



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

OHIO HISTORY CONNECTION

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NOV 15 2018

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 Management Coordinator

10-24-18

(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:

LEllis@belmontcountyohio.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.

[Signature]
Records Commission Chair Signature

11/15/18
Date

Section C: Ohio History Connection - State Archives

Fred French
Signature

State Archivist
Title

11-23-2018
Date

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

(local government entity)

(unit)

Section D: Auditor of State

Martin E. Mueh *Records Mgr* *12-3-18*
 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
C18-1	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/Electronic		
C18-2	Agendas A list of items to be discussed in the Commissioners' meetings	2 years	Paper/Electronic		
C18-3	Agricultural Society Files	Permanent	Paper/Electronic		✓
C18-4	Annexation Files Petition for annexation and related files to change boundary lines or township and municipal governments	Permanent	Paper/Electronic		✓
C18-5	Annual County Budgets Annual fiscal allocation to county offices and departments	10 years	Paper/Electronic		
C18-6	Annual Reports A report containing substantive information of operations, policies, procedures, and planning	Permanent	Paper/Electronic		✓

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

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C18-7	Application for Employment (Unsuccessful/Not Hired) <i>Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.</i>	6 years	Paper/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.	
C18-8	Auction Files <i>Record of all property sold at auction</i>	3 years after audited	Paper/Electronic		
C18-9	Audit Reports (Federal, State and Internal) <i>ORC 117.26 Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally</i>	5 years	Paper/Electronic		
C18-10	Auditor's Certificates of Est. Resources (Title Varies)	2 years	Paper/Electronic		
C18-11	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/Electronic		
C18-12	Bids -Unsuccessful <i>Bids not awarded</i>	2 years after letting of the contract	Paper/Electronic		
C18-13	Board Appointments <i>Appointments to and resignations from county boards, commissions, and agencies</i>	10 years	Paper/Electronic		
C18-14	Board of DD/MRDD Files	Permanent	Paper/Electronic		
C18-15	Bond Documents	IRS Rule 5.70. Retain for 3 years after the last bond has been retired, or, if, applicable, until 3	Paper/Electronic		

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		years after the last bond of the Refunding Issue has been retired.			
C18-16	Bond Register	7 years after final maturity of notes or bonds	Paper/Electronic		
C18-17	Budget Documents (working papers)	2 years	Paper/Electronic		
C18-18	Budget Records	10 years	Paper/Electronic		
C18-19	Cash Advances	3 years provided audit	Paper/Electronic		
C18-20	Choice Spending Documents	4 years	Paper/Electronic		
C18-21	Claims and Litigation Records	5 years after case is closed and appeals are exhausted	Paper/Electronic		
C18-22	Commissioners' Journals <i>Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, and other operations of the county</i>	Permanent	Paper/Electronic		✓
C18-23	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/Electronic		✓
C18-24	Commissioners' Resolutions <i>Written motions considered by the board of Commissioners officially documenting certain actions</i>	Permanent in Commissioners' Journal	Paper/Electronic		
C18-25	Continuing Education Certifications/Class/Seminars/ Training Attendance Records	Place in personnel file	Paper/Electronic		
C18-26	Contracts <i>ORC 2305.06 Legal agreements with individuals, organizations,</i>	8 years after expiration	Paper/Electronic		

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	<i>or entities to procure goods and/or services</i>				
C18-27	Copies, Extra Copies, Photocopies and Unsolicited Publications	Until no longer of administrative, fiscal or legal value (RC-3 Not Required)	Paper/Electronic		
C18-28	Correspondence-Transient <i>Communications which convey information of temporary importance in lieu of oral communication etc. Referral letters, requests for routine information by an agency which are answered by standard form letters</i>	Until no longer of administrative value	Paper/Electronic		
C18-29	Correspondence-General <i>Requests for information pertaining to interpretations and other miscellaneous inquiries; informative-does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes</i>	2 years	Paper/Electronic		
C18-30	Correspondence-Substantive <i>Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.</i>	5 years; file with related records if content requires longer retention; appraise for historical value	Paper/Electronic		✓ (for correspondence of historical value)
C18-31	Cost Allocation Plans <i>Assignment of indirect costs between departments and agencies</i>	7 years, provided audited	Paper/Electronic		
C18-32	County Home Census Records	Permanent	Paper/Electronic		✓
C18-33	Deeds, Easements and Rights of Way	Permanent	Paper/Electronic		✓

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C18-34	Desk/Appointment Calendars	3 months after useful life	Paper/Electronic		
C18-35	Directories/Lists/Rosters <i>Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules</i>	Until superseded, obsolete, or replaced	Paper/Electronic		
C18-36	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/Electronic		
C18-37	Ditch Files <i>All official records and correspondence relating to ditch petitions</i>	Permanent	Paper/Electronic		✓
C18-38	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.)	Paper/Electronic		
C18-39	Expense Records	3 years	Paper/Electronic		
C18-40	Fax-Logs <i>Register of fax messages received using a fax machine</i>	1 year	Paper/Electronic		

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C18-41	Fax-Messages <i>Communications sent and received using a fax machine</i>	Treat as correspondence	Paper/Electronic		
C18-42	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/Electronic		
C18-43	FEMA Files	Permanent	Paper/Electronic		
C18-44	Financial Records <i>Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay ins to treasury; purchase orders; requisitions; invoices; warrants/bill backs; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.</i>	3 years provided audited	Paper/Electronic		
C18-45	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/Electronic		

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C18-46	General Orders, Directives, Policies, Rules, Regulations or Procedures (Policy Manual)	Until Superseded, retain 1 copy until audited	Paper/Electronic		
C18-47	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/Electronic		
C18-48	Indigent Burial Records	Permanent	Paper/Electronic		✓
C18-49	Insurance Policies, Binders and Endorsements to Policies and Reports <i>Documents listing terms and conditions between county and insurance providers as well as the fiscal and administrative records generated in the administration of the insurance policies.</i>	Permanent	Paper/Electronic		
C18-50	Inventories (Annual of County Property)	3 years provided audited	Paper/Electronic		
C18-51	Landfill Records	Permanent	Paper/Electronic		
C18-52	Leases -Equipment -Real Estate	-2 years after expiration -5 years after expiration provided audited	Paper/Electronic		
C18-53	Leave Requests (Sick and Vacation)	3 years, provided audited	Paper/Electronic		
C18-54	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/Electronic		

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C18-55	Liquor License Files	Granted-1 year after final expiration, including renewals Denied-1 year after denial	Paper/Electronic		
C18-56	Mail <i>Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes</i>	Until no longer of administrative value	Paper/Electronic		
C18-57	Meeting Notices <i>Notices posted publicly showing the time and place, and subject of upcoming meetings of boards, commissions, agencies, etc.</i>	1 year	Paper/Electronic		
C18-58	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		✓ (for official copy)
C18-59	Oaths of Office of Elected Officials <i>Oaths of office given and sworn to by elected official upon taking office</i>	10 years after leaving office	Paper/Electronic		
C18-60	Officials' Bonds <i>Surety bond filed by county officials to help ensure responsible execution of job duties</i>	10 years after expiration	Paper/Electronic		
C18-61	Payroll <i>Department copies including but not limited to time sheets, overtime documentation records, and timecards</i>	3 years provided audited	Paper/Electronic		

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C18-62	Personnel Files	2 years after employee terminates, purge extraneous records. Retain retirement waivers, service record and leave balances.	Paper/Electronic		
C18-63	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/Electronic		
C18-64	Press/News Releases	3 years	Paper/Electronic		
C18-65	Project or Building Files <i>Records relating to construction projects including renovations and new structures</i>	Permanent	Paper/Electronic		✓
C18-66	Real Estate Records <i>Records documenting the ownership of land owned by the Board of County Commissioners</i>	Permanent	Paper/Electronic		✓
C18-67	Records Retention and Disposition Documents (RC-1, RC-2, and RC-3) <i>Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office</i>	Permanent	Paper/Electronic		
C18-68	Records Requests <i>ORC 149.43-Requests to inspect and review public records</i>	2 years	Paper/Electronic		
C18-69	Research Records <i>Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of actions</i>	Until no longer of administrative, fiscal, or legal value	Paper/Electronic		

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C18-70	Road- and Bridge Files <i>All official records and correspondence relating to roads and bridges, vacations, and alleys</i>	Permanent	Paper/Electronic		✓
C18-71	Sanitary Sewer Records	Permanent	Paper/Electronic		✓
C18-72	Street and Alleys Vacation Records <i>Petition to vacate a county or township street or alley or any portion thereof</i>	Permanent	Paper/Electronic		✓
C18-73	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/Electronic		✓
C18-74	Telephone Records -Documentation -Service Record -System equipment inventory	Life of system, 2 years continually updated, retain superseded data 1 year	Paper/Electronic		
C18-75	Timecards or time sheets	3 years provided audited	Paper/Electronic		
C18-76	Transfer Records Sheets <i>Documents the transfer of records to the Records Center and Archives</i>	Permanent	Paper/Electronic		
C18-77	Transient Records -Bulletins -Posters -Notices to employees -Departmental memos -Unsolicited mail -Preliminary drafts of letters Memoranda -Worksheets, reports, and the preparation of recorded information Telephone messages	Until no longer administratively necessary (RC-3 not required)	Paper/Electronic		
C18-78	Travel Requests <i>Requests for reimbursement for employee travel</i>	3 years	Paper/Electronic		
C18-79	Visitor's Log or Sign in Sheets	1 year	Paper/Electronic		
C18-80	Voice Mail-Messages	Until no longer administratively necessary	Electronic		

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C18-81	Webpage Data and Layouts <i>Website information, data, format, and layout published on the county website</i>	Until updated, superseded or obsolete	Media		
C18-82	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/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.