

## Land Bank Records Retention Schedule (Draft)

This schedule lists records commonly found in a Land Bank. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Center recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention Period
Bylaws and Regulations	Operational policies and standards governing the organization	Permanent
Corporation Records	Documentation pertaining to articles of incorporation and letters appointing alternate board members as well as the corporation's stated purpose and objectives	Permanent
Project Files	Documents containing information regarding various projects	5 years
Property Parcel Records	Records related to property that the organization relcaims, rehabilitates and/or reutilizes .	Permanent
Real Property Records	Records included, but not limited to appraisals, encumbrances, fund transfers, plans, resolution, deeds, purchase agreements, tax records and any other documents related to the acquisition/sale of the real property.	5 Years from the date that the organization relinquishes ownership of said property.