



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

JAN 08 2016

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form.

Section A: Local Government Unit

Athens County Commissioners

Athens County Emergency Medical Service

(local government entity)

(unit)

Lenny Eliason

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: lgoeglein@athens

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

12/22/15

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred Reints

State Archivist

1/19/16

Signature

Title

Date

Section D: Auditor of State

Martin E. March

2-5-16

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.**

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule
Athens County Emergency Medical Services
 (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
EMS-01	ACCIDENT REPORTS/FILES		Until scanned and quality control checked	Paper		<input type="checkbox"/>
	Bodily injury to non-employees		Three years provided no action pending	Electronic		<input type="checkbox"/>
	Employee injury report		Three years provided no action pending	Electronic		<input type="checkbox"/>
	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		<input type="checkbox"/>
EMS-02	ACCOUNTS RECEIVABLE LEDGER AND DOCUMENTS		Three years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-03	ANNUAL BUDGET	Annual fiscal allocation to county offices and departments.	10 years	Electronic		<input type="checkbox"/>
		Annual fiscal allocation to county offices and departments.	Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-04	ANNUAL BUDGET PREPARATION DOCUMENTS (working papers)	Preparation documents used to create annual budgets	Two years	Multi		<input type="checkbox"/>
	ANNUAL REPORTS	A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Multi		<input checked="" type="checkbox"/>
EMS-05	APPLICATION FOR EMPLOYMENT					
	Unsuccessful/Not hired	application/resumes submissions by individuals not chosen for employment	One year after receipt	Electronic		<input type="checkbox"/>
		application/resumes submissions by individuals not chosen for employment	Until scanned and quality control checked	Paper		<input type="checkbox"/>
	Successful	application/resumes submissions by individuals chosen for employment	One year after receipt	Electronic		<input type="checkbox"/>
		application/resumes submissions by individuals chosen for employment	Place in personnel file	Paper		<input type="checkbox"/>
EMS-06	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		<input type="checkbox"/>
EMS-07	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		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-08	BADGES AND ID's	Employee identification badges and keyless entry devices and related records. Turn in upon terminations or superseded.	Until no longer administratively necessary	Multi		<input type="checkbox"/>

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EMS-09	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		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-10	BIDS - unsuccessful	Bids not awarded	Two years after letting of the contract	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-11	BLANK FORMS	Obsolete, unneeded, or superseded forms stock	Until obsolete or superseded	Multi		<input type="checkbox"/>
EMS-12	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions	Until no longer administratively necessary	Multi		<input type="checkbox"/>
EMS-13	COLLECTION SHEETS		Three years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-14	COMPLAINTS - ANONYMOUS OR UNFOUNDED	General	Until no longer administratively necessary	Multi		<input type="checkbox"/>
EMS-15	COMPLAINTS - EMERGENCY COMPLAINT REPORTS	Complaints from the public about EMS staff	Ten years	Electronic		<input type="checkbox"/>
			two year- scan and quality control check	Paper		<input type="checkbox"/>
EMS-16	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies	Five years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-17	CONSUMER LEDGERS	Billing Management Summary Reports, Activity History/Invoice, etc.	Three years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-18	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		<input type="checkbox"/>
EMS-19	CONTRACTS	ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services	Eight years after expiration	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<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.

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule
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EMS-20	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		<input type="checkbox"/>
EMS-21	CORRESPONDENCE	messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc., communications, etc.				
	Routine Form Letters		One year	Multi		<input type="checkbox"/>
	General		Two years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
	Unsolicited correspondence		Until no longer administratively necessary	Multi		<input type="checkbox"/>
	Unsolicited mail/e-mail/similar communications		Until no longer administratively necessary	Multi		<input type="checkbox"/>
	Business cards/rolodex		Until no longer administratively necessary	Multi		<input type="checkbox"/>
EMS-22	DELIVERY SLIPS/PACKING SLIPS	Documents received when accepting goods from carrier or vendor	Until no longer administratively necessary	Multi		<input type="checkbox"/>
EMS-23	DEPARTMENT MEETING REPORTS		Until no longer administratively necessary	Multi		<input type="checkbox"/>
EMS-24	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		<input type="checkbox"/>
EMS-25	DESK/APPOINTMENT CALENDAR		Three months after the end of the calendar year	Multi		<input type="checkbox"/>
EMS-26	DISASTER PLANS	Documents plans and procedures to protect and reestablish county operations in the event of a disaster	Until updated or superseded	Multi		<input type="checkbox"/>
EMS-27	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		<input type="checkbox"/>
	Report of proceedings		Place in personnel file	Paper		<input type="checkbox"/>
	Transcripts		Five years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>

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EMS-28	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		<input type="checkbox"/>
EMS-29	DRUG SHEETS	Daily check of drugs in EMS stations and on squads	Permanent	microfilm		<input type="checkbox"/>
			Five years	Paper		<input type="checkbox"/>
EMS-30	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		<input type="checkbox"/>
EMS-31	EMPLOYEE EVALUATIONS	Records used to measure employee work performance	Place in personnel file	Paper		<input type="checkbox"/>
EMS-32	EQUIPMENT INVENTORIES		Three years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-33	EQUIPMENT MAINTENANCE RECORDS		Life of the equipment	Multi		<input type="checkbox"/>
EMS-34	EXPENSE RECORDS		Three years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-35	FAX Cover Sheets Logs Messages	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.	Until no longer administratively necessary	Multi		<input type="checkbox"/>
			Until no longer administratively necessary	Multi		<input type="checkbox"/>
			Treat as correspondence	Multi		<input type="checkbox"/>
EMS-36	FEE SCHEDULES	Fees for goods or services provided by the county	Until updated, superseded, or obsolete	Multi		<input type="checkbox"/>
EMS-37	FINANCIAL RECORDS	Accounts receivables and payables (copies) for the Board of Commissioners	Three years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>

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EMS-38	FUEL USAGE RECORDS		Three years	Electronic		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-39	FUND REPORTS	Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund	Until no longer administratively necessary	Multi		<input type="checkbox"/>	
EMS-40	GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES		Until superseded, retain one copy until audited	Multi		<input type="checkbox"/>	
EMS-41	GRANT PROJECT FILES	documents the application, evaluation, awarding, monitoring, and tracking of grants received	Until scanned and quality control checked	Paper		<input type="checkbox"/>	
			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	<input type="checkbox"/>
			Grants Not Funded		Until scanned and quality control checked	Paper	<input type="checkbox"/>
			One year	Multi		<input type="checkbox"/>	
EMS-42	HAZARDOUS/TOXIC WASTE RECORDS	Records for any hazardous material being used and disposed of by the department.	Permanent	Multi		<input type="checkbox"/>	
EMS-43	HEARING		Audio and video recordings	one year	Multi	<input type="checkbox"/>	
			Report of proceedings	Permanent	Multi	<input type="checkbox"/>	
			Transcripts	Five years	Electronic	<input type="checkbox"/>	
				Until scanned and quality control checked	Paper	<input type="checkbox"/>	
EMS-44	INSPECTION REPORTS	Inspection reports to sanitary engineer fro sewers and water lines including photo/video inspection reports, backflow inspections, etc.	Three years	Electronic		<input type="checkbox"/>	
				Until scanned and quality control checked	Paper	<input type="checkbox"/>	
EMS-45	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		<input type="checkbox"/>	
				Until scanned and quality control checked	Paper	<input type="checkbox"/>	

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EMS-46	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		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-47	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		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-48	INVOICES (Paid)		County auditor record copy, three years, provided audited. Duplicate copies one years	Electronic		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-49	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title	Until superseded or classification abolished	Electronic		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-50	LEASES						
			Equipment	Two years after expiration.	Electronic		<input type="checkbox"/>
				Until scanned and quality control checked	Paper		<input type="checkbox"/>
			Real Estate	Five years after expiration, provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-51	LEAVE REQUESTS (Sick and Vacation)		Three years provided audited	Electronic		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-52	LEGAL ADVERTISEMENTS / NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	One year or until superseded	Multi		<input type="checkbox"/>	
EMS-53	LEGAL OPINIONS	Written opinions rendered as guidance to Commissioners' by a legal advisor to the Board.	Permanent	Multi		<input checked="" type="checkbox"/>	

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule
Athens County Emergency Medical Services
 (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	
EMS-54	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		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-55	LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency	One year after expiration	Electronic		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-56	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		<input type="checkbox"/>
			Postal records	Two years	Electronic		<input type="checkbox"/>
				Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-57	MAILING LISTS	list of individuals and addresses for mail distribution	Until updated, superseded or obsolete.	Multi		<input type="checkbox"/>	
EMS-58	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		<input type="checkbox"/>
				Until scanned and quality control checked	Paper		<input type="checkbox"/>
			Annual	Five years	Electronic		<input type="checkbox"/>
				until	Paper		<input type="checkbox"/>
			Consultant	Five years	Electronic		<input type="checkbox"/>
EMS-59	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		<input type="checkbox"/>	
			Until scanned and quality control checked	Paper		<input type="checkbox"/>	
EMS-60	MAPS		Permanent	Multi		<input checked="" type="checkbox"/>	
EMS-61	MATERIAL SAFETY SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Multi		<input type="checkbox"/>	

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EMS-62	MEMORANDA	Internal communication	Use correspondence periods	Multi		<input type="checkbox"/>
EMS-63	OHIO PHARMACY BOARD REPORTS & LICENSE		Permanent	microfilm		<input type="checkbox"/>
			One year after expiration	Paper		<input type="checkbox"/>
EMS-64	OHIO BOARD OF REGENTS REPORTS	Information from the State EMS Board	Five years	Multi		<input type="checkbox"/>
EMS-65	ONGOING PROJECT FILES		One year after completion	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-66	PAY-INS TO TREASURY RECORDS		Three years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-67	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		<input type="checkbox"/>
EMS-68	PRELIMINARY DRAFTS OF LETTERS, MEMORANDA, WORKSHEETS, REPORTS, AND THE PREPARATION OF RECORDED INFORMATION		Destroy when no longer of administrative value	Multi		<input type="checkbox"/>
EMS-69	PRESS/NEWS RELEASES	Information disseminated to the public through media outlet	One years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-70	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		<input type="checkbox"/>
EMS-71	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		<input type="checkbox"/>
EMS-72	PROTOCOLS	Medical	Until superseded, obsolete, or replaced.	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-73	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	Multi		<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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EMS-74	PURCHASE ORDERS		County auditor record copy, three years, provided audited. Duplicate copies one years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-75	RECEIPT DOCUMENTS		Two years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-76	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		<input type="checkbox"/>
EMS-77	RECORDS REQUESTS	ORC 149.43 - Requests to inspect and review public records	One year	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-78	REFERENCE/LIBRARY MATERIALS		Until superseded, obsolete, or replaced.	Multi		<input type="checkbox"/>
EMS-79	REGULATORY AGENCY FILES		Three years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-80	REQUEST FOR PROPOSALS	Request for proposals, request for information and informal bids.	Five years if not incorporated into bid project files	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-81	REQUISITIONS		Three years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-82	RUN SHEETS		Ten years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-83	SAFETY AND LOSS PREVENTION REPORTS		Three years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-84	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		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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EMS-85	STATEMENTS OF QUALIFICATIONS / RFQs	Submitted and regularly updated by professionals design firms wishing to provide professional services per ORC 153.66	Two years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-86	STATISTICAL REPORTS		Until incorporated in an annual report	Multi		<input type="checkbox"/>
			Monthly/quarterly/semiannual	Five years	Electronic	<input type="checkbox"/>
			Annual	Until scanned and quality control checked	Paper	<input type="checkbox"/>
			Consultant	Five years	Electronic	<input type="checkbox"/>
			Until scanned and quality control checked	Paper	<input type="checkbox"/>	
EMS-87	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		<input type="checkbox"/>
EMS-88	SYSTEM BACKUP FILES	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Until no longer administratively necessary	Multi		<input type="checkbox"/>
EMS-89	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		<input type="checkbox"/>
EMS-90	TELEPHONE RECORDS		Until no longer administratively necessary	Multi		<input type="checkbox"/>
			Messages	Two years, provided audited	Electronic	<input type="checkbox"/>
			Charges/Bills/Logs	Until scanned and quality control checked	Paper	<input type="checkbox"/>
			Documentation	Life of system	Multi	<input type="checkbox"/>
			Service record	Two years	Electronic	<input type="checkbox"/>
			Until scanned and quality control checked	Paper	<input type="checkbox"/>	
			System equipment inventory	Continually updated, retain superseded data one year	Multi	<input type="checkbox"/>
EMS-91	TIME CARDS, TIME SHEETS, PAYROLL SIGN IN SHEETS	Documents employee attendance at work including leave request	Three years, provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-92	TRAINING MATERIAL/LESSON PLANS		Until superseded	Multi		<input type="checkbox"/>

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EMS-93	TRAVEL EXPENSE REPORTS	Request for reimbursement for employee travel	Three years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-94	TRAVEL LOGS	Squad travel logs for each run	Ten years	Electronic		<input type="checkbox"/>
			two year- scan and quality control check	Paper		<input type="checkbox"/>
EMS-95	VEHICLE MAINTENANCE RECORDS	Record noting repairs to and routine maintenance of county-owned vehicles	Until vehicle disposed of or sold	Multi		<input type="checkbox"/>
EMS-96	VEHICLE MILEAGE RECORDS	Log of mileage and expenses incurred in county-owned vehicle	Until vehicle sold	Multi		<input type="checkbox"/>
EMS-97	VICTIMS CHARTS	Pediatrics	twenty years	Electronic		<input type="checkbox"/>
			five years, then scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-98	VICTIMS CHARTS	Adults	ten years	Electronic		<input type="checkbox"/>
			five years, then scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-99	VOICE MAIL Messages		Until no longer administratively necessary	Multi		<input type="checkbox"/>
			System Documentation	Life of system	Multi	
EMS-100	VOUCHERS		County auditor record copy, three years, provided audited. Duplicate copies one years	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-101	WARRANTS (Paid)		Three fiscal years provided audited	Electronic		<input type="checkbox"/>
			Until scanned and quality control checked	Paper		<input type="checkbox"/>
EMS-102	WORK SCHEDULES	Schedules noting working hours for employees	Until no longer administratively necessary	Multi		<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.

Section E: Records Retention Schedule

Athens County Emergency Medical Services

(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 or OHS- LGRP	-6 RC-3 Required by OHS-LGRP
		Until no longer administratively necessary	RC-3 not required			
		Destroy when no longer of administrative value	RC-3 not required			
<p>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>						
<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 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.</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-# 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>						