21/10 7/22/10 7/23/10 7/24/10 7/25/10 7/26/10 7/27/10 7/28/10 7/29/10 7/30/10 7/31/10 8/1/10 8/2/10 8/3/10 8/4/10 8/5/10 8/6/10 8/7/10 8/8/10 8/9/10 8/10/10 8/11/10 8/12/10 8/13/10 8/14/10 8/15/10 8/16/10 8/17/10 8/18/10 8/19/10 8/20/10 8/21/10 8/22/10 8/23/10 8/24/10 8/25/10 8/26/10 8/27/10 8/28/10 8/29/10 8/30/10 8/31/10 9/1/10 9/2/10 9/3/10 9/4/10 9/5/10 9/6/10 9/7/10 9/8/10 9/9/10 9/10/10 9/11/10 9/12/10 9/13/10 9/14/10 9/15/10 9/16/10 9/17/10 9/18/10 9/19/10 9/20/10 9/21/10 9/22/10 9/23/10 9/24/10 9/25/10 9/26/10 9/27/10 9/28/10 9/29/10 9/30/10 10/1/10 10/2/10 10/3/10 10/4/10 10/5/10 10/6/10 10/7/10 10/8/10 10/9/10 10/10/10 10/11/10 10/12/10 10/13/10 10/14/10 10/15/10 10/16/10 10/17/10 10/18/10 10/19/10 10/20/10 10/21/10 10/22/10 10/23/10 10/24/10 10/25/10 10/26/10 10/27/10 10/28/10 10/29/10 10/30/10 10/31/10 11/1/10 11/2/10 11/3/10 11/4/10 11/5/10 11/6/10 11/7/10 11/8/10 11/9/10 11/10/10 11/11/10 11/12/10 11/13/10 11/14/10 11/15/10 11/16/10 11/17/10 11/18/10 11/19/10 11/20/10 11/21/10 11/22/10 11/23/10 11/24/10 11/25/10 11/26/10 11/27/10 11/28/10 11/29/10 11/30/10 12/1/10 12/2/10 12/3/10 12/4/10 12/5/10 12/6/10 12/7/10 12/8/10 12/9/10 12/10/10 12/11/10 12/12/10 12/13/10 12/14/10 12/15/10 12/16/10 12/17/10 12/18/10 12/19/10 12/20/10 12/21/10 12/22/10 12/23/10 12/24/10 12/25/10 12/26/10 12/27/10 12/28/10 12/29/10 12/30/10 12/31/10 1/1/11 1/2/11 1/3/11 1/4/11 1/5/11 1/6/11 1/7/11 1/8/11 1/9/11 1/10/11 1/11/11 1/12/11 1/13/11 1/14/11 1/15/11 1/16/11 1/17/11 1/18/11 1/19/11 1/20/11 1/21/11 1/22/11 1/23/11 1/24/11 1/25/11 1/26/11 1/27/11 1/28/11 1/29/11 1/30/11 1/31/11 2/1/11 2/2/11 2/3/11 2/4/11 2/5/11 2/6/11 2/7/11 2/8/11 2/9/11 2/10/11 2/11/11 2/12/11 2/13/11 2/14/11 2/15/11 2/16/11 2/17/11 2/18/11 2/19/11 2/20/11 2/21/11 2/22/11 2/23/11 2/24/11 2/25/11 2/26/11 2/27/11 2/28/11 2/29/11 2/30/11 2/31/11 3/1/11 3/2/11 3/3/11 3/4/11 3/5/11 3/6/11 3/7/11 3/8/11 3/9/11 3/10/11 3/11/11 3/12/11 3/13/11 3/14/11 3/15/11 3/16/11 3/17/11 3/18/11 3/19/11 3/20/11 3/21/11 3/22/11 3/23/11 3/24/11 3/25/11 3/26/11 3/27/11 3/28/11 3/29/11 3/30/11 3/31/11 4/1/11 4/2/11 4/3/11 4/4/11 4/5/11 4/6/11 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4/16/12 4/17/12 4/18/12 4/19/12 4/20/12 4/21/12 4/22/12 4/23/12 4/24/12 4/25/12 4/26/12 4/27/12 4/28/12 4/29/12 4/30/12 5/1/12 5/2/12 5/3/12 5/4/12 5/5/12 5/6/12 5/7/12 5/8/12 5/9/12 5/10/12 5/11/12 5/12/12 5/13/12 5/14/12 5/15/12 5/16/12 5/17/12 5/18/12 5/19/12 5/20/12 5/21/12 5/22/12 5/23/12 5/24/12 5/25/12 5/26/12 5/27/12 5/28/12 5/29/12 5/30/12 5/31/12 6/1/12 6/2/12 6/3/12 6/4/12 6/5/12 6/6/12 6/7/12 6/8/12 6/9/12 6/10/12 6/11/12 6/12/12 6/13/12 6/14/12 6/15/12 6/16/12 6/17/12 6/18/12 6/19/12 6/20/12 6/21/12 6/22/12 6/23/12 6/24/12 6/25/12 6/26/12 6/27/12 6/28/12 6/29/12 6/30/12 7/1/12 7/2/12 7/3/12 7/4/12 7/5/12 7/6/12 7/7/12 7/8/12 7/9/12 7/10/12 7/11/12 7/12/12 7/13/12 7/14/12 7/15/12 7/16/12 7/17/12 7/18/12 7/19/12 7/20/12 7/21/12 7/22/12 7/23/12 7/24/12 7/25/12 7/26/12 7/27/12 7/28/12 7/29/12 7/30/12 7/31/12 8/1/12 8/2/12 8/3/12 8/4/12 8/5/12 8/6/12 8/7/12 8/8/12 8/9/12 8/10/12 8/11/12 8/12/12 8/13/12 8/14/12 8/15/12 8/16/12 8/17/12 8/18/12 8/19/12 8/20/12 8/21/12 8/22/12 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	<b>Ohio Historical Society</b> RECEIVED State Archives of Ohio LORAIN COUNTY Local Government Records Program 1982 Velma Avenue Columbus, Ohio 43205		<b>For State Archives - LGRP Use Only</b> Date Received: 07/20/15 Date Reviewed: Items requested for transfer: YES NO If YES, attach copy of transfer form	
	2015 NOV 23 A		10-23	

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

#### Section A: LOCAL GOVERNMENT UNIT

Lorain County Board of Commissioners (Political Subdivision Name)	Clerk (Unit)	440-329-5103 (Phone)
Theresa Upton (Name)		Clerk (Title)
		10/6/2015 (Date)

#### Section B: LORAIN COUNTY RECORDS COMMISSION

226 Middle Avenue (Address)	Elyria (City)	44035 (Zip Code)	Lorain (County)	440-329-5103 (Phone)
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To have this form returned to the Records Commission electronically, include an email address: [tupton@loraincounty.us](mailto:tupton@loraincounty.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 of date of OCT 14.

Chairman, Records Commission:

John K. Roberts

OCT 14

Signature

Date

#### Section C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES

<u>Caroline Upton</u> (Signature of Responsible Official)	<u>Caroline Upton</u> (Name)	<u>Government Documents Librarian</u> (Title)	<u>11-6-15</u> (Date)
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#### Section D: AUDITOR OF STATE

<u>Martin E. Meece</u> (Signature of Responsible Official)	<u>Martin Meece</u> (Name)	<u>Records Mgr</u> (Title)	<u>11-6-15</u> (Date)
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#### Section E: TABLE OF RECORDS TO BE DISPOSED

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) For use by OHS LGRP
COMM-CLK	Tax Abatement & Enterprise Zone	10 years			
Abate/Enter	Agreements	after expiration	PAPER		
COMM-CLK	Revolving Loans - business	10 years			
RLF	agreements	after expiration	PAPER		
COMM-CLK	Tax Incentive Agreements	10 years	PAPER		
TIFF		after expiration			
COMM-CLK	Joint Economic Development	10 years	PAPER		
JEDD	District - Agreements	after expiration			

9/2011 tlu

Please Note: The State Archives retains RC-1 forms for 7 years. It is strongly recommended that the Records Commission retain a permanent copy of this form.

11-6-15

	<b>Ohio History Connection</b> <b>State Archives of Ohio</b> <b>Local Government Records Program</b>		<b>For State Archives - LGRP Use Only</b>	
	<b>800 E. 17<sup>th</sup> Avenue</b> <b>Columbus, Ohio 43211-2474</b>		<b>Date Received:</b> <b>Date Reviewed:</b> 10/17/19	<b>Items requested for transfer:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <b>If YES, attach copy of transfer form.</b>
<b>SCHEDULE OF RECORDS RETENTION AND DISPOSITION</b>				

**Section A: LOCAL GOVERNMENT UNIT GOVERNMENT RECORDS**

Lorain County Board of Commissioners	Clerk	440-329-5103
(Political Subdivision) Name	(Unit)	(Phone)
<i>Theresa Upton</i>	Clerk	8/19/2019
(Signature of Responsible Official)	(Name)	(Title) (Date)

**Section B: LORAIN COUNTY RECORDS COMMISSION**

226 Middle Avenue	Elyria	44035	Lorain	440-329-5103
(Address)	(City)	(Zip Code)	(County)	(Phone)

To have this form returned to the Records Commission electronically, include an email address: [tupton@loraincounty.us](mailto:tupton@loraincounty.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 of date of 10-9-18.

Chairman, Records Commission:

*Theresa Upton*  
Signature

10-9-18  
Date

**Section C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES**

<i>Wendy Kornin</i>	Wendy Kornin	Government Records Archivist	10/17/19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section D: AUDITOR OF STATE**

<i>Martin E. Meeks</i>	MARTIN MECKS	Records Mgr	10-31-19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section E: TABLE OF RECORDS TO BE DISPOSED**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
Comm/Clerk Rev Bonds & Notes	Transcripts of revenue bonds & notes	permanent	microfilm	
CHANGE				
Comm/Clerk Rev Bonds & Notes	Transcripts of revenue bonds & notes	10 year after expiration	paper	

Please Note: The State Archives retains RC-1 forms for 7 years. It is strongly recommended that the Records Commission retain copies of this form for at least 7 years.

