



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OCT 12 2016
 STATE ARCHIVES OF OHIO
 GOVERNMENT RECORDS PROGRAM

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit
 ATHENS COUNTY

ATHENS COUNTY COMMISSIONERS

(local government entity) <i>Lenny Eliason</i>	LENNY ELIASON,	(unit) PRESIDENT	<i>10/4/16</i>
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

ATHENS COUNTY	Records Commission	740-593-5342	
			(telephone number)
15 SOUTH COURT STREET	ATHENS	45701	ATHENS
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: tgoeglein@athensoh.org

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.

<i>Lenny Eliason</i>	<i>10/13/16</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Fred Presley</i>	<i>State Archivist</i>	<i>10/26/2016</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Murr</i>	<i>Records Manager</i>	<i>11-10-16</i>
Signature	Title	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

-1 Schedule Number	-2 Record Title	-2 Description	-3 Retention Period APPROVED 11/10/16	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
GC-001	ACCIDENT REPORTS/FILES		Until scanned and quality control checked	Paper		
	Bodily injury to non-employees		Three years provided no action pending	Electronic		
	Employee injury report		Three years provided no action pending	Electronic		
	Damage to county vehicle	Report of personal or property damage involving a county vehicle or occurring on county property	Three years provided no action pending	Electronic		
GC-002	ACCOUNTS RECEIVABLE LEDGER AND DOCUMENTS		After audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-003	ACTIVITY REPORTS	Reports compiled to detail financial, statistical, and/or operational data.	Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-004	AGENDAS	A list of items to be discussed and/or acted upon during a meeting.	Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-005	AMENDED CERTIFICATES / Certificates of Estimated Resources	Commissioners copy	Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-006	ANNEXATIONS	Petition for annexation and related files to change boundary lines of township and municipal governments.	Permanent	Multi		X
GC-007	ANNUAL COUNTY BUDGETS	Annual fiscal allocation to county offices and departments.	10 years	Electronic		
		Annual fiscal allocation to county offices and departments.	Until scanned and quality control checked	Paper		
GC-008	ANNUAL BUDGET PREPARATION DOCUMENTS (working papers)	Preparation documents used to create annual budgets	Two years	Multi		
GC-009	ANNUAL REPORTS	A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Multi		X
GC-010	APPLICATION FOR EMPLOYMENT Unsuccessful/Not hired	application/resumes submissions by individuals not chosen for employment	One year after receipt	Electronic		
		application/resumes submissions by individuals not chosen for employment	Until scanned and quality control checked	Paper		
	Successful	application/resumes submissions by individuals chosen for employment	One year after receipt	Electronic		
		application/resumes submissions by individuals chosen for employment	Place in personnel file	Paper		

-1 Schedule Number	-2 Record Title	-2 Description	-3 Retention Period APPROVED 11/10/16	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
GC-011	AUCTION RECORDS	Record of all county property sold at auction	Three years after audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-012	AUDIOVISUAL, PR & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises	Until information is superseded, obsolete, or replaced. Appraise for historical value	Multi		
GC-013	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	Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-014	AUTOMATIC DATA PROCESSING AND ELECTRONIC DATA PROCESSING		Erase when no longer of administrative value. Separately schedule any ADP or EDP media, which is to be maintained as a file or record series.	Multi		
GC-015	BACTERIOLOGICAL ANALYSIS		Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-016	BADGES AND ID's Turn in upon termination of employment	Employee identification badges and keyless entry devices and related records	Until no longer administratively necessary	Multi		
			Until no longer administratively necessary	Multi		
GC-017	BANK DEPOSITS RECEIPTS		Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-018	BANK STATEMENTS		Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-019	BENCHMARKS	Location and description of benchmarks from which levels for water and sewer lines are determined	Permanent	Multi		
GC-020	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. incorporate into contract file ORC 2305.06	Original, if made part of a contract and filed with contract. Eight years after expiration of contract.	Electronic		
			Until scanned and quality control checked	Paper		

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GC-021	BIDS - unsuccessful	Bids not awarded	Two years after letting of the contract	Electronic		
			Until scanned and quality control checked	Paper		
GC-022	BLANK FORMS	Obsolete, unneeded, or superseded forms stock	Until obsolete or superseded	Multi		
GC-023	BLUE PRINTS/VELLUMS		Until updated, superseded or obsolete. Appraise for historical value	Multi		
GC-024	BOARD APPOINTMENTS	Appointments to and resignations from county boards, commissioners, and agencies.	10 years	Electronic		
			Until scanned and quality control checked	Paper		
GC-025	BOND COUPONS		Two years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-026	BOND DOCUMENTS		IRS rule 5.70 Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired	Electronic		
			Until scanned and quality control checked	Paper		
GC-027	BOND REGISTERS		Seven years after final maturity of notes or bonds	Electronic		
			Until scanned and quality control checked	Paper		
GC-028	BONDS (Redeemed)		Two fiscal years after redeemed, provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-029	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions	Until no longer administratively necessary	Multi		
GC-030	CALIBRATION RECORDS		Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-031	CANCELED CHECKS		Three years, provided audited	Multi		
GC-032	CASH BOOKS AND CASH JOURNALS		Three years, provided audited	Multi		
GC-033	CHECK REGISTERS		Three years, provided audited	Electronic		
			Until scanned and quality control checked	Paper		

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period APPROVED 11/10/16	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
GC-034	CHEMICAL ANALYSIS		Ten years	Multi		
GC-035	CLAIMS AND LITIGATION RECORDS		Five years after case is closed and appeals are exhausted	Electronic		
			Until scanned and quality control checked	Paper		
GC-036	COLLECTION SHEETS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-037	COMMISSIONERS JOURNAL	Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, and other operations of the county.	Permanent	Multi		X
GC-038	COMPLAINTS - ANONYMOUS OR UNFOUNDED		Until no longer administratively necessary	Multi		
GC-039	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies	Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-040	CONSUMER LEDGERS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-041	CONTINUING EDUCATION CERTIFICATIONS/CLASS/SEMINARS/TRAINING ATTENDANCE RECORDS	Includes professional licenses, certifications, training, and other documents noting advancement in education to job position	Place in personnel file	Multi		
GC-042	CONTRACTS	ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services	Eight years after expiration	Electronic		
			Until scanned and quality control checked	Paper		
GC-043	COPIES OF RECORDS	additional copies of records or images which are no longer required and serve no useful purpose	Destroy when no longer of administrative value	Multi		
GC-044	CORRESPONDENCE	messages sent and received by any media including but limited to: letters, memoranda, faxes, e-mail messages, text, misc., communications, etc.				
	Routine Form Letters		One year	Multi		
	General		Two years	Electronic		
			Until scanned and quality control checked	Paper		
	Unsolicited correspondence		Until no longer administratively necessary	Multi		

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	Unsolicited mail/e-mail/similar communications		Until no longer administratively necessary	Multi		
	Business cards/rolodex		Until no longer administratively necessary	Multi		
GC-045	CORSA MEMBERSHIP MEETING & INFORMATION		Until superseded, obsolete, or replaced. Retain one file copy for five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-046	CORSA POLICIES, BINDERS, ENDORSEMENTS & INVENTORIES		Until superseded, obsolete, or replaced. Retain one file copy.	Multi		
GC-047	COST ALLOCATION PLANS	Assignment of indirect costs between departments and agencies.	7 years	Electronic		
			Until scanned and quality control checked	Paper		
GC-048	CREDIT CARD USAGE APPROVAL REQUEST FROM DEPARTMENTS	Forms / letters prepared by the Departments for credit card usage which are approved by the Board of Commissioners	Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-049	DAMAGE CLAIMS/REIMBURSEMENTS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-050	DEEDS	Records documenting the ownership of land owned by the Board of Commissioners.	Permanent	Multi		X
GC-051	DELIVERY SLIPS/PACKING SLIPS	Documents received when accepting goods from carrier or vendor	Until no longer administratively necessary	Multi		
GC-052	DIRECTORIES / LIST / ROSTERS	Lists including such information as employees phone numbers, e-mail addresses, staff rosters, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced	Multi		
GC-053	DESK/APPOINTMENT CALENDAR		Three months after the end of the calendar year	Multi		
GC-054	DISASTER PLANS	Documents plans and procedures to protect and reestablish county operations in the event of a disaster	Until updated or superseded	Multi		
GC-055	DISCIPLINARY HEARINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.				
	Audio and Video recordings		One year	Electronic		

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	Report of proceedings		Place in personnel file	Paper		
	Transcripts		Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-056	DISPATCHER RADIO/TELEPHONE CALLS/AUDIO RECORDINGS	(excluding 911 recordings)	Thirty days, erase and reuse provided no action pending	Multi		
GC-057	DOG WARDEN'S REPORTS	ORC 955.12 weekly report, in writing, from Dog Warden of all dogs seized, impounded, redeemed, and destroyed and of all claims for damage to animals inflicted by dogs.	Until audited	Multi		
GC-058	DRAFT	preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer administratively necessary	Multi		
GC-059	DRAWINGS, TRACINGS, MYLAR		Until updated, superseded or obsolete. Appraise for historical value	Multi		X
GC-060	EASEMENTS/RIGHT-OF-WAYS		Permanent	Multi		X
GC-061	ELECTRONIC MAIL System					
	including cell phone and Blackberry e-mail (county owned property only)		Retain according to content, until no longer administratively necessary. Erase e-mail that has no significant value (RC-3 not required)	Multi		
	Unsolicited mail		Until no longer administratively necessary	Multi		
GC-062	EMPLOYEE EVALUATIONS	Records used to measure employee work performance	Place in personnel file	Paper		
GC-063	ENERGY CONSUMPTION RECORDS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-064	EQUIPMENT INVENTORIES		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-065	EQUIPMENT MAINTENANCE RECORDS		Life of the equipment	Multi		
GC-066	EXCAVATIONS/RESTORATIONS		Three years	Electronic		
			Until scanned and quality control checked	Paper		

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GC-067	EXPENSE RECORDS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-068	FAX Cover Sheets Logs Messages		Until no longer administratively necessary	Multi		
GC-069	FEE SCHEDULES	Fees for goods or services provided by the county	Until updated, superseded, or obsolete	Multi		
GC-070	FINAL ASSESSMENTS	Shows total cost of project and the apportionment of final assessment upon lots and lands to be benefitted by, and assessed for, the improvements.	Two years after assessment is paid, provided audited	Electronic		
GC-071	FINANCIAL RECORDS	Accounts receivables and payables (copies) for the Board of Commissioners	Three years provided audited	Electronic		
GC-072	FIRE HYDRANT MAINTENANCE		Permanent	Multi		
GC-073	FLOW CHARTS (OPERATIONS)		Two years	Electronic		
GC-074	FLOW TESTS RESULTS	Readings used to track the amount of water passing by a specific point. Induces hydrant flow tests; water flow tests from water treatment plants.	Permanent	Multi		
GC-075	FUEL USAGE RECORDS		Three years	Electronic		
GC-076	FUND REPORTS	Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund	Until no longer administratively necessary	Multi		
GC-077	GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES		Until superseded, retain one copy until audited	Multi		
GC-078	GRANT PROJECT FILES	documents the application, evaluation, awarding, monitoring, and tracking of grants received	Until scanned and quality control checked	Paper		

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	Grants Awarded	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audit reports released and all litigation, claims, or audit findings have been resolved	Five years unless specified otherwise in grant	Electronic		
			Until scanned and quality control checked	Paper		
	Grants Not Funded		One year	Multi		
GC-079	HAZARDOUS/TOXIC WASTE RECORDS	Records for any hazardous material being used and disposed of by the department.	Permanent	Multi		
GC-080	HEARING					
	Audio and video recordings		one year	Multi		
	Report of proceedings		Permanent	Multi		X
	Transcripts		Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-081	HYDRANT USE PERMITS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-082	IMAGE FILE	Visual documentation of a person, place, or event	Until no longer administratively necessary	Multi		
GC-083	INCINERATOR ACCOUNT FILES		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-084	INCINERATOR AND VEHICLE REPAIR FILES		Life of item plus three years	Multi		
GC-085	INCINERATOR ASH HAULING REPORT		Three years (Monthly Summaries: Permanent)	Multi		
GC-086	INCINERATOR BILLING REGISTERS		Permanent	Multi		
GC-087	INCINERATOR BLUEPRINTS AND DRAWINGS		Permanent	Multi		
GC-088	INCINERATOR DAILY CONTROL JOURNAL		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-089	INCINERATOR DAILY FURNACE REPORTS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-090	INCINERATOR DAILY OPERATING RECORDS		Three years	Electronic		
			Until scanned and quality control checked	Paper		

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GC-091	INCINERATOR DAILY PAYMENT STUBS		Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-092	INCINERATOR DAILY SCALE TRANSACTIONS		Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-093	INCINERATOR FUEL REPORTS		Ten years	Electronic		
			Until scanned and quality control checked	paper		
GC-094	INCINERATOR MONTHLY CHARGE STATEMENTS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-095	INCINERATOR PLANT EQUIPMENT FILES		Life of equipment plus three years	Multi		
GC-096	INCINERATOR REPORTS		Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-097	INCINERATOR SURPLUS LIST		One year	Electronic		
			Until scanned and quality control checked	Paper		
GC-098	INCINERATOR WEIGH-SCALE TICKETS		Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-099	INDEX TO CONSUMERS	Shows name and address of customer, account number, and lot number.	One year after account is closed, provided account has been paid	Electronic		
			Until scanned and quality control checked	Paper		
GC-100	INDEX TO LOCATION AND PROFILE BLUEPRINTS		Permanent	Multi		
GC-101	INSPECTION REPORTS	Inspection reports to sanitary engineer fro sewers and water lines including photo/video inspection reports, backflow inspections, etc.	Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-102	INSURANCE POLICIES	Documents listing items and conditions between county and insurance providers.	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)	Electronic		
			Until scanned and quality control checked	Paper		

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GC-103	INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies	Two years after expiration of associated policy, provided all claims settled and appeals exhausted (ORC 2305.10)	Electronic		
			Until scanned and quality control checked	Paper		
GC-104	INVENTORIES (Annual of County Property)	ORC 305.18-Departmental inventory of all materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department	Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-105	INVOICES (Paid)		County auditor record copy, three years, provided audited. Duplicate copies one years	Electronic		
			Until scanned and quality control checked	Paper		
GC-106	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title	Until superseded or classification abolished	Electronic		
			Until scanned and quality control checked	Paper		
GC-107	LABORATORY LOGS		Follow EPA Guidelines	Multi		
GC-108	LEASES					
	Equipment		Two years after expiration.	Electronic		
			Until scanned and quality control checked	Paper		
	Real Estate		Five years after expiration, provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-109	LEAVE REQUESTS (Sick and Vacation)		Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-110	LEGAL ADVERTISEMENTS / NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	One year or until superseded	Multi		
GC-111	LEGAL OPINIONS	Written opinions rendered as guidance to Commissioners' by a legal advisor to the Board.	Permanent	Multi		

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GC-112	LEVY CERTIFICATIONS	A resolution from the Commissioners to the Auditor requesting that the county auditor certify to the Board the total current tax valuation of the county and the number of mills required to generate a specified amount of revenue	Life of levy, plus one year	Electronic		
			Until scanned and quality control checked	Paper		
GC-113	LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency	One year after expiration	Electronic		
			Until scanned and quality control checked	Paper		
GC-114	LIQUOR LICENSE FILES	Documents the issuance, transfer of ownership, or transfer of location of a permit to sell alcohol.				
	Granted		One year after final expiration, including all renewals	Electronic		
			Until scanned and quality control checked	Paper		
	Denied		One year after denial	Electronic		
			Until scanned and quality control checked	Paper		
GC-115	LOCATION AND PROFILE BLUEPRINTS		Permanent	Multi		
GC-116	MAIL	Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes				
	Unsolicited mail		Until no longer administratively necessary	Multi		
	Postal records		Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-117	MAILING LISTS	list of individuals and addresses for mail distribution	Until updated, superseded or obsolete.	Multi		
GC-118	MANAGEMENT AND OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.				
	Monthly/quarterly/semiannual		Until incorporated in an annual report	Electronic		
			Until scanned and quality control checked	Paper		
	Annual		Five years	Electronic		
			until	Paper		
	Consultant		Five years	Electronic		

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			Until scanned and quality control checked	Paper		
GC-119	MANUALS, HANDBOOKS, AND DIRECTIVES, PERSONNEL POLICIES	Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, etc.	Until superseded, obsolete, or replaced. Retain one file copy for five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-120	MAPS		Permanent	Multi		X
GC-121	MATERIAL SAFETY SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Multi		
GC-122	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	One year	Electronic		
			Until scanned and quality control checked	Paper		
GC-123	MEMORANDA	Internal communication	Use correspondence periods	Multi		
GC-124	METER BOOKS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-125	MINUTES OF MEETINGS					
	Official Copy - Commissioners Journals	Official copy of proceedings of regular and special meetings	Permanent	Multi		X
	Audio and video recordings		One year after official minutes are approved	Multi		
	Drafts/Notes		Until official minutes are approved	Multi		
GC-126	911 SYSTEM Documentation		Life of system	Multi		
	Logs		Three years	Multi		
	Printouts		One year	Multi		
	Recording Tapes		Two years - then reuse provided no action	Multi		
GC-127	OATHS OF OFFICE OF ELECTED OFFICIALS	Oaths of office given and sworn to by elected official upon taking office	Ten years after leaving office	Multi		X
GC-128	OFFICIAL'S BONDS	Surety bond filed by county officials to help ensure responsible execution of job duties	Ten years after expiration	Electronic		
			Until scanned and quality control checked	Paper		
GC-129	ONGOING PROJECT FILES		One year after completion	Electronic		
			Until scanned and quality control checked	Paper		

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GC-130	PAY-INS TO TREASURY RECORDS		Three years provided audited	Electronic			
			Until scanned and quality control checked	Paper			
GC-131	PERSONNEL FILES	Documentation of service throughout the duration of an individual's employment	Two years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances	Multi			
GC-132	PETITIONS	Petitions signed by the public to Commissioners	Five years. Appraise for historical value	Electronic		X	
			Until scanned and quality control checked	Paper			
GC-133	PETTY CASH RECORDS		Three years provided audited	Electronic			
			Until scanned and quality control checked	Paper			
GC-134	PHOTO FILE		Until information is no longer current. Appraise for historical value	Multi		X	
			Permanent	Multi		X	
GC-136	PRELIMINARY DRAFTS OF LETTERS, MEMORANDA, WORKSHEETS, REPORTS, AND THE PREPARATION OF RECORDED INFORMATION		Destroy when no longer of administrative value	Multi			
GC-137	PRESS/NEWS RELEASES	Information disseminated to the public through media outlet	One years	Electronic			
			Until scanned and quality control checked	Paper			
GC-138	PROFESSIONAL ASSOCIATION RECORDS	Documents from associations related to employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association	Destroy when no longer of administrative value	Multi			
GC-139	PROJECT PLANS/DRAWINGS	Written plans or pictorial diagrams for a work related project or program	Life of project or obsolete. Appraise for historical value	Multi			
GC-140	PUBLIC HEARINGS	Proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue.					
			Audio and video recordings	one year	Electronic		
			Report of proceedings	Permanent	Multi		
			Transcripts	Five years	Electronic		
			Until scanned and quality control checked	Paper			

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GC-141	PUBLICATIONS (created by the local government)	Brochures and promotional material created by county agencies to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently	Multi		
GC-142	PUMPING STATION FILES		Permanent	Multi		
GC-143	PURCHASE ORDERS		County auditor record copy, three years, provided audited. Duplicate copies one years	Electronic		
			Until scanned and quality control checked	Paper		
GC-144	RECEIPT DOCUMENTS		Two years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-145	RECORDS RETENTION DOCUMENTS	RC-1, RC2, RC-3, forms and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent	Multi		
GC-146	RECORDS REQUESTS	ORC 149.43 - Requests to inspect and review public records	One year	Electronic		
			Until scanned and quality control checked	Paper		
GC-147	REFERENCE/LIBRARY MATERIALS		Until superseded, obsolete, or replaced.	Multi		
GC-148	REGULATORY AGENCY FILES		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-149	REQUEST FOR PROPOSALS	Request for proposals, request for information and informal bids.	Five years if not incorporated into bid project files	Electronic		
			Until scanned and quality control checked	Paper		
GC-150	REQUISITIONS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-151	ROAD ESTABLISHMENTS		Permanent	Multi		X
GC-152	RESOLUTIONS / PROCLAMATIONS	Written and signed documents, prepared to distribute to another party, used during a presentation, or to be posted. Not official copy in Commissioners Journal.	Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-153	ROAD VACATIONS		Permanent	Multi		X
GC-154	ROSTERS/DIRECTORIES		One year after superseded or obsolete	Electronic		
			Until scanned and quality control checked	Paper		

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period APPROVED 11/10/16	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
GC-155	SAFETY AND LOSS PREVENTION REPORTS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-156	SAFETY COMMITTEE RECORDS		Three years	Electronic		
			Until scanned and quality control checked	Paper		
GC-157	SERVICE ORDERS	Written requests and tracking logs seeking services, assistance, etc. May include response and/or actions	Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-158	SEWER AND WATER IMPROVEMENT PLANS		Retain petitions, resolutions, and cost estimates until construction is complete. Retain survey data, blueprints, reports, and tracings permanently.	Multi		
GC-159	SEWER AND WATER LINE FILES		Permanent	Multi		
GC-160	SEWER AND WATER PERMIT RECORDS	Record of permits to install sanitary sewers, sewer connections, water meters, and connections to water mains.	One year after date of final approval of last system.	Electronic		
			Until scanned and quality control checked	Paper		
GC-161	SEWER TAPPERS LICENSES		One year after license expires	Electronic		
			Until scanned and quality control checked	Paper		
GC-162	SPEECHES/PRESENTATIONS	Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations	Until no longer administratively necessary	Multi		
GC-163	STATEMENTS OF QUALIFICATIONS / RFQs	Submitted and regularly updated by professionals design firms wishing to provide professional services per ORC 153.66	Two years	Electronic		
			Until scanned and quality control checked	Paper		
GC-164	STATISTICAL REPORTS					
	Monthly/quarterly/semiannual		Until incorporated in an annual report	Multi		
	Annual		Five years	Electronic		
			Until scanned and quality control checked	Paper		

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	Consultant		Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-165	SUBDIVISION FILES	Records detailing Commissioners' actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes.	Permanent	Multi		
GC-166	SURVEILLANCE TAPES/VIDEOS	footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes	Thirty days then reuse provided no action pending	Multi		
GC-167	SURVEYING/FIELD NOTES		Permanent	Multi		X
GC-168	SURVEYS / QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer administratively necessary	Multi		
GC-169	SYSTEM BACKUP FILES	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Until no longer administratively necessary	Multi		
GC-170	TABLE OF ORGANIZATION/ORGANIZATIONAL CHARTS	A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs	Until superseded	Multi		
GC-171	TAP RECORDS		Permanent	Multi		
GC-172	TAPE RECORDINGS, VIDEO RECORDINGS & SHORT-HAND NOTES	(excluding 911)	One year	Multi		
GC-173	TELEPHONE RECORDS					
	Messages		Until no longer administratively necessary	Multi		
	Charges/Bills/Logs		Two years, provided audited	Electronic		
			Until scanned and quality control checked	Paper		
	Documentation		Life of system	Multi		
	Service record		Two years	Electronic		
			Until scanned and quality control checked	Paper		
	System equipment inventory		Continually updated, retain superseded data one year	Multi		
GC-174	TIME CARDS. TIME SHEETS, PAYROLL SIGN IN SHEETS	Documents employee attendance at work including leave request	Three years, provided audited	Electronic		
			Until scanned and quality control checked	Paper		

-1 Schedule Number	-2 Record Title	-2 Description	-3 Retention Period APPROVED 11/10/16	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
GC-175	TRAINING MATERIAL/LESSON PLANS		Until superseded	Multi		
GC-176	TRAVEL EXPENSE REPORTS	Request for reimbursement for employee travel	Three years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-177	UTILITY PERMITS / DITCH FILES	All official records and correspondence relating to ditch permits / petitions	Permanent	Multi		
GC-178	VEHICLE MAINTENANCE RECORDS	Record noting repairs to and routine maintenance of county-owned vehicles	Until vehicle disposed of or sold	Multi		
GC-179	VEHICLE MILEAGE RECORDS	Log of mileage and expenses incurred in county-owned vehicle	Until vehicle sold	Multi		
GC-180	VEHICLE TITLES	A secure document issued by the Bureau of Motor Vehicles which represents Board of Commissioners ownership of a motor vehicle. Includes e-check documentation	Until superseded or vehicle sold	Multi		
GC-181	VIOLETIONS/CORRECTION ORDERS	orders received from EPA requiring corrections to water quality violations	Five years	Electronic		
			Until scanned and quality control checked	Paper		
GC-182	VOICE MAIL					
	Messages		Until no longer administratively necessary	Multi		
	System Documentation		Life of system	Multi		
GC-183	VOUCHERS		County auditor record copy, three years, provided audited. Duplicate copies one years	Electronic		
			Until scanned and quality control checked	Paper		
GC-184	WARRANTS (Paid)		Three fiscal years provided audited	Electronic		
			Until scanned and quality control checked	Paper		
GC-185	WATER USAGE REPORTS	EPA monthly consumption reports	Permanent	Multi		
GC-186	WELL FIELD FILES	Files on water wells and well fields owned by the county	Permanent	Multi		
GC-187	WORK ORDERS	Requests asking for maintenance, assistance and/or services	One years	Electronic		
			Until scanned and quality control checked	Paper		
GC-188	WORK SCHEDULES	Schedules noting working hours for employees	Until no longer administratively necessary	Multi		
GC-189	EEO DATA SHEETS	Data mandated by the federal government for the purpose of tracking Equal Employment Opportunity statistics.	Three years	Multi		

-1 Schedule Number	-2 Record Title	-2 Description	-3 Retention Period APPROVED 11/10/16	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
GC-190	EEO - 4 REPORT	(29 CFR 1602.30 & 1602.31) Periodic report required by the federal government that indicates the position of the county workforce by sex and race/ethnicity	Three years	Multi		
GC-191	SOCIAL MEDIA FILES - Primary Records - facebook, twitter, blog, text messages, etc. -	Post which are considered a "primary record", a record created only as a post, has record value and can be mapped to an existing schedule. Examples include, but not limited to: Departments/offices' job posting, bid request, statistical reports, RFP, RFQ,	Must be retained in accordance with agency records retention schedules	Electronic		
GC-192	SOCIAL MEDIA FILES - Secondary Records - facebook, twitter, blog, text messages, etc. -	Routine business related electronic communications. Examples include, but not limited to: Departments/offices' activity reports, videos, photographs, meeting reminders, scheduling inquiries, request for information, alerts, warnings, notices of events. Created, stored and distributed electronically. Messages are of little value after initial review and/or response. Departments/offices' job posting, bid request, statistical reports, RFP, RFQ, not created as a post only.	Until no reasonably foreseeable necessity exists for the administrative operation of the office. Important messages should be printed or transcribed and filed with appropriate record	Electronic		
GC-193	SOCIAL MEDIA FILES - Post - facebook, twitter, blog, text messages, etc. -	Routine/General correspondence - solicited post sent or received	one year	Electronic		
GC-194	SOCIAL MEDIA FILES - Post - facebook, twitter, blog, text messages, etc. -	Unsolicited post - received Communication/Post received from other agencies, commercial entities, and outside institutions or individuals for general information purposes	Until no longer administratively necessary or immediately if post does not comply with Terms of Use	Electronic		
GC-195	SOCIAL MEDIA FILES - Post - facebook, twitter, blog, text messages, etc. -	Press and News Releases	Until no longer administratively necessary	Electronic		
GC-196	SOCIAL MEDIA FILES - Secondary Records - facebook, twitter, blog, text messages, etc. -	Social Media content which is duplicated and kept elsewhere, then the social media version should be considered a secondary copy and therefore does not need to be maintained in accordance with the records retention schedule.	Until no longer administratively necessary	Electronic		
GC-197	SOCIAL MEDIA FILES - Primary - facebook, twitter, blog, text messages, etc. -	User agreements, user input forms, and user identification data	Until superseded, retain one copy until audited	Electronic		

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****	Until no longer administratively necessary		RC-3 not required			
****	Destroy when no longer of administrative value		RC-3 not required			
****	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 ORC.					
*****	<p>Schedule of Records Retention and Disposition: Records listed on the RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives <u>unless</u> the record has an X after it, indicating that an RC-3 form should be submitted for that particular record series. If you wish to dispose of a record that is more than 50 years, contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal.</p>					
*****	<p>You still have to document internally the disposal of records, even for those series that are not required by the State Archives to be listed on Certificate of Records Disposal (RC-3 form). Maintaining documentation on the destruction of records will assist in complying with public records request by showing that records have been legally disposed.</p>					