



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

SEP 19 2016

STATE AND LOCAL  
GOVERNMENT RECORDS**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 COMMISSIONERS

ATHENS COUNTY EMERGENCY MANAGEMENT AGENCY

(local government entity)

(unit)

LENNY ELIASON,

PRESIDENT

(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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

**Section E: Records Retention Schedule**  
**Athens County**                      **EMA**  
 (local government entity)        (unit)

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS- LGRP
EMA-001 E	ACTIVITY REPORTS	Reports compiled to detail financial, statistical, and/or operational data.	Two years	Electronic		
EMA-001			Until scanned and quality control checked	Paper		
EMA-002 E	AGENDAS	A list of items to be discussed and/or acted upon during a meeting.	Two years	Electronic		
EMA-002			Until scanned and quality control checked	Paper		
EMA-003	ANNUAL EMA BUDGET		Five years	Multi		
EMA-004	ANNUAL EMA BUDGET PREPARATION DOCUMENTS (working papers)	Preparation documents used to create annual budgets	Two years	Multi		
EMA-005 E	ANNUAL REPORTS	A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Microfilm		✓
EMA-005			Until scanned and quality control checked	All other media		
	APPLICATION FOR EMPLOYMENT					
EMA-006 E	Unsuccessful/Not hired	application/resumes submissions by individuals not chosen for employment	One year after receipt	Electronic		
EMA-006			Until scanned and quality control checked	Paper		
	Successful	application/resumes submissions by individuals chosen for employment	Place in personnel file	Paper		
EMA-007	AUDIOVISUAL, PR & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises, exercise drills	Until information is superseded, obsolete, or replaced. Appraise for historical value	Multi		✓
EMA-008 E	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		
EMA-008			Until scanned and quality control checked	Paper		
EMA-009	AWARDS, NEWSPAPER ARTICLES and CLIPPINGS		May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
EMA-010	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		

**RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

**Section E: Records Retention Schedule**

**Athens County                      EMA**

(local government entity)                      (unit)

-1 Schedule Number	-2 Record Title	-2 Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS-LGRP
EMA-011	BADGES AND ID's	Employee identification badges and keyless entry devices and related records. Turn in upon termination of employment	Until no longer administratively necessary	Multi		
	BIDS					
EMA-012 E	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		
EMA-012			Until scanned and quality control checked	Paper		
EMA-013 E	BIDS - unsuccessful	Bids not awarded	Two years after letting of the contract	Electronic		
EMA-013			Until scanned and quality control checked	Paper		
EMA-014	BLANK FORMS	Obsolete, unneeded, or superseded forms stock	Until obsolete or superseded	Multi		
EMA-015	BULLETINS, POSTERS, GENERAL NOTICES and DISPLAYS	Announcements and informational notices to and from the public and/or employees, including unsolicited announcements related to job functions	Until no longer administratively necessary	Multi		
EMA-016	BYLAWS	CERT, LEPC, EMA, Etc.	Until obsolete or superseded	Multi		
EMA-017	CITIZEN CORPS COUNCIL and TERRISM ADVISORY TEAM MINUTES		Three years	Multi		✓
EMA-018	COMPLAINTS - ANONYMOUS OR UNFOUNDED		Until no longer administratively necessary	Multi		
EMA-019 E	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies	Five years	Electronic		
EMA-019			Until scanned and quality control checked	Paper		
EMA-020	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		
EMA-021 E	CONTRACTS	ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services	Eight years after expiration	Electronic		
EMA-021			Until scanned and quality control checked	Paper		
EMA-022	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		

Section E: Records Retention Schedule

**Athens County** **EMA**  
(local government entity) (unit)

-1 Schedule Number	-2 Record Title	-2 Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State	-6 RC-3 Required by OHS-LGRP
	CORRESPONDENCE	messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc., communications, etc.				
EMA-023 E	General		Two years	Electronic		
EMA-023			Until scanned and quality control checked	Paper		
EMA-023 C	Unsolicited correspondence	Unsolicited mail/e-mail/similar communications	Until no longer administratively necessary	Multi		
EMA-024	DEPARTMENTAL STAFF MEETING NOTES		One Year	Multi		
EMA-025	DIRECTORIES / LIST / ROSTERS / BUSINESS CARDS/ROLODEX	Lists including such information as employees phone numbers, e-mail addresses, staff rosters, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced	Multi		
EMA-026	DESK/APPOINTMENT CALENDAR/PLANNER	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer, taining schedule, planner	Three months after the end of the calendar year	Multi		
EMA-027	DISASTER PLANS	Documents plans and procedures to protect and reestablish county operations in the event of a disaster. EOP, Hazmat, COOP, Mitigation, Resource Book	Until updated or superseded	Multi		
EMA-028	DISASTER RECORDS		Permanent	Paper		
EMA-029	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		
	ELECTRONIC MAIL System					
EMA-030	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		
EMA-031 E	EMERGENCY ACTIVATION INCIDENT - MAJOR		Permanent	Microfilm		
EMA-031			Until scanned and quality control checked	All other media		
EMA-032	EMERGENCY ACTIVATION INCIDENT - MINOR		Three years	Multi		
EMA-033	EMPLOYEE EVALUATIONS	Records used to measure employee work performance	Place in personnel file	Paper		

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EMA-034 E	EQUIPMENT INVENTORIES		Three years	Electronic		
EMA-034			Until scanned and quality control checked	Paper		
EMA-035	EQUIPMENT MAINTENANCE RECORDS		Life of the equipment	Multi		
EMA-036 E	EXPENSE RECORDS	Copies of Purchase orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	Three years provided audited Original maintained at Auditor's Office	Electronic	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.	
EMA-036			Until scanned and quality control checked	Paper		
EMA-037	FAX	Cover sheets, Logs	Until no longer administratively necessary	Multi		
EMA-038 E	FUEL USAGE RECORDS		Three years	Electronic		
EMA-038			Until scanned and quality control checked	Paper		
EMA-039	FUND REPORTS	Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund	Until no longer administratively necessary	Multi		
EMA-040	GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES, PLANS, PUBLICATIONS and HANDBOOKS	Including SOP's for EOC, Hazmat, CERT., Etc.	Until superseded or replaced, retain one copy until audited	Multi		
	GRANT PROJECT RECORDS - Includes Disaster Documentation	documents the application, evaluation, awarding, monitoring, and tracking of grants received, including State and Federal Grants				
EMA-041	Grants Awarded	Maintain records as required by grant; if retention unspecified, provided all State or Federal audit reports released and all litigation, claims, or audit findings have been resolved	three years after official closeout by the granting institution - Grant Requirements Superede	Multi		
EMA-042	GRANTS NOT FUNDED		One year	Multi		
EMA-043	HOMELAND SECURITY RECORDS/FILE		Six years	Multi		
EMA-044	IMAGE FILE	Visual documentation of a person, place, or event	Until no longer administratively necessary	Multi		
EMA-045 E	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		
EMA-045			Until scanned and quality control checked	Paper		

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Section E: Records Retention Schedule

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EMA-046	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title	Until superseded or classification abolished	Multi		
	LEASES					
EMA-047 E	Equipment		Two years after expiration.	Electronic		
EMA-047			Until scanned and quality control checked	Paper		
EMA-048 E	Real Estate		Five years after expiration, provided audited	Electronic		
EMA-048			Until scanned and quality control checked	Paper		
EMA-049	LEGAL ADVERTISEMENTS / NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	One year or until superseded	Multi		
EMA-050 E	LICENSES, PERMITS, CERTIFICATIONS, AUTHORIZATIONS	All types. Documents affirming requirements being met as prescribed by issuing agency	One year after expiration	Electronic		
EMA-050			Until scanned and quality control checked	Paper		
	MANAGEMENT AND OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.				
EMA-051	Monthly/quarterly/semiannual		Until incorporated in an annual report	Multi		
EMA-052 E	Annual		Five years	Electronic		
EMA-052			until	Paper		
EMA-053 E	Consultant		Five years	Electronic		
EMA-053			Until scanned and quality control checked	Paper		
EMA-054	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	Multi		
EMA-055	MATERIAL SAFETY SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Multi		
EMA-056	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings	One year	Multi		
EMA-057	MINUTES OF MEETINGS	LEPC, Etc.	Five years	Multi		
EMA-057 B	Audio and video recordings		Until official minutes are approved	Multi		
EMA-058	PAY-INS TO TREASURY RECORDS	Record documenting monies received at agency and paid into county treasury	Three years provided audited	Multi		

*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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Section E: Records Retention Schedule

**Athens County**                      **EMA**

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EMA-059	PAYROLL WORKSHEETS, TIME CARDS, LEAVE REQUEST	Time input worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Request, Individual Payroll Deduction Reports, OBES Reports	Three years provided audited	Multi		
EMA-060	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		
EMA-061	PHOTO FILE	Photographs, negatives and electronic images	Until information is no longer current. Appraise for historical value	Multi		
EMA-062	PRESS/NEWS RELEASES	Information disseminated to the public through media outlet	One years	Multi		
EMA-063	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		
EMA-064	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		
EMA-065	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		
EMA-066	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		
EMA-067 E	RECORDS REQUESTS	ORC 149.43 - Requests to inspect and review public records	One year	Electronic		
EMA-067			Until scanned and quality control checked	Paper		
EMA-068 E	REGULATORY AGENCY FILES		Three years	Electronic		
EMA-068			Until scanned and quality control checked	Paper		
EMA-069 E	REQUEST FOR PROPOSALS	Request for proposals, request for information and informal bids.	Five years if not incorporated into bid project files	Electronic		
EMA-069			Until scanned and quality control checked	Paper		
EMA-070	SERC (State Emergency Response Commission) Tier II Reports		Seven years	Multi		

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EMA-071	SOCIAL MEDIA FILES facebook, twitter, blog, text messages, etc. -	Routine business related electronic communications. Examples include, but not limited to: 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.	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		
EMA-072	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		
EMA-073 E	STATEMENTS OF QUALIFICATIONS / RFQs	Submitted and regularly updated by professionals design firms wishing to provide professional services per ORC 153.66	Two years	Electronic		
EMA-073			Until scanned and quality control checked	Paper		
	STATISTICAL REPORTS					
EMA-074	Monthly/quarterly/semiannual		Until incorporated in an annual report	Multi		
EMA-075 E	Annual		Five years	Electronic		
EMA-075			Until scanned and quality control checked	Paper		
EMA-076 E	Consultant		Five years	Electronic		
EMA-076			Until scanned and quality control checked	Paper		
EMA-077	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		
EMA-078	SYSTEM BACKUP FILES	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Until no longer administratively necessary	Multi		
	TELEPHONE RECORDS					
EMA-079	Messages		Until no longer administratively necessary	Multi		
EMA-080 E	Charges/Bills/Logs		Two years, provided audited	Electronic		
EMA-080			Until scanned and quality control checked	Paper		
EMA-081	VEHICLE MAINTENANCE RECORDS	Record noting repairs to and routine maintenance of county-owned vehicles	Until vehicle disposed of or sold	Multi		

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.

