

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.