

Portage County Board of Commissioners **PUBLIC RECORDS POLICY POSTER**

THE COMPLETE POLICY AND ANY PUBLIC
RECORDS MAY BE OBTAINED AS FOLLOWS:

CONTACT PERSON: Allison Goudy, Administrative Assistant

LOCATION:	Portage County Water Resources
CONTACT TIMES:	7:30 AM – 4:00 PM
COST:	<u>Records may be inspected without cost</u>

Paper copies are five (5) cents per page (1st five pages are free), unless a specific fee is otherwise established by law.

Copies in other medium are charged at actual cost.

Payment for copies must be made in advance. Correct change or Checks made payable to Portage County Treasurer. Once payment is made and copies are ready, the documents will be released.

AVAILABILITY: Records will be made available promptly and within a reasonable time to allow exempt information to be redacted in accordance with Ohio Revised Code 149.43.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

For State Archives - LGRP Use Only
COUNTY COMMISSIONERS

Date Reviewed:

Form Scanned:

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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Portage County

Board of Commissioners
General Records Amendment

(local government entity)

Deborah Mazanec

(unit)

Commissioners' Chief
Administrator

5/3/12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission Portage County

330-297-3600

Records Commission

(telephone number)

449 South Meridian Street

Ravenna

44266

Portage

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: dmazanec@portageco.com

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.

Christy J. Smith

5-15-12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Signature

Govt. Records Archivist

Title

5/29/12

Date

Section D: Auditor of State

Martin E. Mah

Signature

6-6-12

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

Portage County Board of Commissioners

General Records Amendment

(local government only)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State/OHS-UGRP	(6) Required by OHS-UGRP
12-4	Agendas - Hard Copy Scanned Agendas	2 years 2 years	Paper Electronic		<input type="checkbox"/>
12-12	Automatic data processing and electronic data processing media	Erase when no longer of administrative value/No RC-3 required	Tape and/or digital		<input type="checkbox"/>
12-39	Dispatcher radio/telephone calls/audio recordings	30 days, erase and reuse providing no action is pending/No RC-3 required	Tape and/or digital		<input type="checkbox"/>
12-52	Hearings Audio and video recordings	1 year	Tape and/or digital		<input type="checkbox"/>
	Report of proceeding Transcripts	Permanent	Paper Paper		<input checked="" type="checkbox"/>
12-68	Minutes of meetings Official copy Audio and visual recordings	Permanent 1 year provided the meeting minutes are approved by the Board of Commissioners	Paper Tape and/or digital		<input checked="" type="checkbox"/>
	Drafts/Notes	Until official minutes are approved/No RC-3 required	Paper		<input checked="" type="checkbox"/>

RECORDS RETENTION : SCHEDULE (RC-2) - Part 2

Portage County Board of Commissioners

General Records Amendment

(local government only)

(null)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS IGRP	(6) RC-3 Required by OHS IGRP
12-69	911 System Documentation Logs Printouts Recording Tapes	Life of system 3 years 1 year 30 days then reuse provided no action is pending/No RC-3 required	Tapes, digital, electronic and/or paper	<input type="checkbox"/>	<input type="checkbox"/>
12-102	Surveillance tapes/videos	30 days then reuse provided no action is pending/No RC-3 required	Tape and/or digital	<input type="checkbox"/>	<input type="checkbox"/>
12-104	Tape recordings and video recordings	1 year after minutes are transcribed or approved	Tape and/or digital	<input type="checkbox"/>	<input type="checkbox"/>
12-122	Warranties Equipment Systems Service Parts	Life of the warranty plus one year	Paper	<input type="checkbox"/>	<input type="checkbox"/>
	This schedule covers records common to the Commissioners' Office and Board of Commissioners' departments. It is provided to authorize the disposal of records that have no				

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section 12: Records Retention Schedule

Portage County Board of Commissioners General Records Amendment

(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 IGRP	(6) Required by OHS IGRP
	further value to the agency and/or the county once their usefulness is terminated and the retention requirement has been met.				



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Water Resources

General Records

Auditor's report of the records
examined in the records
have been audited for the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.33, R.C.

(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
2012-1	Acceptance Letters for Projects	Permanent	P&E		<input type="checkbox"/>
2012-2	Administrative Leave Records	3 Years, Provided audited	P		<input type="checkbox"/>
2012-3	Agreements/Contracts	Permanent	P&M&E		<input type="checkbox"/>
2012-4	Applications for Employment	Human Resources record copy, Water Resources keep notes from interviews for 1 year	P		<input type="checkbox"/>
2012-5	Blueprints & Index	Permanent	P&E&M		<input checked="" type="checkbox"/>
2012-6	Charts	7 years	P		<input type="checkbox"/>
2012-7	Chemical Reports	Permanent	P		<input checked="" type="checkbox"/>
2012-8	Contract Books	Permanent	P		<input type="checkbox"/>
2012-9	Customer Complaints	Permanent	P		<input type="checkbox"/>
2012-10	Daily Reports	7 years	P		<input type="checkbox"/>
2012-11	Damage Claim Forms	5 Years after case closed	P		<input 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
2012-12	Easements/Deeds	Permanent	P		<input checked="" type="checkbox"/>
2012-13	EPA Monthly Reports/NPDES/Discharge Monthly Reports	7 Years	P		<input type="checkbox"/>
2012-14	EPA Permits/NPDES	5 Years	P		<input type="checkbox"/>
2012-15	EPA Violation/Correction Letters/Orders	5 Years/or until of no further admin. value	P		<input type="checkbox"/>
2012-16	Fog Program	Permanent	P&E		<input type="checkbox"/>
2012-17	Final Assessments	Permanent	P&E		<input type="checkbox"/>
2012-18	Flex and Comp Time Reports	3 Years Provided audited	P		<input type="checkbox"/>
2012-19	Flow Test Results	Permanent	P		<input type="checkbox"/>
2012-20	General Plans	Permanent	P&E		<input type="checkbox"/>
2012-21	Grease Trap Cleanings	Permanent	P		<input type="checkbox"/>
2012-22	Grievance Files	5 years after case closed	P		<input type="checkbox"/>
2012-23	Industrial Storm Water Permit	5 Years	P		<input 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
2012-24	Inspection Reports	Permanent	P&E		<input checked="" type="checkbox"/>
2012-25	Licenses, Permits & Certifications	1 Year after certification	P		<input type="checkbox"/>
2012-26	Maps & Plans	Permanent	P&M&E		<input checked="" type="checkbox"/>
2012-27	Monthly Reports	7 Years	P&E		<input type="checkbox"/>
2012-28	Operator Daily Report	7 Years	P		<input type="checkbox"/>
2012-29	Photo/Video Inspection Report	Permanent	P&E		<input checked="" type="checkbox"/>
2012-30	Planning Commission Files	Permanent	P&E		<input checked="" type="checkbox"/>
2012-31	Plans & Specs for Projects including shop drawings	Permanent	P&E&M		<input checked="" type="checkbox"/>
2012-32	Pretreatment Inspections	Permanent	P		<input checked="" type="checkbox"/>
2012-33	Prevailing Wage Rates	Permanent	P&E		<input type="checkbox"/>
2012-34	Project Files Developer & County	Permanent	P&E&M		<input checked="" type="checkbox"/>
2012-35	Proposals – Project Folder	Permanent	P		<input 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
2012-36	Pump Station Files	Permanent	P		<input type="checkbox"/>
2012-37	Random Drug & Alcohol Consortium Files	5 Years	P		<input type="checkbox"/>
2012-38	Resolutions	Permanent	P		<input checked="" type="checkbox"/>
2012-39	Safety/Loss Committee Reports and Records	5 Years	P		<input type="checkbox"/>
2012-40	Safety Training Record	5 years	P		<input type="checkbox"/>
2012-41	Satellite Report Ravenna Summit County	Permanent	P		<input checked="" type="checkbox"/>
2012-42	Scada Reports	Permanent	P		<input type="checkbox"/>
2012-43	Stock Inventory	Until superseded	P		<input type="checkbox"/>
2012-44	Services Contracts	15 years or until superseded or closed	P		<input type="checkbox"/>
2012-45	Sewer/Water Projects Project Files	Permanent	P&M&E		<input checked="" type="checkbox"/>
2012-46	Sewer Contractors List	Retain until superseded Obsolete or replaced	P&E		<input type="checkbox"/>
2012-47	Sewer/Water Permits Applications	Permanent	P&E		<input 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
2012-48	Sludge hauling and disposal files	7 years	P		<input type="checkbox"/>
2012-49	Special Program Records (coop, emergency water plan, etc.)	Permanent	P		<input type="checkbox"/>
2012-50	Strip Sheets/Atomic Absorption	Permanent	P		<input type="checkbox"/>
2012-51	Studies & Surveys	Retain as long as information has admin. value	P&E		<input type="checkbox"/>
2012-52	Subdivision Water Reports	5 Years	P		<input type="checkbox"/>
2012-53	Successful bids	Permanent	P		<input type="checkbox"/>
2012-54	Tap-in Fee Forms	Permanent	P&E		<input type="checkbox"/>
2012-55	Treatment Plant Files	Permanent	P		<input type="checkbox"/>
2012-56	Unsuccessful bids	Permanent	P		<input type="checkbox"/>
2012-57	Water Usage Reports	Permanent	P		<input type="checkbox"/>
2012-58	Wastewater Lab Bench Sheets	Permanent	P		<input checked="" type="checkbox"/>
2012-59	Water Bacteriology Analysis Report	7 years hard copy	P		<input 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
2012-60	Wastewater Billings (backup, flows, etc.) Ravenna, Summit County, Mantua	Permanent	P		<input type="checkbox"/>
2012-61	Water Chemistry Reports & Bench Sheets	7 Years hard copy	P		<input type="checkbox"/>
2012-62	Well Field Files	Permanent	P		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners

General Records

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Initiated by Auditor of State or OHS-LOIP	(6) RC-2 Required by OHS-LOIP
12-1	Accident Reports 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"/>
12-2	Accounts Receivable Ledger and Documents	3 years provided audited	Paper		<input type="checkbox"/>
12-3	Activity Reports	2 years	Paper		<input type="checkbox"/>
12-4	Agendas	2 years	Paper		<input type="checkbox"/>
12-5	Annual County Budgets	Permanent	Paper Microfilm		<input type="checkbox"/>
12-6	Annual Department/Office Budgets	5 years	Paper		<input type="checkbox"/>
12-7	Annual Reports	Permanent	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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-IGRP?	(6) RC-3 Required by OHS-IGRP
12-8	Applications for employment	1 year after receipt	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-9	Attendance Reports/Records	3 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-10	Audiovisual, PR & Training Materials	Until information is superseded Appraise for historical value	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-11	Audit reports (federal, state and internal)	5 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-12	Automatic data processing and electronic data processing media	Erase when no longer of administrative value/No RC-3 required	Tape	<input type="checkbox"/>	<input type="checkbox"/>
12-13	Badges and IDs	Turn in upon termination of employment		<input type="checkbox"/>	<input type="checkbox"/>
12-14	Bank deposit receipts	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-15	Bank statements	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-16	Blank forms	Until obsolete or superseded/No RC-3 required	paper	<input type="checkbox"/>	<input type="checkbox"/>
12-17	Blue prints/vellums	Until updated or obsolete Appraise for historical	paper	<input type="checkbox"/>	<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners

General Records

(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- LGAP	(6) RC-3 Required by OHS- LGAP
12-18	Bids (successful)	A. Copies of successful bids to provide goods and services – 3 years after expiration of contract B. Original, if made part of contract and filed with contract – 15 years after expiration of contract	Paper		<input type="checkbox"/>
12-19	Bids (unsuccessful)	2 years after letting of the contract	paper		<input type="checkbox"/>
12-20	Bond coupons	2 years provided audited	Paper		<input type="checkbox"/>
12-21	Bond registers	20 years after issue called or redeemed	Paper		<input type="checkbox"/>
12-22	Bonds (redeemed)	2 fiscal years after redeemed, provided audited	Paper		<input type="checkbox"/>
12-23	Budget preparation documents (working papers)	4 years	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditors/ State or OHS- LGRI	(6) RC-3 Required by OHS- LGRI
12-24	Bulletins, posters and notices to employees	Until no longer administratively necessary/No RC-3 required	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-25	Calibration records	5 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-26	Cancelled checks	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-27	Cash books/journals	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-28	Check registers	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-29	Claims and litigation records	5 years after case is closed and appeals are exhausted	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-30	Collective Bargaining Agreement/Union Contract	15 years after expiration	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-31	Compliance reports	5 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-32	Continuing education certificates/Class seminars/Training attendance records	Place in personnel file	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-33	Contracts/agreements	15 years after expiration	Paper	<input type="checkbox"/>	<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners

General Records

(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- ICRP	(6) RC-3 Required by OHS- ICRP
12-34	Copies of records	Destroy when no longer of administrative value/No RC-3 required	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-35	Correspondence Routine form letters General Executive	1 year 2 years 5 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-36	Delivery/packing slips	2 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-37	Desk/appointment calendar	3 months after end of calendar year	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-38	Disaster plans COOP (Continuity of Operations Plan)	Until updated or superseded/No RC-3 required Until updated or superseded/No RC-3 required	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-39	Dispatcher radio/telephone calls/audio recordings	30 days, erase and reuse providing no action is pending/No RC-3 required	Tape	<input type="checkbox"/>	<input type="checkbox"/>
12-40	Dog Warden Weekly Reports	Until audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-41	Drafts	Until no longer administratively necessary/No RC-3 required	Paper	<input type="checkbox"/>	<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Not used by Anybody of State of OH-S- LG/DP	(6) RC-3 Required by OH-S- LG/RT
12-42	Drawings, tracings, Mylars	Until superseded or obsolete. Appraise for historical value/No RC-3 required	Paper		<input type="checkbox"/>
12-43	Electronic mail (E-Mail) Non-record materials Personal Correspondence i.e. "let's do lunch" Non-state publications: i.e. electronic newsletters, advertisements Intermediate retention: i.e. general correspondence, informative letters & memos that do not affect policy Routine correspondence i.e. referral letters, requests for information Weekly or monthly reports Executive Correspondence	Retain according to content Delete Immediately/No RC-3 required Delete immediately/No RC-3 required Retain in accordance with correspondence guidelines (12-34) /No RC-3 required Six months 1 year for ongoing projects Retain in accordance with correspondence guidelines (12-34)	Paper/ Electronic		

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners

General Records

(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- ICRP	(6) RC-3 Required by OHS- ICRP
12-44	Equipment inventories	3 years	Paper		<input type="checkbox"/>
12-45	Equipment maintenance records	Life of equipment	Paper		<input type="checkbox"/>
12-46	Expense records	3 years	Paper		<input type="checkbox"/>
12-47	Fax Logs Messages	1 year Treat as correspondence	Paper		<input type="checkbox"/>
12-48	Federal grant files, supporting documents, and financial records	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims and audit findings resolved	Paper		<input type="checkbox"/>
12-49	Flow charts (operations)	2 years	Paper		<input type="checkbox"/>
12-50	Fuel usage records	3 years	Paper		<input type="checkbox"/>
12-51	General orders, directives, policies, rules, regulations or procedures	Until superseded Retain one copy until audited	paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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 LGU	(6) RC-2 Required by OHS LGU
12-52	Hearings Audio and video recordings Report of proceeding Transcripts	1 year Permanent 5 years	Tape Paper Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-53	Insurance policies	2 years after expiration, provided all claims are settled	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-54	Inventories (Annual of county property)	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-55	Invoices (paid)	County Auditor record copy -3 years Duplicate copies – 2 years	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-56	Job descriptions	Until superseded or classification abolished	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-57	Lawsuits – Claims and Litigation	5 years after case is closed and appeals exhausted	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-58	Leases Equipment Real estate	2 years after expiration 5 years after expiration provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-59	Leave requests (Sick and Vacation)	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>

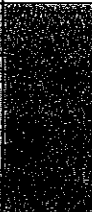

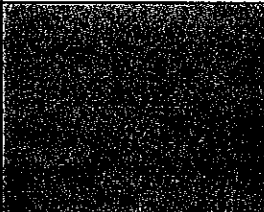











RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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- LG&P	(6) RC-3 Required by OHS- LG&P
12-60	Licenses, permits and certifications	1 year after expiration	Paper		
12-61	Mail Unsolicited mail Postal records	Until no longer administratively necessary/No RC-3 required	Paper		
12-62	Mailing lists	2 years Until updates, superseded or obsolete/No RC-3 required	Paper		
12-63	Management and operations reports Monthly/Quarterly/Semiannual Annual Consultant	Until incorporated in an annual report 5 years 5 year	Paper		
12-64	Manuals, handbooks, and directives	Until superseded, obsolete or replaced Retain one copy – 5 years	Paper		
12-65	Material safety sheets	Until superseded/No RC-3 required	Paper		
12-66	Meeting notices	1 year	Paper		

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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 OHSGRP	(6) Required by OHSGRP
12-67	Memoranda	Handle as correspondence (see schedule #12-35)	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-68	Minutes of meetings Official copy Audio and visual recordings	Permanent 1 year provided the meeting minutes are approved by the Board of Commissioners	Paper Tape	<input type="checkbox"/>	<input type="checkbox"/>
	Drafts/Notes	Until official minutes are approved/No RC -3 required	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-69	911 System Documentation Logs Printouts Recording Tapes	Life of system 3 years 1 year 30 days then reuse provided no action is pending/No RC-3 required	Tapes, electronic and/or paper	<input type="checkbox"/>	<input type="checkbox"/>
12-70	Oaths of office of elected officials	10 years after leaving office	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-71	Officials' bonds	10 years after expiration	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-72	Ohio Department of Liquor Control Notices	1 year	Paper	<input type="checkbox"/>	<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(fiscal 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-LOGP	(6) RC-2 Required by OHS-LOGP
12-73	Organizational Charts	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-74	Pay-ins to Treasury Records	3 years provided audited	Paper		<input type="checkbox"/>
12-75	Personnel files	2 years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balance	Paper		<input type="checkbox"/>
12-76	Petty cash records	3 years provided audited	Paper		<input type="checkbox"/>
12-77	Plats and maps	Permanent	Paper		<input type="checkbox"/>
12-78	Photo file	Until information is no longer current/No RC -3 required Appraise for historical value.	Paper		<input type="checkbox"/>
12-79	Preliminary drafts of letters, memoranda, worksheets, reports, and the preparation of recorded information	Destroy when no longer of administrative value to the office/No RC -3 required	Paper		<input type="checkbox"/>
12-80	Press/news releases	3 years	Paper		<input type="checkbox"/>
12-81	Printing orders	3 years	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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-ICNP	(6) RCs Required by OHS-ICNP
12-82	Professional Association records	Destroy when no longer of administrative value/No RC -3 required	Paper		<input type="checkbox"/>
12-83	Project plans and drawings	Life of project or when obsolete. Appraise for historical value	Paper		<input type="checkbox"/>
12-84	Publication stock	30 days after obsolete/No RC-3 required	Paper		<input type="checkbox"/>
12-85	Publications created by local government	Until superseded or obsolete. Retain one copy permanently	Paper		<input type="checkbox"/>
12-86	Purchase orders	3 years provided audited	Paper		<input type="checkbox"/>
12-87	Receipt documents	2 years provided audited	Paper		<input type="checkbox"/>
12-88	Receiving documents	3 years	Paper		<input type="checkbox"/>
12-89	Records of accrued fees	3 years provided audited	Paper		<input type="checkbox"/>
12-90	Records of receipts and expenditures	10 years	Paper		<input type="checkbox"/>
12-91	Records requests	2 years	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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
12-92	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper		<input type="checkbox"/>
12-93	Reference library materials	Until superseded, obsolete or replaced/No RC-3 required	Paper		<input type="checkbox"/>
12-94	Requisitions	3 years	Paper		<input type="checkbox"/>
12-95	Research files	5 years	Paper		<input type="checkbox"/>
12-96	Roster/directories	1 year after obsolete or superseded/No RC-3 required	paper		<input type="checkbox"/>
12-97	Scrapbooks/Yearbooks	Appraise for historical value/No RC -3 required	Paper		<input type="checkbox"/>
12-98	Speeches/presentations	3 years	Paper		<input type="checkbox"/>
12-99	State grant files, supporting documents, and financial records	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims and audit findings resolved	Paper		<input type="checkbox"/>
12-100	Statistical reports Monthly/quarterly/semiannual	Until incorporated into annual			<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(local government entity)

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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 DHS-ICRP	(6) RC-3 Required by DHS-ICRP
	Annual Consultant produced	report 5 years 5 years			
12-101	Surveying field notes	Permanent	Paper		<input type="checkbox"/>
12-102	Surveillance tapes/videos	30 days then reuse provided no action is pending/No RC-3 required	Tapes		<input type="checkbox"/>
12-103	Table of organization/organizational charts	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-104	Tape recordings and video recordings	1 year after minutes are transcribed or approved	Tape		<input type="checkbox"/>
12-105	Telephone records Messages Charges/bills Documentation Service record System equipment	Until no longer administratively necessary/No RC -3 required 2 years provided audited Life of system 2 years Continually updated – retain superseded data 1 year			<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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- LORD	(6) RC-3 Required by OHS- LORD
12-106	Time cards, time sheets, payroll sign in sheets	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-107	Training material/lesson plans	Until superseded/No RC-3 required	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-108	Transient records Post-it notes Text messages Instant messages	Until no longer administratively necessary/No RC -3 required	Paper and Electronic	<input type="checkbox"/>	<input type="checkbox"/>
12-109	Travel expense reports	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-110	Uniform records	3 years provided audited	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-111	Vehicle maintenance records	Until vehicle sold	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-112	Vehicle mileage records	Until vehicle sold	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-113	Vehicle mileage logs (departmental record)	1 year	Paper	<input type="checkbox"/>	<input type="checkbox"/>
12-114	Visitor log or sign-in sheets	1 year	Paper	<input type="checkbox"/>	<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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 per OHS-1002	(6) RC-3 Required by OHS-1002
12-115	Voice mail Messages	Until no longer administratively necessary/No RC -3 required		<input type="checkbox"/>	<input type="checkbox"/>
	System documentation	Life of system			
12-116	Voucher registers	3 years provided audited	Paper		<input type="checkbox"/>
12-117	Vouchers	3 years provided audited	Paper		<input type="checkbox"/>
12-118	Warrant registers/journals	3 years provided audited	Paper		<input type="checkbox"/>
12-119	Warrants (paid)	3 fiscal years provided audited	Paper		<input type="checkbox"/>
12-120	Work orders	2 years	Paper		<input type="checkbox"/>
12-121	Work schedules	1 year after schedule changed	Paper		<input type="checkbox"/>
					<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

Portage County Board of Commissioners General Records

(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- LQNP	(6) RC-2 Required by OHS- LQNP
	This schedule covers records common to the Commissioners' Office and Board of Commissioners' departments. It is provided to authorize the disposal of records that have no further value to the agency and/or the county once their usefulness is terminated and the retention requirement has been met.				<input type="checkbox"/>