PUBLIC RECORDS COMPLIANCE CHECKLIST:

○ You have a current (at least 2017) copy of the “yellow book” from the Ohio Attorney General’s office.

○ Your records officer has completed a public records training course online or live (offered by the Ohio Attorney General’s office).

○ You have completed an inventory of your records (Ohio History Connection, local government resources)

○ Your Board of Directors has established a Local Records Commission.

○ Your LRC meets at least annually.

○ Your LRC has written a Public Records Policy.

○ Your Public Records Policy is posted in a public space within your office.

○ Your LRC has adopted a Records Retention Numbering System (RC-2).

○ You manage your records in strict accordance with the most recent RRNS/RC-2.