



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

OHIO HISTORY CONNECTION  
 MARCH 16 2023  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

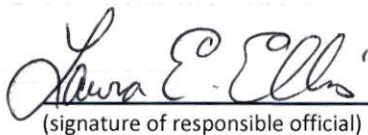
Section A: Local Government Unit

**Belmont County**

**Commissioners' Office**

(local government entity)

(unit)

  
 (signature of responsible official)

**Laura Ellis**

(name)

**Records Management Coordinator**

(title)

**2-17-23**

(date)

Section B: Records Commission

**Belmont County Records Commission**

**740-695-2121**

(telephone number)

**101 West Main Street**

(address)

**St. Clairsville**

(city)

**43950**

(zip code)

**Belmont**

(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.

  
 Records Commission Chair Signature

**3/16/23**  
 Date

Section C: Ohio History Connection - State Archives



Signature

State Archivist

Title

3-24-2023

Date

Section D: Auditor of State

**Records Manager**

Signature

Title

Date

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

(local government entity)

(unit)

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 &amp; 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
C23-1	<b>Accident Reports/Files</b> <i>-Bodily injury to non-employee</i> <i>-Employee injury reports</i> <i>-Damage to county vehicle</i>	-6 years provided no action pending -Place in personnel file -6 years provided no action pending	Paper/Electronic		
C23-2	<b>Agendas</b> <i>A list of items to be discussed in the Commissioners' meetings</i>	2 years	Paper/Electronic		
C23-3	<b>Agricultural Society Files</b>	Permanent	Paper/Electronic		✓
C23-4	<b>Annexation Files</b> <i>Petition for annexation and related files to change boundary lines or township and municipal governments</i>	Permanent	Paper/Electronic		✓
C23-5	<b>Annual County Budgets</b> <i>Annual fiscal allocation to county offices and departments</i>	10 years	Paper/Electronic		
C23-6	<b>Annual Reports</b> <i>A report containing substantive information of operations, policies, procedures, and planning</i>	Permanent	Paper/Electronic		✓
C23-7	<b>Application for Employment (Unsuccessful/Not Hired)</b> <i>Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.</i>	6 years	Paper/Electronic		

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

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

(local government entity)		(unit)		
C23-8	<b>Auction Files</b> <i>Record of all property sold at auction.</i>	3 years after audited	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.
C23-9	<b>Audit Reports (Federal, State and Internal)</b> <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	
C23-10	<b>Auditor's Certificates of Est. Resources (Title Varies)</b>	2 years	Paper/Electronic	
C23-11	<b>Bids</b> <b>-Successful</b> <i>Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information;</i>	8 years (O.R.C. 2305.06)	Paper/Electronic	
	<i>specification sheets, bid forms and amounts, references, etc. Incorporate into contract file.</i>			
C23-12	<b>Bids</b> <b>-Unsuccessful</b> <i>Bids not awarded</i>	2 years after letting of the contract	Paper/Electronic	
C23-13	<b>Board Appointments</b> <i>Appointments to and resignations from county boards, commissions, and agencies</i>	10 years	Paper/Electronic	
C23-14	<b>Board of DD/MRDD Files</b>	Permanent	Paper/Electronic	
C23-15	<b>Bond Documents</b>	IRS Rule 5.70. Retain for 3 years after the last bond has been retired, or, if, applicable, until 3 years after the last bond of the Refunding Issue has been retired.	Paper/Electronic	

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

(local government entity)		(unit)			
C23-16	<b>Bond Register</b>	7 years after final maturity of notes or bonds	Paper/Electronic		
C23-17	<b>Budget Documents (working papers)</b>	2 years	Paper/Electronic		
C23-18	<b>Budget Records</b>	10 years	Paper/Electronic		
C23-19	<b>Cash Advances</b>	3 years provided audit	Paper/Electronic		
C23-20	<b>Choice Spending Documents</b>	4 years	Paper/Electronic		
C23-21	<b>Claims and Litigation Records</b>	5 years after case is closed and appeals are exhausted	Paper/Electronic		
C23-22	<b>Commissioners' Journals</b> <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		✓
C23-23	<b>Commissioners' Journal Index</b> <i>Indexes by volume and page number all matters brought before the board, including a brief synopsis of the proceedings</i>	Permanent	Paper/Electronic		✓
C23-24	<b>Commissioners' Resolutions</b> <i>Written motions considered by the board of Commissioners officially documenting certain actions</i>	Permanent in Commissioners' Journal	Paper/Electronic		✓
C23-25	<b>Continuing Education Certifications/Class/Seminars/ Training Attendance Records</b>	Place in personnel file	Paper/Electronic		
C23-26	<b>Contracts</b> <i>ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	8 years after expiration	Paper/Electronic		

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(local government entity)

(unit)

C23-27	<b>Copies, Extra Copies, Photocopies and Unsolicited Publications</b>	Until no longer of administrative, fiscal or legal value (RC-3 Not Required)	Paper/Electronic		
C23-28	<b>Correspondence-Transient</b> <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		
C23-29	<b>Correspondence-General</b> <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		
C23-30	<b>Correspondence-Substantive</b> <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		
C23-31	<b>Cost Allocation Plans</b> <i>Assignment of indirect costs between departments and agencies</i>	7 years, provided audited	Paper/Electronic		
C23-32	<b>County Home Records</b>	Permanent	Paper/Electronic		✓
C23-33	<b>Deeds, Easements and Rights of Way</b>	Permanent	Paper/Electronic		✓
C23-34	<b>Desk/Appointment Calendars</b>	3 months after useful life	Paper/Electronic		
C23-35	<b>Directories/Lists/Rosters</b> <i>Lists including such information as employee phone numbers, e-</i>	Until superseded, obsolete, or replaced	Paper/Electronic		

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	<i>mail addresses, staff roster, committee membership, assignments, schedules</i>				
C23-36	<b>Disaster Plans</b> (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		
C23-37	<b>Ditch Files</b> <i>All official records and correspondence relating to ditch petitions</i>	Permanent	Paper/Electronic		✓
C23-38	<b>Expense Records</b>	3 years	Paper/Electronic		
C23-39	<b>Fax-Logs</b> <i>Register of fax messages received using a fax machine</i>	1 year	Paper/Electronic		
C23-40	<b>Fax-Messages</b> <i>Communications sent and received using a fax machine</i>	Treat as correspondence	Paper/Electronic		
C23-41	<b>Federal Grant Files, Supporting Financial Records and Documents</b>	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		
C23-42	<b>FEMA Files</b>	Permanent	Paper/Electronic		✓
C23-43	<b>Financial Records</b> <i>Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay ins to treasury; purchase</i>	3 years provided audited	Paper/Electronic		

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(local government entity)	(unit)
	<p><i>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></p>
C23-44	<p><b>Fund Reports</b> <i>Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund</i></p>
C23-45	<p><b>General Orders, Directives, Policies, Rules, Regulations or Procedures (Policy Manual)</b></p>
C23-46	<p><b>Grant Applications (Not Funded)</b></p> <p>Grant Files <i>Documents the application, evaluation, awarding, and monitoring of grants received</i></p>
C23-47	<p><b>Indigent Burial Records</b></p>
C23-48	<p><b>Insurance Policies, Binders and Endorsements to Policies and Reports</b></p> <p><i>Documents listing terms and conditions between county and insurance providers as well as the fiscal and administrative</i></p>

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	<i>records generated in the administration of the insurance policies.</i>				
C23-49	<b>Inventories (Annual of County Property)</b>	3 years provided audited	Paper/Electronic		
C23-50	<b>Landfill Records</b>	Permanent	Paper/Electronic		
C23-51	<b>Leases</b> <i>-Equipment</i> <i>-Real Estate</i>	-2 years after expiration -5 years after expiration provided audited	Paper/Electronic		
C23-52	<b>Leave Requests (Sick and Vacation)</b>	3 years, provided audited	Paper/Electronic		
C23-53	<b>Litigation Records</b> <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		
C23-54	<b>Liquor License Files</b>	Granted-1 year after final expiration, including renewals  Denied-1 year after denial	Paper/Electronic		
C23-55	<b>Lodging Excise Tax Returns</b> Forms submitted by hotels/motels and other types of lodging when paying the county collected loading tax as per OAC 5703-9	4 years, provided audited	Paper/Electronic		
C23-56	<b>Mail</b> <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		
C23-57	<b>Meeting Notices</b>	1 year	Paper/Electronic		



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	<i>Notices posted publicly showing the time and place, and subject of upcoming meetings of boards, commissions, agencies, etc.</i>				
C23-58	<b>Minutes of Meetings</b> <i>Official copy of proceedings of regular and special meetings</i> A) <i>Official Copy</i> B) <i>Audio and video recordings</i>	Permanent Retain until transcribed into hard copy and approved. Appraise for historical value	Paper, Tape/Electronic		✓  (for official copy)
C23-59	<b>Oaths of Office of Elected Officials</b> <i>Oaths of office given and sworn to by elected official upon taking office</i>	10 years after leaving office	Paper/Electronic		
C23-60	<b>Officials' Bonds</b> <i>Surety bond filed by county officials to help ensure responsible execution of job duties</i>	10 years after expiration	Paper/Electronic		
C23-61	<b>Payroll</b> <i>Department copies including but not limited to time sheets, overtime documentation records, and timecards</i>	3 years provided audited	Paper/Electronic		
C23-62	<b>Personnel Files</b>	2 years after employee terminates, purge extraneous records. Retain retirement waivers, service record and leave balances.	Paper/Electronic		
C23-63	<b>Personnel Policy and Procedure Manual</b> <i>Documents policies and procedures regarding employment</i>	Until 5 years after revised or superseded. Appraise for historical value.	Paper/Electronic		
C23-64	<b>Press/News Releases</b>	3 years	Paper/Electronic		

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C23-65	<b>Project or Building Files</b> <i>Records relating to construction projects including renovations and new structures</i>	Permanent	Paper/Electronic		
C23-66	<b>Real Estate Records</b> <i>Records documenting the ownership of land owned by the Board of County Commissioners</i>	Permanent	Paper/Electronic		✓
C23-67	<b>Records Retention and Disposition Documents (RC-1, RC-2, and RC-3)</b> <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		
C23-68	<b>Records Requests</b> <i>ORC 149.43-Requests to inspect and review public records</i>	2 years	Paper/Electronic		
C23-69	<b>Research Records</b> <i>Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing options, equipment, and/or plans of actions</i>	Until no longer of administrative, fiscal, or legal value	Paper/Electronic		
C23-70	<b>Road- and Bridge Files</b> <i>All official records and correspondence relating to roads and bridges, vacations, and alleys</i>	Permanent	Paper/Electronic		✓
C23-71	<b>Sanitary Sewer Records</b>	Permanent	Paper/Electronic		
C23-72	<b>Street and Alleys Vacation Records</b> <i>Petition to vacate a county or township street or alley or any portion thereof</i>	Permanent	Paper/Electronic		
C23-73	<b>Subdivision Files</b> <i>Records detailing Commissioners' actions regarding the creation of county</i>	Permanent	Paper/Electronic		

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	<i>housing developments created by dividing a tract of land into individual lots for homes</i>				
C23-74	<b>Telephone Records</b> -Documentation -Service Record -System equipment inventory	Life of system, 2 years continually updated, retain superseded data 1 year	Paper/Electronic		
C23-75	<b>Timecards or time sheets</b>	3 years provided audited	Paper/Electronic		
C23-76	<b>Transfer Records Sheets</b> <i>Documents the transfer of records to the Records Center and Archives</i>	Permanent	Paper/Electronic		
C23-77	<b>Transient Records</b> -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		
C23-78	<b>Travel Requests</b> <i>Requests for reimbursement for employee travel</i>	3 years	Paper/Electronic		
C23-79	<b>Visitor's Log or Sign in Sheets</b>	1 year	Paper/Electronic		
	<b>Vehicle Mileage Log</b> Log of mileage and expenses incurred with county owned vehicles.	Until vehicle sold or disposed of	Paper/Electronic		
C23-80	<b>Voice Mail-Messages</b>	Until no longer administratively necessary	Electronic		
C23-81	<b>Webpage Data and Layouts</b> <i>Website information, data, format, and layout published on the county website</i>	Until updated, superseded or obsolete	Media		
C23-82	<b>Wellness &amp; Health Records</b> Comprehensive health program designed to maintain high level of employee well-being. Includes program activity details and employee participation.	2 years	Paper/Electronic		
C23-83	<b>Workers Compensation Claims</b>	10 years after last activity	Paper/Electronic		

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	<p><i>ORC 4123-Files covering claims made by employees for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms, and conditions, etc.</i></p>				
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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 Sec. 117.26 O.R.C