



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form.

Section A: Local Government Unit

Athens County Commissioners / Athens County Loss Control

(local government entity)

Lenny Eliason

(unit)

President

(signature of responsible official)

(name)

(title)

(date)

Lenny Eliason

Lenny Eliason

President 1/23/14

Section B: Records Commission

Athens County

Records Commission

740-592-3219

(telephone number)

15 South Court Street
(address)

Athens
(city)

45701
(zip code)

Athens
(county)

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

Lenny Eliason

2/12/14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred Pursitt
Signature

State Archives
Title

2-19-14
Date

Section D: Auditor of State

Martin E. March
Signature

3-4-14
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.**

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule
Athens County Loss Control
 (local government entity) (unit)

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State or OHS LGRP	-6 RC-3 Required by OHS-LGRP
LC-001	BUREAU OF WORKERS' COMPENSATION-LOST TIME CLAIMS	A workers compensation claim where eight or more calendar days are lost from work due to a work-related accident or illness. ORC 4123.52	Ten years after final activity	electronic		<input type="checkbox"/>
LC-002		A workers compensation claim where eight or more calendar days are lost from work due to a work-related accident or illness. ORC 4123.52	Until no longer of administrative value	paper		<input type="checkbox"/>
LC-003	BUREAU OF WORKERS' COMPENSATION-MEDICAL ONLY CLAIMS	A worker's compensation claim where seven or fewer calendar days are lost from work due to a work-related accident or illness. ORC 4123.52	Ten years after final activity	electronic		<input type="checkbox"/>
LC-004		A worker's compensation claim where seven or fewer calendar days are lost from work due to a work-related accident or illness. ORC 4123.52	Until no longer of administrative value	paper		<input type="checkbox"/>
LC-005	CORSA (County Risk Sharing Authority)	Ohio county insurance pool. Includes incidents; claims; annual vehicle reports, renewals; buildings and contents appraisals; certificates of coverage, etc.	Two years provided all claims settled	multi		<input type="checkbox"/>
LC-006	DRUG/ALCOHOL TEST RESULTS	49 CFR 381.401	Five years	multi		<input type="checkbox"/>
LC-007	EMPLOYEE INCIDENT/ACCIDENT REPORTS ON BLOOD BORNE PATHOGENS EXPOSURE		Thirty years after employee terminates	electronic		<input type="checkbox"/>
LC-008			Until no longer of administrative value	paper		<input type="checkbox"/>
LC-009	EMPLOYEE INCIDENT/ACCIDENT REPORTS ON EXPOSURE TO HAZARDOUS MATERIAL		Permanent	electronic		<input type="checkbox"/>
LC-010	EMPLOYEE INCIDENT/ACCIDENT REPORTS PERSONAL INJURY (not Workers' Comp claim)	Report of employee minor personal injury while on county business	Six years	electronic		<input type="checkbox"/>
LC-011		Report of employee minor personal injury while on county business	Until no longer of administrative value	paper		<input type="checkbox"/>
LC-012	HAZARDOUS MATERIAL FILE	Record pertaining to hazardous materials used by County	Thirty years	electronic		<input type="checkbox"/>
LC-013		Record pertaining to hazardous materials used by County	Until no longer of administrative value	paper		<input type="checkbox"/>
LC-014	INSURANCE POLICY RECORDS	Documents the term and conditions of insurance policies between the County and insurers. Records include policies for general liability, property, professional liability insurance, crime and automobile insurance.	Eight years after expiration and all claims settled	multi		<input type="checkbox"/>
LC-015	PERRP	(Public Employment Risk Reduction Program) Log and Summary of Work Related Injuries and illnesses and supporting documents.	Six years	electronic		<input type="checkbox"/>
LC-016		(Public Employment Risk Reduction Program) Log and Summary of Work Related Injuries and illnesses and supporting documents.	Until no longer of administrative value	paper		<input type="checkbox"/>
LC-017	PRE-EMPLOYMENT DRUG TEST RESULTS	Confidential drug test results on potential new employee hires.	One year	multi		<input type="checkbox"/>
LC-018	SAFETY REPORTS	Reports of various health and safety inspections of equipment and training classes offered to employees.	Until no longer of administrative value	multi		<input type="checkbox"/>

Section E: Records Retention Schedule
Athens County Loss Control
 (local government entity) (unit)

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State or OHS LGRP	-6 RC-3 Required by OHS-LGRP
LC-019	MOTOR VEHICLE REPORTS	Yearly MVR reports and authorization forms	7 years after employee separation, then destroy	electronic		<input type="checkbox"/>
LC-020		Yearly MVR reports and authorization forms	Until no longer of administrative value	paper		<input type="checkbox"/>
LC-021	PRE-HIRE MVR	MVR reports and authorization forms for potential new employee hires	One year	multi		<input type="checkbox"/>

** For records not listed Loss Control will follow the approved Athens County Commissioners RC-2

**** 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 O.R.C.

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 unless 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.

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-# form). Maintaining documentation on the destruction of records will assist in complying with public records request by showing that records have been legally disposed.

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Athens County Loss Control

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