



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

OCT 29 2015

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

Belmont County

Commissioners' Office

(local government entity)

(unit)

Laura E. Ellis

Laura Ellis

Records Manager

10/15/15

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Belmont County

Records Commission

740-695-2121

(telephone number)

101 West Main Street

St. Clairsville

43950

Belmont

(address)

(city)

(zip code)

(county)

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

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.

[Signature]

Records Commission Chair Signature

Date

10/22/15

Section C: Ohio History Connection - State Archives

Fred P... [Signature]

11-4-2015

12-9-2015

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(local government entity)

(unit)

Signature

Title

Date

Section D: Auditor of State

Marta E. Mul *Records Mgr* *11-23-15*
 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

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2014

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
15-01	Accident Reports/Files -Bodily injury to non-employee -Employee injury reports -Damage to county vehicle	-6 years provided no action pending -Place in personnel file -6 years provided no action pending	Paper		<input type="checkbox"/>
15-02	Agendas <i>A list of items to be discussed in the Commissioners' meetings</i>	2 years	Paper		<input type="checkbox"/>
15-03	Agricultural Society Files	Permanent	Paper		<input checked="" type="checkbox"/>
15-04	Annexation Files <i>Petition for annexation and related files to change boundary lines or township and municipal governments</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-05	Annual County Budgets <i>Annual fiscal allocation to county offices and departments</i>	10 years	Paper		<input type="checkbox"/>
15-06	Annual Reports <i>A report containing substantive information of operations, policies, procedures, and planning</i>	Permanent	Paper		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

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.

15-07	Application for Employment (Unsuccessful/Not Hired) <i>Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.</i>	6 years	Paper	<input type="checkbox"/>
15-08	Appropriations	5 years provided audited	Paper	<input type="checkbox"/>
15-09	Auction Files <i>Record of all property sold at auction</i>	3 years after audited	Paper/Electronic	<input type="checkbox"/>
15-10	Audit Reports	5 years	Paper	<input type="checkbox"/>
15-11	Auditor's Certificates of Est. Resources (Title Varies)	2 years	Paper	<input type="checkbox"/>
15-12	Bids -Successful <i>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.</i>	8 years (O.R.C. 2305.06)	Paper	<input type="checkbox"/>
15-13	Bids -Unsuccessful <i>Bids not awarded</i>	2 years after letting of the contract	Paper	<input type="checkbox"/>
15-14	Board Appointments <i>Appointments to and resignations from county boards, commissions, and agencies</i>	10 years	Paper	<input type="checkbox"/>
15-15	Board of DD/MRDD Files	Permanent	Paper	<input type="checkbox"/>
15-16	Budget Documents (working papers)	2 years	Paper	<input type="checkbox"/>
15-17	Budget Records	10 years	Paper	<input type="checkbox"/>
15-18	Cash Advances	3 years provided audit	Paper	<input type="checkbox"/>
15-19	Choice Spending Documents	4 years	Paper	<input type="checkbox"/>
15-20	Claims and Litigation Records	5 years after case is closed and appeals are exhausted	Paper	<input type="checkbox"/>
15-21	Commissioners' Journals	Permanent	Paper	<input checked="" type="checkbox"/>

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(unit)

	<i>Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, and other operations of the county</i>				<input type="checkbox"/>
15-22	Commissioners' Journal Index <i>Indexes by volume and page number all matters brought before the board, including a brief synopsis of the proceedings</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-23	Commissioners' Resolutions <i>Written motions considered by the board of Commissioners officially documenting certain actions</i>	Permanent in Commissioners' Journal	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
15-24	Continuing Education Certifications/Class/Seminars/Training Attendance Records	Place in personnel file	Paper		<input type="checkbox"/>
15-25	Contracts <i>ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	8 years after expiration	Paper		<input type="checkbox"/>
15-26	Copies, Extra Copies, Photocopies and Unsolicited Publications	Until no longer of administrative, fiscal or legal value (RC-3 Not Required)	Paper		<input type="checkbox"/>
15-27	Correspondence -Routine Form Letters -General -Executive	-1 year -2 years -5 years	Multi		<input type="checkbox"/>
15-28	Cost Allocation Plans <i>Assignment of indirect costs between departments and agencies</i>	7 years, provided audited	Paper		<input type="checkbox"/>
15-29	County Home Census Records	Permanent	Paper		<input checked="" type="checkbox"/>
15-30	Deeds, Easements and Rights of Way	Permanent	Paper		<input checked="" type="checkbox"/>
15-31	Desk/Appointment Calendars		Paper		<input type="checkbox"/>

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		3 months after useful life			<input type="checkbox"/>
15-32	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) <i>Documents plans and procedures to protect and reestablish county operations in the event of a disaster</i>	Until updated or superseded	Paper		<input type="checkbox"/>
15-33	Ditch Files <i>All official records and correspondence relating to ditch petitions</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-34	Electronic Mail System (E-mail)	Retain Email that has significant Administrative, Fiscal, Legal, or Historic Value. Maintain according to content. (Refer to RC-2) Erase Email that has no significant value (RC-3 not required.)	Multi		<input type="checkbox"/>
15-35	Expense Records	3 years	Paper		<input type="checkbox"/>
15-36	Fax-Logs	1 year	Paper		<input type="checkbox"/>
15-37	Federal Grant Files, Supporting Financial Records and Documents	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper		<input type="checkbox"/>
15-38	FEMA Files	Permanent	Paper		<input checked="" type="checkbox"/>
15-39	Financial Records <i>Accounts receivables and payables (copies) for Board of Commissioners</i>	3 years provided audited	Paper		<input type="checkbox"/>
15-40	Fund Reports <i>Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>

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have been audited by the
Auditor of State and the
audit report has been
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15-41	General Orders, Directives, Policies, Rules, Regulations or Procedures (Policy Manual)	Until Superseded, retain 1 copy until audited	Paper		<input type="checkbox"/>
15-42	Grant Applications (Not Funded) Grant Files <i>Documents the application, evaluation, awarding, and monitoring of grants received</i>	1 year Maintain records as required by grant; if retention unspecified, 5 years provided all State or Federal tracking of audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Paper		<input type="checkbox"/>
15-43	Indigent Burial Records	Permanent	Paper		<input checked="" type="checkbox"/>
15-44	Insurance Policies, Binders and Endorsements to Policies and Reports	2 years after expiration or until no longer of administration value (reports)	Paper		<input type="checkbox"/>
15-45	Inventories (Annual of County Property)	3 years provided audited			<input type="checkbox"/>
15-46	Invoices (Paid)	County Auditor record copy, 3 years, provided audited. Duplicate copies, 2 years.			<input type="checkbox"/>
15-47	Landfill Records	Permanent	Paper		<input type="checkbox"/>
15-48	Leases -Equipment -Real Estate	-2 years after expiration -5 years after expiration provided audited	Paper		<input type="checkbox"/>
15-49	Leave Requests (Sick and Vacation)	3 years, provided audited	Paper		<input type="checkbox"/>
15-50	Litigation Records <i>Records related to legal claims against an office and subsequent legal actions and court proceedings</i>	5 years after case is closed and appeals are exhausted	Paper		<input type="checkbox"/>

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15-51	Liquor License Files	Granted-1 year after final expiration, including renewals Denied-1 year after denial	Paper	<input type="checkbox"/>
15-52	Mail -Postal Records	2 years	Paper	<input type="checkbox"/>
15-53	Meeting Notices	1 year	Paper	<input type="checkbox"/>
15-54	Minutes of Meetings <i>Official copy of proceedings of regular and special meetings</i> A) Official Copy B) Audio and video recordings	Permanent Retain until transcribed into hard copy and approved. Appraise for historical value	Paper, Tape/Electronic	<input checked="" type="checkbox"/> (for official copy)
15-55	Oaths of Office of Elected Officials	10 years after leaving office	Paper	<input type="checkbox"/>
15-56	Officials' Bonds	10 years after expiration	Paper	<input checked="" type="checkbox"/>
15-57	Pay Ins	3 years provided audited	Paper	<input type="checkbox"/>
15-58	Payroll	3 years provided audited	Paper	<input type="checkbox"/>
15-59	Personnel Files	2 years after employee terminates, purge extraneous records. Retain retirement waivers, service record and leave balances.	Paper	<input type="checkbox"/>
15-60	Personnel Policy and Procedure Manual <i>Documents policies and procedures regarding employment</i>	Until 5 years after revised or superseded. Appraise for historical value.	Paper	<input type="checkbox"/>
15-61	Press/News Releases	3 years	Paper	<input type="checkbox"/>
15-62	Project or Building Files <i>Records relating to construction projects including renovations and new structures</i>	Permanent	Paper	<input checked="" type="checkbox"/>
15-63	Purchase Orders	3 years provided audited	Paper	<input type="checkbox"/>

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15-64	Real Estate Records <i>Records documenting the ownership of land owned by the Board of County Commissioners</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-65	Receipt Documents/Pay-Ins	4 year, provided audited	Paper		<input type="checkbox"/>
15-66	Records, Documents (RC-1, RC-2, and RC-3)	Permanent	Paper		<input type="checkbox"/>
15-67	Records Requests <i>ORC 149.43-Requests to inspect and review public records</i>	2 years	Paper		<input type="checkbox"/>
15-68	Requisitions	3 years	Paper		<input type="checkbox"/>
15-69	Road and Bridge Files <i>All official records and correspondence relating to roads and bridges, vacations, and alleys</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-70	Sanitary Sewer Records	Permanent	Paper		<input type="checkbox"/>
15-71	Street and Alleys Vacation Records <i>Petition to vacate a county or township street or alley or any portion thereof</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-72	Subdivision Files <i>Records detailing Commissioners' actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes</i>	Permanent	Paper		<input checked="" type="checkbox"/>
15-73	Telephone Records -Documentation -Service Record -System equipment inventory	Life of system, 2 years continually updated, retain superseded data 1 year	Paper		<input type="checkbox"/>
15-74	Timecards or time sheets	3 years provided audited	Paper		<input type="checkbox"/>
15-75	Transfer Records	Permanent	Paper		<input type="checkbox"/>
15-76	Transient Records -Bulletins -Posters -Notices to employees -Departmental memos -Unsolicited mail -Preliminary drafts of letters Memoranda	Until no longer administratively necessary (RC-3 not required)	Paper		<input type="checkbox"/>

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	-Worksheets, reports, and the preparation of recorded information Telephone messages						
15-77	Travel Requests <i>Requests for reimbursement for employee travel</i>	3 years	Paper				
15-78	Visitor's Log or Sign in Sheets	1 year	Paper				
15-79	Voice Mail-Messages	Until no longer administratively necessary	Electronic				
15-80	Vouchers	3 years provided audited	Paper				
15-81	Webpage Data and Layouts Website information, data, format, and layout published on the county website	Until updated, superseded or obsolete	Media				
15-82	Workers Compensation Claims <i>ORC 4123-Files covering claims made by employees for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.</i>	10 years after last activity	Paper				

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