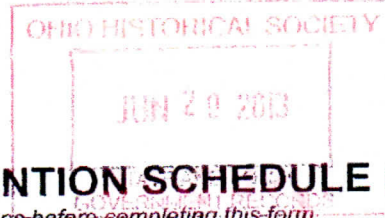




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Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Athens County Recorder's Office

(local government entity)

(unit)

Jessica Markins Jessica Markins Recorder 6/12/13
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Athens County

Records Commission

740-593-5342

(telephone number)

15 S. Court St. Room 330 Athens

(address)

(city)

45701

(zip code)

Athens

(county)

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

Kenny Elvash

Records Commission Chair Signature

6/15/13

Date

Section C: Ohio Historical Society - State Archives

Fred Prentiss

Signature

State Archivist

Title

7-8-2013

Date

Section D: Auditor of State

Martin E. Mohr

Signature

7-12-13

Date

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



Section E: Records Retention Schedule

(local government entity) (unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
Rec-01	Annexation Records	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-02	Assignment/Release Records	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-03	Certificate of Transfer of Real Estate	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-04	Corporation Records	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-05	Daily Register Official Records Documents	Until Microfilmed	Paper		<input type="checkbox"/>
Rec-06	Deed Records	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-07	Federal Tax Lien Records	Permanent	Multi		<input type="checkbox"/>
Rec-08	Financing Statement (Chattel Mortgages)	2 yrs. After expiration of mortgage	Paper		<input type="checkbox"/>
Rec-09	General Index to Deeds	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-10	General Index to Mortgages	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-11	General Index to Unemployment Compensation	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-12	General Plat Index	Permanent	Multi		<input checked="" type="checkbox"/>
Rec-13	Lien Index	Permanent	Multi		<input checked="" type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
Rec-14	Index to Federal Tax Liens	Permanent	Multi		
Rec-15	Index to Financing Statements	10 Years	Multi		
Rec-16	Index to Lease Records	Permanent	Multi		✓
Rec-17	Index to Liens on Recognizance's	Permanent	Multi		✓
Rec-18	Index to Mechanics Liens	10 Years	Multi		✓
Rec-19	Index to Military Discharge	Permanent/Hi storical	Multi		✓
Rec-20	Index to Miscellaneous Records	Permanent	Multi		
Rec-21	Index to Personal Tax Liens	One year after new list created	Paper		
Rec-22	Index to Powers of Attorney	Permanent	Multi		✓
Rec-23	Lease Records	Permanent	Multi		✓
Rec-24	Limited Partnership Records	Permanent	Multi		✓
Rec-25	Mechanics Lien Record	10 years	Multi		✓
Rec-26	Mortgage Records	Permanent	Multi		✓
Rec-27	Notices Index	Permanent	Multi		✓
Rec-28	Notices of Discharge of Liens on Recognizance's	One year after release or discharge	Multi		✓



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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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period Sec. 117.26 O.R.C.	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Rec-29	Notice of Personal Property Tax	Permanent	Multi		✓
Rec-30	Partition Fence Record	Permanent	Multi		✓
Rec-31	Personal Tax Lien Records	One year after new list created	Paper		
Rec-32	Plat Books	Permanent	Paper		✓
Rec-33	Power of Attorney Record	Permanent	Multi		✓
Rec-34	Recognizance Liens	One year after discharge	Multi		
Rec-35	Soldiers' Discharge Records	Permanent	Multi		✓
Rec-36	Unemployment Compensation Lien Records	Permanent	Multi		
Rec-37	Uniform Commercial Code (U.C.C. Financing Statements)	Six years, provided audited	Multi		
Rec-38	Accounts Receivable Ledger and Documents	Three years provided audited	Multi		
Rec-39	Annual Departmental/Office Budget	Five years	Multi		
Rec-40	Annual Reports	Permanent	Multi		✓
Rec-41	Application for Employment (unsuccessful/Not Hired)	One year after receipt	Paper		
Rec-42	Attendance Reports/Records	Three years	Multi		
Rec-43	Audit Reports (Federal, State & Internal)	Five years	Multi		



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Rec-44	Badges and ID's	Turn in upon termination of employment	Plastic/ Paper		
Rec-45	Bids (Successful) A. Copies of successful bids to provide goods and/or services. B. Original, if made part of a contract and filed with contract.	A. Three fiscal years after expiration of contract B. Fifteen years after expiration of contract	Multi Multi		
Rec-46	Bids (Unsuccessful)	Two years after letting of contract	Multi		
Rec-47	Budget Preparation Documents (Working Papers)	Four years	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.	
Rec-48	Cash Books and Cash Journals	Three years provided audited	Multi		
Rec-49	Continuing Education Certifications/Classes/Seminars/Training Attendance Records	Place in Personnel File	Paper		
Rec-50	Contracts	Fifteen years after expiration	Multi		
Rec-51	Correspondence: A. Routine Form Letters B. General C. Executive D. Transient	A. One year B. Two yrs. C. Five yrs. D. Until no longer of administrative value	Paper		
Rec-52	Desk/Appointment Calendars	Three months after the end of calendar year	Paper		



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Rec-53	Disaster Plans	Until updated or superseded	Multi		
Rec-54	Electronic Mail (e-mail): A. Non-Record/Personal B. Transient C. General D. Routine E. Monthly & Weekly Reports F. Unsolicited	A. May be deleted immediately B. Until no longer of administrative value C. One year, then destroy D. 6 months, then destroy E. One year, then destroy F. Until no longer of administrative value	Computer		
Rec-55	Equipment Inventories	Three years	Multi		
Rec-56	Equipment Maintenance Records	Life of the equipment	Multi		
Rec-57	Expense Records	Three years	Multi		
Rec-58	Fax: A. Logs B. Messages	A. One year B. Treat as correspond- ence	Paper		
Rec-59	Inventories (Annual of County Property)	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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Rec-60	Invoices (Paid)	County Auditor record copy, three years, provided audited. Duplicate copies, two years	Paper		
Rec-61	Job Descriptions	Until superseded or classification abolished	Multi		
Rec-62	Leases: A. Equipment B. Real Estate	A. Two years after expiration B. Five years after expiration	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.	
Rec-63	Leave Requests (Sick and Vacation)	Three years, if audited	Paper		
Rec-64	Mail: A. Unsolicited	A. Until no longer of administrative value	Paper		
Rec-65	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced. Retain one file copy for five years until updated, superseded or obsolete. Appraise for historical value.	Paper		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
Rec-66	Oaths of Office of Elected Officials	Ten years after leaving office	Paper	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.	
Rec-67	Pay-Ins to Treasurer Records	Three years, provided audited	Paper		
Rec-68	Personnel Files	Two years after employee terminates, purge extraneous records. Retain retirement waivers, service record and leave balances.	Multi		
Rec-69	Plats and Maps	Permanent	Paper		✓
Rec-70	Professional Association Records	Destroy when no longer of administrative value.	Multi		
Rec-71	Purchase Orders	Three years, provided audited	Paper		
Rec-72	Receipt Documents	Two years, provided audited	Paper		
Rec-73	Records of Receipts and Expenditures	Ten Years	Multi		
Rec-74	Records Request	Two Years	Multi		
Rec-75	Records Retention Documents (RC-1, RC-2, RC-3)	Permanent	Multi		



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Rec-76	Rosters/Directories	One year after superseded or obsolete	Multi		
Rec-77	Telephone Records: A. Messages B. Charges/Bills C. Documentation D. Service Record E. System equipment inventory	A. Until no longer of administrative value B. Two years, provided audited C. Life of system D. Two years E. Continually updated, retain superseded date one year	Multi		
Rec-78	Time Cards, Time Sheets, Payroll Sign In Sheets	Three years, provided audited	Paper		
Rec-79	Travel Expense Reports	Three years, provided audited	Multi		
Rec-80	Voice Mail: A. Messages B. System Documentation	A. Until no longer of administrative value B. Life of system	Multi		
Rec-81	Vouchers	Three years, provided audited	Paper		
Rec-82	Index to Medicaid Recovery Liens	Permanent	Multi		
Rec-83	Medicaid Recovery Liens	Permanent	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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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
Rec-84	Notice to Medicaid Estate Recovery of Pending Transfer of Property by Transfer on Death Deed	Permanent	Paper		