



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

FEB
 JAN 17 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

GEAUGA COUNTY _____ GENERAL SCHEDULE _____
 (local government entity) (unit)
Clair Wilson Archivist/Records Manager 1/19/21
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Geauga County Records Commission _____ 440-279-1773 _____
 (telephone number)
 470 Center St. _____ Chardon _____ 44024 _____ Geauga _____
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: cwilson@co.geauga.oh.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.

Jamie W. Dvorak _____ 1-29-21
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda Ruda _____ Local Government Records Archivist 2/22/2021
 Signature Title Date

Section D: Auditor of State

 Signature Date

**Please Note: The State Archives retains RC-2 forms permanently.
 It is strongly recommended that the Records Commission retain a permanent copy of this form**



Section E: Records Retention Schedule

Geauga County

General Schedule of Retention & Disposition

(local government entity)

(unit)

(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) RC-3 Required by OHS- LGRP
<p>This schedule lists records commonly found in many offices and departments. Local governments may enact a General Schedule that covers all departments or each department may enact its own schedule that incorporates these records. 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 Historical Society 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. <i>Certificates of Records Disposal will continue to be filed locally regardless of whether OHS wishes to be informed.</i></p>					
2020-001	ACCIDENT REPORTS/FILES Report of personal or property damage involving a county vehicle or occurring on county property.	6 years provided no action pending	Paper		<input type="checkbox"/>
2020-002	ACTIVITY REPORTS Reports compiled to detail financial, statistical, and/or operational data.	2 years	Paper		<input type="checkbox"/>
2020-003	AGENDAS A list of items to be discussed and/or acted upon during a meeting.	2 years	Paper or Electronic		<input type="checkbox"/>
2020-004	ANNUAL REPORTS A report containing substantive information of operations, policies, procedures, and planning. A) Commissioners' copy B) Office copy	A) Permanent B) Dispose at discretion of office administrator.	Paper/ Microfilm Paper/ Electronic		<input checked="" type="checkbox"/> (A) <input type="checkbox"/>
2020-005	APPLICATION FOR EMPLOYMENT A) Unsuccessful/not hired- Application submissions for open job positions not chosen for employment. Includes unsolicited resumes. B) Successful/hired- Application submissions by individuals chosen for employment. May include resumes, employment verifications, reference letters and checks, background checks, interview records and notes.	Three years after receipt of application 6 years after termination	Paper Paper		<input type="checkbox"/>



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2020-006	ATTENDANCE RECORDS Documents employee attendance at work.	3 years	Paper/ Electronic		<input type="checkbox"/>
2020-007	AUDIOVISUAL, PUBLIC RELATIONS & TRAINING MATERIALS Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until superseded or obsolete. Appraise for historical value	Various		<input type="checkbox"/>
2020-008	AUDIT REPORTS (FEDERAL, STATE & INTERNAL) ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	5 years	Paper/ Electronic		<input type="checkbox"/>
2020-009	BACKUP DATA Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
2020-010	BADGES & IDENTIFICATION Employee identification badges and keyless entry devices and related records.	Turn in upon termination of employment	Various		<input type="checkbox"/>
2020-011	BIDS (SUCCESSFUL) Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. O.R.C. 2305.06 A) Copies of successful bids to provide goods/services B) Original, if made part of a contract and filed with contract	3 years 8 years	Paper Paper		<input type="checkbox"/>
2020-012	BIDS (UNSUCCESSFUL) Bids not awarded.	2 years after letting of the contract	Paper/ Electronic		<input type="checkbox"/>
2020-013	BLANK FORMS Obsolete, unneeded, or superseded forms stock.	Until obsolete or superseded	Paper/ Electronic		<input type="checkbox"/>
2020-014	BLUEPRINTS/VELLUMS/DRAWINGS/TRACINGS/MYLARS A) Blueprints for public buildings	Until updated, superseded or obsolete. Appraise for historical value A) Permanent	Various Paper		<input checked="" type="checkbox"/>
2020-015	BOND DOCUMENTS A debt security in which the authorized issuer owes the holders a debt and is obliged to repay principal and interest at a later date.	IRS rule 5.70. Retain for three years after the last	Paper/ Electronic		<input type="checkbox"/>



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		bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired			
2020-016	BOND REGISTER	Seven years after final maturity of notes or bonds	Paper/ Electronic		<input type="checkbox"/>
2020-017	BUDGETS Fiscal allocation to a department or office for a fiscal year. A) Departmental files/working papers Preparation documents used to create annual budgets B) Departmental request files C) Tax Budget D) Permanent Appropriation Resolution E) Supplemental Appropriation Resolution	2 years 10 years Permanent by County Auditor Permanent in Commissioners' Journal Permanent in Commissioners' Journal	Paper/ Electronic Paper/ Electronic Paper/ Microfilm Paper/ Microfilm Paper/ Microfilm		<input type="checkbox"/>
2020-018	BULLETINS/NOTICES POSTERS/NEWSLETTERS Information used solely to inform people of events/activities including unsolicited announcements related to job functions.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-019	CALENDARS Appointment, desk, personal planners, wall, etc.	3 fiscal years if auditable information is included. If not, 3 months after end of calendar year	Paper/ Electronic		<input type="checkbox"/>
2020-020	CALIBRATION RECORDS Records of determining or rectifying the graduation of instruments giving quantitative measurements.	5 years	Paper/ Electronic		<input type="checkbox"/>
2020-021	CLAIMS AND LITIGATION RECORDS Records relating to pending legal action involving any county agency, office or department.	5 years after case is closed and appeals are exhausted	Paper/ Electronic		<input type="checkbox"/>



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2020-022	COMPLIANCE RECORDS Standard reports required to be reviewed and/or filed with regulatory agencies.	5 years	Paper/ Electronic		<input type="checkbox"/>
2020-023	CONTINUING EDUCATION CERTIFICATIONS/ CLASSES/ SEMINARS Includes professional licenses, certifications, and other documents noting advancement in education related to job duties.	6 years after termination	Paper/ Electronic		<input type="checkbox"/>
2020-024	CONTRACTS (ORC 2305.06) Legal agreements with individuals, organizations, or entities.	8 years after completion	Paper/ Electronic		<input type="checkbox"/>
2020-025	COPIES Additional copies of records or images which are no longer required and serve no useful purpose.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-026	CORRESPONDENCE Messages sent and received by any media including letters, memoranda, faxes, e-mail, misc. communications, etc. A) <u>Transient</u> Communications which convey information of temporary importance in lieu of oral communication. i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters. B) <u>General</u> Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes. C) <u>Substantive</u> Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Until no longer of administrative value 2 years 5 years; file with related records if content requires longer retention; appraise for historical value	Paper/ Electronic Paper/ Electronic Paper/ Electronic		<input type="checkbox"/>
2020-027	CORONAVIRUS RELIEF FUND PAYMENT RECORDS Documents and financial records documenting necessary expenditures incurred during the COVID-19 public health emergency.	5 years (US Dept of Treasury Memorandum OIG-CA-20- 021)	Paper/ Electronic		<input type="checkbox"/>



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2020-028	DELIVERY SLIPS/ PACKING SLIPS Documents received when accepting goods from a carrier or vendor.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2020-029	DIRECTORIES/ LISTS/ ROSTERS Lists including such information as employee phone numbers, e-mail addresses, staff rosters, committee memberships, assignments, schedules.	Until superseded, obsolete, or replaced	Paper/ Electronic		<input type="checkbox"/>
2020-030	DISASTER PLAN (Continuity of Operations Plan, Business Continuity Plan) Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Until updated or superseded	Paper/ Electronic		<input type="checkbox"/>
2020-032	DISCIPLINARY RECORDS A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.	6 years after termination	Paper		<input type="checkbox"/>
2020-033	DISPATCHER RADIO/TELEPHONE/AUDIO RECORDINGS	30 days, erase & reuse provided no action pending	Electronic		<input type="checkbox"/>
2020-034	DRAFTS/TRANSIENT RECORDS Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-035	ELECTRONIC MAIL SYSTEM RECORDS A) System back-ups B) System codes/mail directories for identifying users C) System data and audit trails D) System documentation E) System security documentation	Retain all for a minimum of 12 weekly system backup cycles, then destroy	Electronic		<input type="checkbox"/>
2020-036	EMPLOYEE EVALUATIONS Records used to measure employee work performance.	6 years after termination	Paper		<input type="checkbox"/>
2020-037	EQUIPMENT MAINTENANCE RECORDS Files documenting ownership, warranties, routine maintenance and repair of county owned equipment.	Life of equipment	Paper/ Electronic		<input type="checkbox"/>
2020-038	EXPENSE RECORDS Documents employee expenses reimbursed by the county.	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
2020-039	FAX An image of a document made by electronic scanning and transmitted as data by				<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C



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	telecommunication links. A) <u>Documentation</u> Fax machine generated cover sheets, confirmation notices and buffer printouts. B) <u>Logs</u> Register of fax messages sent and received. C) <u>Messages</u> Communications sent and received using a fax machine.	Until no longer of administrative value 1 year Treat as correspondence	Paper		<input type="checkbox"/>
2020-040	FEE SCHEDULES Fees for goods or services provided by the county.	Until updated, superseded, or obsolete	Paper/ Electronic		<input type="checkbox"/>
2020-041	FINANCIAL RECORDS Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/billbacks; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
2020-042	FLOW CHARTS (Operations) A schematic representation of a sequence of operations.	2 years or until superseded	Paper/ Electronic		<input type="checkbox"/>
2020-043	FUEL USAGE RECORDS	3 years	Paper/ Electronic		<input type="checkbox"/>
2020-044	GENERAL ORDERS, DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, AND/OR RULES AND MANUALS	Until superseded, retain one copy until audited	Paper/ Electronic		<input type="checkbox"/>
2020-045	GRANT FILES Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, 5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims,	Paper/ Electronic		<input type="checkbox"/>



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		or audit findings have been resolved			
2020-046	HEARINGS A legal proceeding where an issue of law or fact is tried and evidence is presented to help determine the issue. A) Audio/Video recordings B) Report of Proceedings C) Transcripts	1 year Permanent 5 years	Electronic Microfilm Paper		<input type="checkbox"/>
2020-047	IMAGE FILE Visual documentation of a person, place, or event.	Until no longer of administrative value / appraise for historical value	Various		<input checked="" type="checkbox"/> (Historical)
2020-048	INFORMATION SYSTEMS PROCUREMENT FILES Includes records used in procuring hardware & software, requests for proposals, proposals, quotes, bids, correspondence, and vendor information.	Life of system plus 3 years	Paper/ Electronic		<input type="checkbox"/>
2020-049	INFORMATION SYSTEMS OPERATING PROCEDURES Procedures for operation of computer equipment, system backup, and other aspects of computer operations. Includes manuals, hardware/operating system.	Until superseded or obsolete	Paper/ Electronic		<input type="checkbox"/>
2020-050	INFORMATION SYSTEMS BACKUP FILES A) Daily B) Weekly C) Monthly D) Annual	2 days 12 weeks 1 year 5 years after audited	Electronic Electronic Electronic Electronic		<input type="checkbox"/>
2020-051	INFORMATION SYSTEMS USER ACCESS FILES Records created to control or monitor individual access to a system, including but not limited to, user account records, security logs, and password files.	1 year	Paper/ Electronic		<input type="checkbox"/>
2020-052	INSURANCE POLICIES Documents listing terms and conditions between county and insurance providers. (ORC 2305.10)	Two years after expiration of associated policy, provided all claims settled and appeals exhausted	Paper/ Electronic		<input type="checkbox"/>
2020-053	INSURANCE RECORDS Fiscal and administrative records generated in the administration of insurance policies.	Two years after expiration of associated policy, provided	Paper/ Electronic		<input type="checkbox"/>



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	(ORC 2305.10)	all claims settled and appeals exhausted			
2020-054	INVENTORIES (Annual of county property) ORC 305.18- Annual listing of all materials, machinery, tools, and other county supplies under the jurisdiction of each county office or department.	3 years	Paper/ Electronic		<input type="checkbox"/>
2020-055	JOB DESCRIPTIONS Documents detailing the classification, needed experience/education/ physical requirements, and duties by position title.	Until superseded or classification abolished	Paper/ Electronic		<input type="checkbox"/>
2020-056	LEASES A contract by which one party conveys land, property, services, etc., to another for a specified time. A) Equipment B) Real Estate	2 years after expiration 5 years after expiration provided audited	Paper/ Electronic		<input type="checkbox"/>
2020-057	LEGAL ADVERTISEMENTS/NOTICES Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	One year or until superseded	Paper/ Electronic		<input type="checkbox"/>
2020-058	LEAVE REQUESTS (Sick, Vacation, etc.) A time period when an employee is excused from work.	3 years provided audited.	Paper/ Electronic		<input type="checkbox"/>
2020-059	LICENSES, PERMITS, CERTIFICATIONS Documents affirming requirements being met as prescribed by issuing agency.	One year or until superseded	Paper/ Electronic		<input type="checkbox"/>
2020-060	LITIGATION RECORDS Records related to legal claims against an office and subsequent legal actions and court proceedings.	Five years after case is closed and appeals are exhausted	Paper/ Electronic		<input type="checkbox"/>
2020-061	MAIL Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Until no longer of administrative value	Paper		<input type="checkbox"/>
2020-062	MAILING LISTS List of individuals and addresses for mail distribution.	Until updated, superseded or obsolete	Paper/ Electronic		<input type="checkbox"/>
2020-063	MANAGEMENT/STATISTICAL/ OPERATIONS REPORTS Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs. A) Daily, weekly, etc.	Until incorporated into annual	Paper/ Electronic		<input type="checkbox"/>



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	B) Annual reports C) Consultants' reports	report. 5 years 5 years			
2020-064	MANUALS, HANDBOOKS, DIRECTIVES Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded or obsolete / appraise for historical value	Paper/ Electronic		<input type="checkbox"/>
2020-065	MATERIAL SAFETY DATA SHEETS Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Paper/ Electronic		<input type="checkbox"/>
2020-066	MEETING NOTICES Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies.	1 year	Paper/ Electronic		<input type="checkbox"/>
2020-067	MEMORANDA Internal communication.	Use correspondence guidelines	Paper/ Electronic		<input type="checkbox"/>
2020-068	MINUTES OF MEETINGS Official copy of proceedings of regular and special meetings. A) Official copy B) Notes & drafts of minutes C) Audio & video recordings	(A)Permanent (B) & (C) Retain until transcribed into hard copy and approved	Paper/ Electronic/ Microfilm		✓(A) <input type="checkbox"/>
2020-069	911 SYSTEM A) Documentation B) Logs C) Printouts D) Recording Tapes	Life of system 3 years 1 year 30 days provided no action pending	Paper/ Electronic		<input type="checkbox"/>
2020-070	OATHS OF OFFICE OF ELECTED OFFICIALS Oaths of office given and sworn to by elected official upon taking office.	10 years after leaving office	Paper		<input type="checkbox"/>
2020-071	OFFICIALS' BONDS Surety bond filed by county officials to help ensure responsible execution of job duties.	10 years after expiration	Paper		<input checked="" type="checkbox"/>
2020-072	ORGANIZATIONAL CHARTS/TABLES A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded	Paper/ Electronic		<input type="checkbox"/>



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2020-073	PAYROLL RECORDS Department copies including but not limited to time sheets, overtime documentation records, and timecards. A) Payroll history including rate of pay, pay period, gross pay, status changes, retirement deductions, tax deductions, and W2s. B) Appointing authority copies C) Bi-weekly vouchers	(A) Permanent by County Auditor (B) 3 fiscal years by County Auditor provided audited (C) Individual offices may destroy when no longer of administrative value	Paper/ Electronic/ Microfilm Paper Paper		<input type="checkbox"/>
2020-074	PERSONNEL FILES Employment files- Documentation of service throughout the duration of an individual's employment.	A)At termination, purge extraneous records. Retain for 6 years B) Retain retirement waivers, exit interviews, resignation letters, service record and leave balances permanently.	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
2020-075	PLATS & MAPS Renderings noting locations and/or boundary lines.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
2020-076	PRESS/NEWS RELEASES Information disseminated to the public through media outlets.	Until no longer of administrative value/ appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/> <i>(Historical)</i>
2020-077	PREVAILING WAGE RECORDS Records relating to administration of state prevailing wage requirements.	12 years	Paper/ Electronic		<input type="checkbox"/>
2020-078	PROFESSIONAL ASSOCIATION RECORDS Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-079	PROJECT PLANS/DRAWINGS Written plan or pictorial diagrams for a work related project or program.	Life of project or until obsolete. Appraise for historical or	Paper/ Electronic		<input type="checkbox"/>



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		operational value			
2020-080	PUBLIC HEARINGS A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue. A) Audio and video recordings B) Report of proceedings C) Transcripts	1 year Permanent 5 years	Various		<input type="checkbox"/>
2020-081	PUBLICATIONS Brochures and promotional material created by county agencies to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently	Paper/ Electronic		<input type="checkbox"/>
2020-082	RECORDS REQUESTS ORC 149.43 - Requests to inspect and review public records.	2 years	Paper/ Electronic		<input type="checkbox"/>
2020-083	RECORDS RETENTION AND DISPOSITION FORMS Records forms, also called RC-1, RC-2, and RC-3 and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
2020-084	REFERENCE/LIBRARY MATERIALS Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Destroy when no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
2020-085	REQUESTS FOR BIDS, PROPOSALS, QUOTES Written request asking contractors to submit specifications and prices that fit the county's requirements.	3 years provided audited & audit report released	Paper/ Electronic		<input type="checkbox"/>
2020-086	SCRAPBOOKS/PHOTO ALBUMS/YEARBOOKS Compilation of materials for retention of institutional memory.	Appraise for historical value	Paper		<input checked="" type="checkbox"/>
2020-087	SERVICE REQUESTS Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-088	SPECIAL ACCOUNTING RECORDS including checks, receipts, vouchers, and other documentation per ORC 149.38(D) from the following: A) Delinquent tax and assessment collection fund per ORC 321.261 B) Real estate assessment fund per ORC	4 years	Paper/ Electronic		<input type="checkbox"/>



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	325.31 C) Furtherance of Justice allocations to the County Prosecuting Attorney per ORC 325.12 D) Furtherance of Justice allocations to the Sheriff per ORC 325.071				
2020-089	SPEECHES/PRESENTATIONS Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	3 years	Paper/ Electronic		<input type="checkbox"/>
2020-090	STATEMENTS OF QUALIFICATIONS Submitted and regularly updated by firms or individuals wishing to provide professional design services per ORC 153.66.	2 years	Paper/ Electronic		<input type="checkbox"/>
2020-091	SURVEILLANCE TAPES/VIDEOS Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then reuse provided no action pending	Tape/ Electronic		<input type="checkbox"/>
2020-092	TELEPHONE RECORDS A) Messages for recipients received via telephone B) Logs- track incoming calls	A) Until no longer of administrative value B) 6 months	Paper		<input type="checkbox"/>
2020-093	TIMECARDS/SHEETS/PAYROLL SIGN IN SHEETS	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
2020-094	TRAINING FILES Documentation of employee training.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-095	TRAVEL EXPENSE RECORDS & REPORTS Requests for reimbursement for employee travel.	3 years	Paper/ Electronic		<input type="checkbox"/>
2020-096	UNIFORM RECORDS Records tracking the management of uniforms provided by the county.	3 years	Paper/ Electronic		<input type="checkbox"/>
2020-097	VEHICLE MAINTENANCE RECORDS Records noting repairs to and routine maintenance of county-owned vehicles.	Until vehicle disposed of	Paper/ Electronic		<input type="checkbox"/>
2020-098	VEHICLE MILEAGE RECORDS Log of mileage and expenses incurred in county-owned vehicles.	Until vehicle disposed of	Paper/ Electronic		<input type="checkbox"/>
2020-099	VISITORS LOG / SIGN-IN SHEETS Registers or logs used to track visitors to an office.	1 year	Paper		<input type="checkbox"/>
2020-100	WEBSITES Information placed on the internet by the County to inform and assist residents.	Print once annually. Retain printout permanently	Paper/ Microfilm		<input type="checkbox"/>



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2020-101	WORK ORDERS Internal requests for maintenance, assistance and/or services.	1 year	Paper/ Electronic		<input type="checkbox"/>
2020-102	WORK SCHEDULES Schedules noting working hours for employees.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2020-103	WORKERS' COMPENSATION CLAIMS ORC 4123 - Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.	5 years then access from the Bureau of Workers' Comp.	Paper/ Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C