

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY Records Commission

(2) FROM: CHILD SUPPORT ENFORCEMENT AGENCY

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official:

Anthony M. Vata 11-15-90
 Name, title _____ Date _____

Chairman, Records Commission:

Christopher ... 11-15-90
 Name _____ Date _____

Ohio Historical Society:

John Stewart 8/22/91
 Name _____ Date _____

Auditor of State, Bureau of Inspection and Supervision:

Roman Aguirre Berke 11/15/90
 Name _____ Date _____

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
90-1	BANK RECONCILIATIONS (11-1-76-PRESENT)	FISCAL, 3 years after audit	Audited means audited by the Auditor of State and the Audit report is released.
90-2	CANCELLED SUPPORT CHECKS (11-76-PRESENT) destroying thru 12-31-86	fiscal, (recommend <u>3 yrs</u>)	
90-3	RECEIPT BOOKS (receipts issued to clients on child support payments) (11-76-12-31-80) (recommend destroying)	FISCAL 3 years after audit	Audited means audited by the Auditor of State and the Audit report is released.
90-4	REDEEMED & UNREDEEMED CHECK LIST (computer printouts) (8-81-PRESENT) <i>retain as long as administrative needs</i> (recommend destroying)	fiscal	
90-5	CHECK REGISTERS (Daily list of support checks sent out) (8-81-12-87) (recommend destroying thru 12-86)	FISCAL, 3 years after audit	
90-6	PURCHASE ORDERS (12-87-PRESENT) (copies kept in office.)	3 years after end of fiscal year provided audited.	
90-7	PERSONNEL FILES (7-72-PRESENT) <i>(should be filmed)</i>	until employee is terminated then microfilm & retain microfilm permanently	
90-8	TIME SHEETS (time cards, time sheets, leave requests etc...) (1-88-PRESENT)	3 years after end of fiscal year provided audited by state.	
90-9	INVOICES (paid to various vendors/copies for office records) (1-88-PRESENT)	FISCAL, 3 years after audit	
90-10	EMPLOYMENT APPLICATIONS (1-89-PRESENT)	one year after receipt	
90-11	BUDGETS & AUDIT REPORTS (1-88-PRESENT)	PERMANENT	
90-12	CASE FILES- (Support) (1-88-PRESENT) <i>(should be filmed)</i>	3 years after case closed provided all support obligations have been fully satisfied.	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
90-13	<i>(should be filmed)</i> PAYMENT CARDS, DISTRIBUTION CARDS (payment cards are no longer used. started using distribution cards approx. 1981.) these contain history of payments on ADC & non-ADC cases	✓ 11	11
90-14	PAYROLL RECORDS- (for CSEA employees) (5-88-PRESENT)	3 years after audit.	
90-15	INVENTORIES (1988-PRESENT) list of equip & etc... belonging to CSEA	3 years after audit.	
90-16	CONTRACTS - contracts between various vendors, depts., etc. with CSEA (1988-PRESENT)	15 years	
90-17	CASH BOOKS- (14-76-PRESENT)	until all items are cleared, audited by FISCAL.	Audited by Auditor of State and Audit is released.
90-18	BIDS- for labs for blood testing purposes (1989-PRESENT)	✓	
90-19	JOB DESCRIPTIONS - (1988-PRESENT)	until superceded	or classification abolished
90-20	PAYMENT HISTORIES MICROFICHE - this information is placed on microfilm at the end of each calendar year.	RETAIN PERMANENTLY	<i>(includes 90-13)</i>
90-21	RECEIPTS - of payin made to County Auditor	3 years after audit	Audited means audited by the Auditor of State and the Audit report is released.