

The Cooperative Council of Governments Records Retention Schedule

DEFINING PUBLIC RECORDS

All records (“**Records**” or “**Public Records**”) kept by the Cooperative Council of Governments (“**CCOG**”) are public unless they are exempt from disclosure under Ohio law. All Public Records must be organized and maintained in such a way that they can be made available for inspection and copying.

A Record is defined to include the following: a document in any format—paper or electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of CCOG that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the organization.

SCHEDULE

All CCOG Records will be retained in acceptable formats pursuant to Ohio Revised Code for a minimum of five (5) years. At the end of the prescribed minimum of five (5) years, Records will be reviewed and either retained or destroyed pursuant to Ohio Revised Code.