

# *Ohio County Records Manual*

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Thank you for using the Ohio County Records Manual published by the Ohio Historical Society's Local Government Records (LGR) Program. This manual lists many county record series and provides *suggested* retention periods. Records that are not listed in this manual should be evaluated by the records creator and local records commission in order to determine an appropriate retention period. To determine of the retention period of a record series, evaluate the series based on its administrative, legal, fiscal, and historical value to the county or the State of Ohio.

A record has **administrative** value if it is needed to conduct the current business of the county office creating it. Administrative value diminishes over time because it is no longer needed for current business.

A record has **legal** value if it documents or protects the legal rights of the county office that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.

A record has **fiscal** value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounting records have been audited. Records of activities funded with combinations of state and federal funds often must be retained longer than records pertaining solely to county funds.

A record has **historical** value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination.

The retention periods suggested in this manual are based upon the application of each of the four values of records to each record series. Please be aware that these values are not static and can change as fiscal and legal requirements change. A local government may adopt retention periods different from those suggested in this manual.

## **Using this Manual**

This manual is presented in chapters corresponding to major offices found in Ohio county governments. *All* county departments, boards, commissions and other entities associated with the county can use the General Records Schedules found at the back of the Manual after it has been properly approved.

Note: "Audited" and "Provided Audited", when used in this manual and on all RC-1, RC-2 and RC-3s, means: the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26 Ohio Revised Code. To confirm audit periods and release dates, contact your fiscal officer or the Ohio Auditor of State's Clerk of the Bureau, Columbus.

## **Role of the Ohio Historical Society**

The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the "archives administration for the State of Ohio and its political subdivisions." As such, when local



governments dispose of records, OHS has the first right to select records for permanent archival preservation that have continuing historical value to the State of Ohio and its citizens (Sec. 149.38 ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program (LGRP). The LGRP works with counties to develop practical records management programs. For more information about establishing a records management program, you may want to refer to the *Local Government Records Handbook*. The Ohio Historical Society has designated eight Ohio Network of American History Research Centers (Network Centers) as depositories for local government records within their respective regions. Counties devoting space to the storage of historical records may want to consider transferring those records for permanent preservation in a true archival setting at no cost to the county while permitting access to researchers. County records transferred to the custody of a network center retain their own identity as records belonging to the originating county and are available to the originating county should the need arise.

### **Publications Available from the Ohio Historical Society LGR Program**

*Ohio County Records Manual\**

*Ohio Municipal Records Manual\**

*Ohio Township Records Manual\**

*Local Government Records Handbook\**

*Guidelines for Managing E-mail*

*Guidelines for Implementing a Digital Imaging System*

Contact the LGR Program to order a paper copy of these publications. All of these publications are freely available on the Ohio Historical Society's web site at <http://www.ohiohistory.org/lgr>

\*There is a fee for the print version of these publications.

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Contact the OHS Local Government Records Program (614/297-2553) with your constructive comments and suggestions. Our email address is [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org).

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## OHIO NETWORK OF AMERICAN HISTORY RESEARCH CENTERS

1. University of Akron - Archives Services  
Polsky Building  
225 S. Main St.  
Akron, OH 44325-1702  
(330) 972-7670
2. Center for Archival Collections  
Jerome Library - 5th Floor  
Bowling Green State University  
Bowling Green, OH 43403-0175  
(419) 372-2411
3. Archives & Rare Books Department  
Blegen Library - 8th Floor  
University of Cincinnati  
Cincinnati, OH 45221-0113  
(513) 556-1959
4. Local Government Records Program (LGRP)  
Ohio Historical Society - State Archives  
1982 Velma Avenue  
Columbus, OH 43211-2497  
(614) 297-2553
5. Archives and Special Collections  
Ohio University - Alden Library  
Athens, OH 45701-2978  
(740) 593-2710
6. Western Reserve Historical Society Library  
10825 East Blvd.  
Cleveland, OH 44106-1788  
(216) 721-5722
7. Archives and Special Collections  
Wright State University - Dunbar Library  
Dayton, OH 45435-0001  
(937) 775-2092
8. Youngstown Historical Center of Industry and Labor  
151 West Wood Street  
PO Box 533  
Youngstown, OH 44501-0533  
(330) 743-5934



## **AGRICULTURAL SOCIETY**

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ANNUAL FAIR PROGRAMS	Permanent (1 copy)
ANNUAL REPORTS	Permanent
BOARD MINUTES	Permanent
JUDGES' BOOKS	Two years
PHOTOGRAPHS/SCRAPBOOKS	Permanent



## **ANIMAL SHELTER/HUMANE SOCIETY**

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ADOPTION RECORDS	One year
ANNUAL REPORTS	Permanent
CRUELTY INVESTIGATIONS	Permanent
DESTRUCTION RECORDS	Two years
DOG LICENSE APPLICATIONS	Permanent (per ORC 955.07)
LOG BOOKS	Ten years
MEDICATION RECORDS	Two years
MINUTES	Permanent
QUARANTINED RECORD	Two years
RECEIPTS AND EXPENDITURES	Five years, provided audited
RECEIPTS FOR ANIMALS	Three years, provided audited
RELEASE RECORDS	Two years
STATISTICAL REPORTS	Until incorporated in Annual Report
TELEPHONE LOG	Three years
WARNING TICKETS	One year





## BOARD OF COUNTY COMMISSIONERS

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ANNEXATION FILES	See <b>Board of Zoning Appeals</b> , Rural Zoning Commission
ANNUAL INVENTORY OF COUNTY PROPERTY	One year after audited
AUDITOR'S CERTIFICATES (Title Varies)	Two years
BOARDS, COMMISSIONS, AND AGENCY REPORTS	Ten years
BRIDGE RECORDS	See County Engineer Section
BUDGET RECORDS	Ten years
COMMISSIONERS' JOURNAL (May be subdivided into Commissioner's Journal, Commissioners' Journal – Welfare, and Commissioners' Journal - County Home.)	Permanent
COMMISSIONERS' JOURNAL – COUNTY HOME	Permanent
COMMISSIONERS' JOURNAL – WELFARE	Permanent
COMMISSIONERS' RESOLUTIONS	Five years
COUNTY DEPARTMENTS' REPORTS	Ten years
COUNTY HOME TRANSACTIONS RECORD	Five years
DITCH FILES	See <b>County Engineer</b>
DITCH RECORDS	See <b>County Engineer</b>
DOCKET OF BILLS FILED	See <b>County Auditor</b>
DOCKET OF BILLS FILED – COUNTY HOME	See <b>County Auditor</b>
DOG WARDENS' WEEKLY REPORTS	Two years
GRANT RECORDS	Three years after end of project (federal and state grants may have other requirements stipulated)
INDEX TO COMMISSIONERS' JOURNAL	Permanent
INDEX TO COMMISSIONERS' JOURNAL – BILLS ALLOWED	Five years
INDEX TO COMMISSIONERS' JOURNAL – COUNTY HOME (Index to Commissioners' Journal – Infirmary)	Permanent
INDEX TO COMMISSIONERS' JOURNAL – WELFARE (Note: Because of confidentiality restrictions, names of individual welfare recipients will not appear in either the	Permanent



index or the commissioners' journal. Welfare payments may be indexed in "Index to Commissioners' Journals – Bills Allowed," instead of a separate index.)

INDEX TO EMERGENCY POOR RELIEF BILLS

Five years

INDIGENT SOLDIER BURIAL RECORDS

Permanent

RECORD OF RECEIPTS AND EXPENDITURES  
COUNTY HOME

See **Board of County Commissioners,**  
Commissioners' Journal – County  
Home

ROAD RECORDS

See County Engineer Section

STREETS AND ALLEYS RECORDS

Permanent



## BOARD OF EDUCATION

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ADOPTED COURSES OF STUDY	Until superceded
ADOPTED SPECIAL EDUCATION PROGRAMS	Until superceded
ADOPTED SPECIAL PROGRAMS	Until superceded
ADMINISTRATIVE REGULATIONS	One year after superceded
AGENDAS	One year
AGREEMENTS (Bargaining and other)	Ten years
BLUEPRINTS, PLANS, MAPS	Permanent
BOARD MEETING NOTICES	One year
BOARD POLICY BOOKS AND OTHER ADOPTED POLICIES	One year after superceded
BUDGET POLICY FILES	Five years
COURT DECISIONS	Permanent
CLAIMS AND LITIGATION	Permanent
DEEDS, EASEMENTS, LEASE, ABSTRACTS	Permanent
ELECTION RECORDS	Ten years
MINUTES	Permanent
ORGANIZATION REPORTS	Two years, provided audited
BANK DEPOSITORY AGREEMENTS	Four years after Completion
RECORDS AND DISPOSITION FILES	Permanent
WORKER'S COMPENSATION CLAIMS	Ten years after financial payment made

### ***Employee Records***

(Employee Files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents that became part of the file.)

APPLICATIONS FOR EMPLOYMENT (not hired)	Two years, provided audited
CERTIFIED ACTIVE AND INACTIVE EMPLOYEE RECORDS	Permanent
CIVIL RIGHTS, CIVIL SERVICE AND, DISCIPLINARY REPORTS	Permanent
CLASSIFIED ACTIVE EMPLOYEES	Permanent



CLASSIFIED INACTIVE EMPLOYEES	Permanent
EMPLOYEE CONTRACTS AND SALARY NOTICES	Four years after termination from employment
I-9 IMMIGRATION VERIFICATION FORMS	Termination of employment plus one year
IRREGULAR EMPLOYEE CONTRACTS (Substitutes, etc.)	Four years after contract expires
JOB DESCRIPTIONS	Until superceded
PROFESSIONAL CONFERENCES APPLICATION	2 years, provided audited
RETIREMENT LETTERS	Permanent
SCHEDULES OF EMPLOYEES	Fiscal year plus two years
STUDENT HELPER APPLICATIONS	Two years
SUBSTITUTE TEACHER RECORDS	Twenty-five years
UNEMPLOYMENT CLAIMS	Four years after final claim paid, provided audited
UNEMPLOYMENT RECORDS	Four years, provided audited
TEACHER PERSONNEL REPORTS (internal)	Fiscal year plus one year
<b><i>Student Records</i></b>	
ACTIVITIES RECORDS	Permanent
ACCIDENT REPORTS	Five years provided no action pending
AGE AND SCHOOLING RECORDS (Work Permits)	Three years
ATTENDANCE RECORDS	Permanent
CHILD ABUSE/NEGLECT REFERRAL LETTERS	Until student's graduation
COSMETOLOGY RECORDS	Permanent
DISCIPLINE RECORDS	Until student's graduation
EMERGENCY INFORMATION	Until superceded
ENROLLMENT/WITHDRAWAL INFORMATION	Permanent
FOREIGN EXCHANGE RECORDS	Permanent
FREE/REDUCED PRICE LUNCH APPLICATIONS	Four years



GRADES/TRANSCRIPTS	Permanent
HEALTH/MEDICAL RECORDS	Until student's graduation
HEARING SCREENING RECORDS	Until student's graduation
HOME SCHOOLED STUDENT RECORDS	Permanent
IMMUNIZATION RECORDS	Until student's graduation
INDIVIDUAL EDUCATIONAL PLAN (IEP)	Seven years
INDIVIDUAL TEST RESULTS	Permanent
INTERVENTION RECORDS	Permanent
LETTERS TO PARENTS	Until student's graduation
OFFICE DISCIPLINE RECORDS	Until student's graduation
OFFICE RECORD CARD (K-9)	Permanent
PRE-SCHOOL SCREENING PROFILES	Three years
PSYCHOLOGICAL RECORDS (Restricted)	Seven years
STANDARDIZED COMPETENCY/PROFICIENCY APTITUDE TESTS	Permanent
STUDENT RECORD FOLDERS	Permanent
SUSPENSIONS/EXPULSIONS RECORDS	Permanent
TEACHER GRADE BOOK/ RECORDS	Three years, provided audited
VISUAL SCREENING	Until student's graduation
<b><i>Buildings Records</i></b>	
ACCOUNT FORMS/BUDGET FORMS	Two years, provided audited
BUDGET/APPROPRIATION RECORDS	Four years, provided audited
BUILDING HEALTH INSPECTIONS	One year, after end of fiscal year
PAY-IN/PAY OUT FORMS	Two years, provided audited
RECEIPTS/DEPOSIT SLIPS	Four years, provided audited
REQUISITION/PURCHASE ORDERS	Four years, provided audited
SUPPLIES INVENTORIES	Until superceded
STUDENT ACTIVITY RECORDS	Two years, provided audited



STUDENT HANDBOOKS	Until superceded
TEXTBOOK INVENTORIES	Until superceded
TICKET SALES REPORTS	Two years, provided audited
TORNADO AND FIRE DRILL RECORDS	One year, after end of fiscal year
<b><i>Administrative Records</i></b>	
BIDS AND SPECIFICATIONS (Successful)	Four years/completion of project, provided audited
BIDS AND SPECIFICATIONS (Unsuccessful)	One year, provided audited
CONTRACTOR FILES(Resolutions, additions, Drawings, etc.)	Until project completed, if no action pending, provided audited
ENVIRONMENTAL REPORTS AND DATA (Asbestos, etc.)	Four years, provided audited
PLANT AND EQUIPMENT INVENTORY	Until superceded, provided audited
PREVAILING WAGE RECORDS	Four years, provided audited
PREVENTATIVE MAINTENANCE REPORTS	Fiscal year plus two years
RENTAL INFORMATION (Use of Facilities)	Four years, provided audited
REPAIR, INSTALLATION AND MAINTENANCE RECORDS	Four years, provided audited
SALES POTENTIAL FORMS (Student Activities)	Four years, provided audited
SCHOOL CALENDARS	Five years
STUDENT ACTIVITY PURPOSE CLAUSE	Four years, provided audited
TEXTBOOK/WORKBOOK INVENTORY	Until superceded, provided audited
VANDALISM REPORTS	Four years, provided audited
WARRANTY/GUARANTEE	Life/warranty of equipment
WORK ORDERS	Four years, provided audited
<b><i>Special Education Records</i></b>	
INDIVIDUAL EDUCATIONAL PLAN (IEP)	Seven years
PSYCHOLOGICAL RECORDS (Restricted)	Until student's graduation
SPECIAL EDUCATION TUTORING REPORTS	Ten years



### ***Transportation Records***

ABSTRACTS	One year
ACCIDENT REPORTS	Three years provided no action pending
CERTIFICATION, SUPERINTENDENT	One year
DRIVER PHYSICAL	Two year after termination
FIELD TRIP FORMS AND DRIVER FORMS	Fiscal year, plus two years
FUEL CONSUMPTION DATA	Four years, provided audited
SUPPLIES INVENTORY	Until Superseded, provided audited
TRANSPORTATION RECORDS	Four years, provided audited
VEHICLE DEFECT REPORT	Life of vehicle
VEHICLE REGISTRATION	Life of vehicle

### ***Food Service Records***

FOOD SERVICE RECORDS (Menus, food production, milk sold, students served)	Four years, provided audited
INVENTORIES	Until superseded, provided audited
LICENSE, LUNCHROOM	Until terminated, plus one year
LUNCHROOM RECORDS (Cash register tapes, cashier's daily reports)	Four years, provided audited
LUNCHROOM REPORT (Free and Reduced)	Seven years

### ***Financial Records***

ACCOUNTS PAYABLE LEDGERS	Five years, provided audited
ACCOUNTS RECEIVABLE LEDGERS	Five years, provided audited
ACCOUNT REPORT	Five years, provided audited
ACCOUNTING DATA	Four years, provided audited
ACTIVITY FUND CASH JOURNAL AND LEDGER	Five years, provided audited
ANNUAL FINANCIAL REPORTS	Five years, provided audited
APPROPRIATION LEDGERS	Five years, provided audited



APPROPRIATION RESOLUTIONS	Five years
BONDS AND COUPONS	Until bond issues redeemed, provided audited
BOND REGISTER	20 years after issue expires
BUDGET (Annual)	Five years, provided audited
BUDGET WORK PAPERS	Five years, provided audited
CANCELLED CHECKS AND BANK STATEMENTS	Four years, provided audited
CERTIFICATE OF ESTIMATED RESOURCES	Five years
CHECK REGISTER	Five years, provided audited
CONTRACTS	Fifteen years after expiration
DEPOSIT SLIPS/CASH PROOFS	Four years, provided audited
DETAIL REPORT	Five years, provided audited
DELIVERY/PACKING SLIPS	One year, provided audited
EMPLOYEE BONDS, BOARD MEMBER BONDS	Five years
EXTRA TRIP RECORDS	Four years, provided audited
FEDERAL PROGRAM FILES (Title I, II, III, IV-B, IV-C, & VI-B, Chapter 1, 2; Drug Free, etc.)	Ten years, provided audited
FINANCIAL SUMMARY	Five years, provided audited
FOUNDATION DISTRIBUTION	Five years, provided audited
INSURANCE POLICIES	Fifteen years after expiration, provided all claims settled
INVESTMENT LEDGER	Five years, provided audited
INVESTMENT RECORDS (May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc.)	Four years, provided audited
INVOICE LIST	Five years, provided audited
MONTHLY FINANCIAL REPORTS	Four years, provided audited
PUBLICATION NOTICE	Four years, provided audited
PURCHASE ORDER LISTING	Five years, provided audited
RECEIPT BOOK	Four years, provided audited





REQUISITIONS	One year, after end of fiscal year
REVENUE JOURNALS	Five years, provided audited
SCHOOL FINANCE MONTHLY STATEMENTS	Four years, provided audited
SECURITIES	Permanent
SERVICE CONTRACTS	Four years, provided audited
STUDENT ACTIVITY FUND (Budgets, purpose, evaluation)	Four years, provided audited
STUDENT ACTIVITY FUND (Pay-ins, pay-outs, receipts/deposits, cancelled checks, reports)	Four years, provided audited
STATE PROGRAM FILES (Aux. Services, DPPF, Adult vocational, excess lottery, data processing, public/private grants, etc.)	Ten years, provided audited
STATE REIMBURSEMENT SETTLEMENT SHEETS	Five years, provided audited
STATE SALES TAX REPORTS	Four years, provided audited
STATE SUBSIDY REQUESTS (Applications for driver education, pupil transportation, special education, etc.)	Three years, provided audited
TAX ANTICIPATION NOTES (Records borrowing against future tax collections)	Ten years, provided audited
TAX APPORTIONMENTS, SEMI-ANNUAL	Five years
TAX SETTLEMENTS (semi-annual) and ADVANCE	Five years, provided audited
TRAVEL EXPENSE REPORT BOARD AND EMPLOYEES	Four years, provided audited
TRAVEL EXPENSE VOUCHERS	Ten years, provided audited
TUITION FEES AND PAYMENTS	Four years, provided audited
UNEMPLOYMENT CLAIMS	Five years
VOUCHERS, INVOICES, AND PURCHASE ORDERS	Ten years, provided audited
VENDOR LISTING	Five years, provided audited
 <b><i>Payroll Related Records</i></b>	
BUREAU OF EMPLOYMENT SERVICE QUARTERLY REPORTS	Seven years
ANNUITY REPORTS	Four years, provided audited
BENEFIT FOLDER/REPORT	Four years, provided audited



CITY INCOME TAX (Monthly/Annual)	Six years and current, provided audited
DEDUCTION AUTHORIZATION	Until superceded or employee terminated
DEDUCTION REPORTS/VOLUNTARY EMPLOYMENT PAYROLL DEDUCTIONS	Four years, provided audited
EARNINGS REGISTER (By staff member,	Permanent
EMPLOYEE INSURANCE BILLS, MEDICAL, DENTAL, AND LIFE	Four years, provided audited
EMPLOYEE REQUEST AND/OR AUTHORIZATION (Sick, vacation, personal, or other leave)	Four years, provided audited
EMPLOYEE VACATION/SICK LEAVE RECORDS	Four years, provided audited
FEDERAL INCOME TAX (Quarterly/Annual)	Six years and current, provided audited
MONTHLY PAYROLL REPORTS (Leave usage	Permanent
OHIO INCOME TAX (Quarterly/Annual)	Six years and current, provided audited
OVERTIME AUTHORIZATION	Six years
PAYCHECK REGISTER (Not ledger)	Four years, provided audited
PAYROLL BANK STATEMENT	Four years, provided audited
PAYROLL LEDGERS (Bi-weekly payroll reports,	Permanent
PAYROLL CALCULATIONS	Four years, provided audited
PAYROLL REPORTS (All reports used for each payroll excluding payroll ledgers, earning registers, monthly payroll reports)	Four years, provided audited
PAYROLL UPDATE LISTINGS	Four years, provided audited
SCHOOL EMPLOYEES RETIREMENT SYSTEM REPORTS	Four years, provided audited
SCHOOL INCOME TAX (Monthly/Annual)	Six years and current, provided audited
STATE TEACHERS SYSTEM AND SCHOOL EMPLOYEES RETIREMENT SYSTEM WAIVERS	Four years, provided audited
STATE TEACHER RETIREMENT SYSTEM REPORTS	Four years, provided audited
TIME SHEETS	Six years
W-2 (Employer Copy)	Six years and current, provided audited



## **Reports**

#59 AND # 659 OR #4502 REPORTS	Five years
#25 AND #625 REPORTS	Five years
COUNTY AUDITOR: ANNUAL WAGES (for W.C.)	Five years
COUNTY AUDITOR: BANK BALANCE CERTIFICATION	Five years
DRIVERS EDUCATION REPORTS	Five years
OHIO COMMON CORE DATA REPORT	Five years
OHIO DEPARTMENT OF EDUCATION REPORTS	Five years
OS/CIVIL RIGHTS REPORTS	Ten years
PERSONNEL STATE REPORTS	Four years, provided audited
SCHOOL FINANCE REPORTS	Five years
SPECIAL EDUCATION REPORTS	Seven years
SM-1 & SM-2 (Annual and quarterly)	Ten years
STATE AUDIT REPORTS	Five years
STATE MINIMUM STANDARDS	Ten years
TITLE IX REPORTS	Ten years
TRANSPORTATION	Four years, provided audited
VOCATION EDUCATION REPORTS	Five years
<b>Miscellaneous Records</b>	
ATTENDANCE AREA RECORDS	Until superceded
BUILDING, BOILER, MAINTENANCE REPORTS	Two years, provided audited
DIRECTIVES, STANDARDS, LAWS FROM LOCAL, STATE, FEDERAL AND GOVERNMENTAL AGENCIES	Until superceded
EMPLOYEE HANDBOOKS	Until superceded
ENROLLMENT RECORD (By grade and building)	Permanent
HEALTH REPORTS	Two years, after end of fiscal year
PERSONNEL DIRECTORY	Ten years
SCHOOL CALENDARS	Five years



## BOARD OF ZONING APPEALS

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CONDITIONAL USE RECORDS	Five years
MINUTES OF THE BOARD OF ZONING APPEALS	Permanent
VARIANCE RECORDS	Five years
<b><i>Building Regulation</i></b>	
APPLICATIONS FOR CERTIFICATES OF ZONING COMPLIANCE	Two years after end of fiscal year
BUILDING MASTER CARDS	Permanent
BUILDING PERMIT APPLICATIONS	Twenty years after end of fiscal year
BUILDING PERMITS	One year after end of fiscal year
BUILDING PLANS	Until structure is complete and has passed final inspection
ELECTRICAL MASTER CARDS	Permanent
ELECTRICAL PERMIT APPLICATIONS	Sixteen years after end of fiscal year
ELECTRICAL PERMITS	One year after date of issuance
HEATING MASTER CARDS	Permanent
HEATING PERMIT APPLICATIONS	Sixteen years after end of fiscal year
HEATING PERMITS	One year after end of fiscal year
INSPECTION FILE	Permanent
MOVING PERMITS	Two years after end of fiscal year
VIOLATION NOTICES	Three years after violation corrected
WRECKING PERMITS	Three years
<b><i>Rural Zoning Commission</i></b>	
ANNEXATION FILES	Permanent
INDEX TO ANNEXATIONS AND ZONINGS	Permanent
MINUTES OF THE RURAL ZONING COMMISSION	Permanent
PLAT BOOKS	Until obsolete or superseded then appraise for historical value



ZONING CASE FILES

Five years

ZONING RESOLUTIONS

Permanent



## **BOARD OF MENTAL HEALTH AND RETARDATION (648 BOARD)**

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ACCOUNT RECORDS	Five years
ADMITTANCE RECORDS	Permanent
AGENCY FILES	Permanent
ANNUAL REPORT OF SERVICES AND FUND APPROPRIATIONS	Permanent
ANNUAL REPORTS	Permanent
CLIENT FILES	Twenty years after last contact
GRANT RECORDS	Three Years after grant expires. Retain rejected applications one year after date of rejection.
MEDICAL RECORDS - CLIENTS	Ten years
MINUTES	Permanent
TITLE XX RECORDS – SOCIAL SERVICES	Five Years
TRUST FUNDS	Twenty Years



## **BOARD OF MENTAL RETARDATION/DEVELOPMENTAL DISABILITY (169 BOARD)**

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ANNUAL CERTIFICATIONS	Three years
ANNUAL STATEMENTS	Three years
BUS DRIVERS' RECORDS	Two years after termination of driver
CARDEX FILE OF STUDENTS	Permanent
CASH BOOKS	Ten years after audit
CERTIFICATION FILES	Two years after termination
DAILY ATTENDANCE RECORDS	Two years
DAILY CLASS ATTENDANCE RECORDS OF TEACHERS	Three years
DAILY PUPIL ABSENTEE REPORTS BY LOCATION	Two years
GENERAL APPLICATIONS FOR PROGRAM APPROVAL	Permanent
HOME TRAINING REPORTS	Three years
INDIVIDUAL ATTENDANCE RECORDS	Consolidate with student file after audit
INSURANCE POLICIES	Two years after expiration
INVENTORIES OF COUNTY PROPERTY	Three years
MEAL PROGRAM RECORDS	Two years
MINUTES	Permanent
MONTHLY ATTENDANCE REPORTS	Five years
MONTHLY ATTENDANCE SHEETS	Three years
PERSONNEL FILES	Permanent
PSYCHOLOGIST REPORTS	Three years
PUBLICATIONS	One copy Permanent
MINUTES	Permanent
REFERENCE MATERIALS	Until superseded or obsolete
ROSTER AND TRANSPORT CHANGES	Two years
SCHOOL CALENDARS	Three years
SCHOOL DISTRICT MONTHLY REPORTS	Five years



SCHOOL HEALTH RECORDS	Seven years after last contact
SOCIAL WORKERS' RECORDS	Ten years after last contact
STUDENT FILES	Permanent
TITLE XX RECORDS – SOCIAL SERVICES	Five years
TRAVEL EXPENSE REPORTS	Three years
VENDOR FILES	Until obsolete or superceded
VOUCHER REGISTERS	Three years





## **BOARD OF REVISION**

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MINUTES

Permanent

NOTICES OF APPEAL

Six years after appeal has been decided

TAX COMPLAINTS

Six years after complaint has been resolved



## **BUDGET COMMISSION**

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BUDGETS	Permanent
CERTIFICATE OF ESTIMATED RESOURCES	Five years
MINUTES	Permanent



**CHILD SUPPORT ENFORCEMENT AGENCY**

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CANCELLED CHECKS	5 years provided audited
CASE FILES CLOSED CONTINUOUSLY FOR 3 YEARS	3 years provided audited
CHECK REGISTERS	5 years provided audited



## CHILDREN'S SERVICES BOARD

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ADMITTANCE RECORDS (Children's Home Register, Records on Inmates)	Permanent
ADOPTION RECORDS	Permanent
ANNUAL FINANCIAL REPORTS	Five Years
ANNUAL REPORTS	Permanent
ANNUAL STATISTICAL REPORTS	Permanent
BOARDING HOME FILES (Foster Home Files)	Until file becomes inactive, then transfer to Boarding Home Record – Inactive or Boarding Home Record – Withdrawn
BOARDING HOME FILES – INACTIVE	Five years after contract has been fulfilled
BOARDING HOME FILES – WITHDRAWN	Five years after contract is withdrawn or terminated
CASE FILES	Permanent
CHILDREN'S HOME DEATH RECORDS	Permanent
CHILDREN'S HOME INDENTURE RECORDS	Permanent
CRIPPLED CHILDREN'S CASE FILES	Five years after last contact with child
DAILY MOVEMENT OF POPULATION RECORDS	Two years
FAMILY INDEX AT CASE FILES	Until case becomes inactive
INVESTIGATION RECORDS	Five years after investigation complete
MASTER INDEX TO CASE FILES	Permanent
MINUTES OF BOARD OF TRUSTEES OF CHILDREN'S HOME (Title Varies: Children's Services Board Minutes)	Permanent
MONTHLY STATISTICAL REPORTS	Five years
SOCIAL WORKERS' REPORTS	Three years
VISITORS' REGISTERS	One year



## **CLERK OF COURTS**

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Records of the Clerk of Courts are subject to the Ohio Supreme Court's Rule 26 to 26.05 of the Rules of Superintendence. Consult these Rules for retention periods and guidance.

### ***Auto Titles***

Since Auto Title Records are not currently included in Rule 26, we are providing suggested periods for these records

DAILY REPORTS	Two years provided audited
RECEIPTS FOR CANCELLATION OF LIEN	Two years provided audited
RECEIPTS FOR NOTATION OF LIENS	Two years provided audited
TITLES	Ten years after the date of issuance



## COUNTY AUDITOR

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ABSTRACT OF EXEMPTED REAL AND PERSONAL PROPERTY TAX LISTS	Permanent
ABSTRACTS OF DELINQUENT TAX (May be subdivided by Real, Personal, and Classified)	Permanent
ABSTRACTS OF HOUSE TRAILER TAX	Three years
ABSTRACTS OF INDEBTEDNESS	Permanent
ABSTRACTS OF TAX/ASSESSMENT LIST (May be subdivided into Public Utilities, Classified, Exempt, Estates, Personal)	Permanent
ADDITION AND DEDUCTION LISTS (Record of Additions and Deductions)	Six years
ADDITION AND SUBDIVISION RECORDS	Permanent
ADDITION/CORRECTION ORDERS (REMITTERS)	Two years
ANALYSIS RECORDS	Three years
ANIMAL CLAIMS (Sheep Claims)	Three years
ANNEXATION RECORDS (Certificate of Annexation Proceedings)	Ten years
ANNUAL FINANCIAL REPORTS	Permanent
ANNUAL REPORTS OF COUNTY HOME/COUNTY NURSING HOME	Permanent
ANNUAL SCHOOL REPORTS	Permanent
APPLICATION FOR CONSENT TO TRANSFER PROPERTY OR OTHER INTEREST OF A RESIDENT DECEDENT (Estate Tax Form 12; Consent to Transfer Assets)	Five years (permanent record is maintained by the Probate Court)
APPLICATION FOR DEDUCTION FOR DESTROYED PROPERTY	Six years
APPLICATION FOR ENERGY CONSUMPTION – DISCOUNT HOME OWNERS	Two years
APPLICATION FOR EXEMPTION	Six years
APPLICATION FOR 2 ½% TAX REDUCTION ON HOME (2 ½% Reduction Applications)	Two years
APPLICATION FOR THE VALUATION OF LAND	Six years



IN ACCORDANCE WITH ITS AGRICULTURAL  
USE (Form 109A; Current Agricultural Use Valuation/CAUV  
Renewal Applications)

APPLICATION FOR URBAN RENEWAL TAX EXEMPTIONS	Six years
APPORTIONMENT SHEETS	Five years
APPRAISALS – INHERITANCE TAX	One year after tax is paid, provided audited. Duplicate information on file in the Probate Court.
APPRAISALS – NEW BUILDING (May be combined with Applications for Deduction for Destroyed Property)	Six years
APPROPRIATION LEDGER – DISBURSEMENTS (General Ledger, Auditor’s Ledger)	Five years
APPROPRIATION LEDGER – RECEIPTS	Five years
APPROPRIATION RESOLUTIONS	Two years
ASSESSMENT CERTIFICATES (Preliminary – Prescribed Tax Form 904-A)	Until five years after the taxes presented thereby have been paid, or litigation concerning the same has been settled.
ASSESSMENT LISTS	Permanent
AUTOMATIC DATA PROCESSING BOARD ANNUAL ESTIMATES, ANNUAL REPORTS, AND MINUTES	Permanent
CERTIFICATE OF ADVANCE TAX PAYMENT (Tax Form 903-A)	Until five years after the taxes represented thereby have been paid, or litigation concerning the same has been settled
CHARGE BACKS	Three years
CIGARETTE DEALERS’ LICENSE RECORD	Ten years
CIGARETTE LICENSE APPLICATIONS	Three years
CONVEYANCE FEE FORMS	See Transfer Slips.
DELINQUENT LAND TAX CERTIFICATES (Master List of Delinquent Tracts)	Three years
DELINQUENT VACANT LAND TAX CERTIFICATES (Master List of Delinquent Vacant Tracts)	Three years
DEPOSITORY REPORTS	Three years
DITCH ASSESSMENT RECORD	See Special Assessment Records



DOCKET OF BILLS FILED (May be subdivided by County Home and Welfare)	Three years
DOG AND KENNEL LICENSE REGISTERS	Permanent (per ORC 955.07)
DOG LICENSE APPLICATIONS	Permanent (per ORC 955.07)
ENCUMBRANCE CONTROL FILE STATUS REPORT BY ACCOUNT (Outstanding Purchase Orders – Encumbrances)	Five years
ESTATE TAX DETERMINATIONS	Five years after last entry
ESTATE TAX RECORDS (Inheritance Tax)	Five years
EXEMPT PERSONAL PROPERTY LISTS (Exempted Property Schedule)	Three years
EXEMPT REAL PROPERTY LISTS	Permanent
FORFEITED LANDS AND LOTS (Forfeited Land Sales; Forfeited Land Lists)	Twenty one years
FORFEITED RECOGNIZANCES	One year after collected, provided audited
HOMESTEAD AND DISABLED EXEMPTION APPLICATIONS	Until property sold or person deceased
INDEX TO RECORD OF DELINQUENT LANDS SOLD	Five years
INDEX TO TAX MAPS	Permanent
INDIGENT SOLDIER BURIAL RECORDS	Permanent
INDUSTRIAL APPRAISAL RECORDS	Permanent
JOURNAL OF COURT WARRANTS ISSUED	Three years
JOURNAL OF PAYMENTS INTO THE TREASURY	Three years
JOURNAL OF WARRANTS ISSUED (Journal of Orders Issued)	Three years
JUNKYARD LICENSE REGISTERS	Three years
KENNEL LICENSE APPLICATIONS	Permanent (per ORC 955.07)
LAND SALES	Three years
LAND SALES – REDEEMED	Three years
LIST OF LICENSED CIGARETTE SELLERS	Five years
LOST OR DESTROYED LAND RECORDS	See <b>Board of County Commissioners</b> , Commissioner's Journal





MALT LICENSES (Brewer's Wort Licenses)	Two years
MONTHLY FINANCIAL STATEMENTS (Monthly Statement of County Finances)	Three years
MORTGAGE INDEBTEDNESS RECORD (Real Estate Conveyance Forms)	See Transfer Records
OHIO ESTATE AND ADDITIONAL TAX ESTIMATED PAYMENT NOTICE	Two years after assessment is paid
OHIO ESTATE TAX CHARGE (Estate Tax Form 6; Estate Tax Charge Slips)	Two years after assessment if paid
OHIO RESIDENT INVESTORS' CARDS	Five years
OIL AND GAS RETURNS	Permanent
OIL WELL LISTS	Permanent
P.E.R.S. MEMBERS APPLICATION FOR REFUND OF ACCUMULATED CONTRIBUTIONS (Form A-4; P.E.R.S. Refund Application)	Twenty years
PERSONAL PROPERTY RETURNS (May be subdivided as Oil and Gas, Banks, Insurance, Bridge Companies, Railroads, Telegraph, Telephone, Transit, Farms.)	Five years
PUBLIC ASSISTANCE PROGRAMS FINANCIAL REPORTS (Aid to Dependent Children and General Assistance Reports See Monthly Financial Statements)	Five years
PUBLIC EMPLOYEES RETIREMENT SYSTEM REPORTS	Permanent
PUBLIC UTILITIES RETURNS	Permanent
REAPPRAISEMENTS (Appraisal Cards, Property Record Cards, Grid Cards)	Seven years after date of filing
RECORD OF ANNUAL REPORTS OF ELECTED OFFICERS	Permanent
RECORD OF DELINQUENT LANDS SOLD	Five years, provided audited
RECORD OF RELIEF DISBURSEMENTS	Three years
RECORDS OF FEES	Three years
RECORDS OF OFFICIALS' BONDS	Ten years after all bonds have expired
RECORDS OF PAYMENT FOR CHILDREN IN HOMES	Three years
RECORDS OF PROCEEDINGS OF THE HIGHWAY IMPROVEMENT COMMISSION	Permanent



RELIEF ORDERS (May be subdivided and subtitled-- Aid to the Blind Orders, Aid for Dependent Children Orders, Aid for the Disabled Orders, Rent Relief Orders, Cash Relief Orders, and Child Welfare Orders)	Three years
RETURNS OF TAXABLE PROPERTY (Personal Property Tax Returns, Form 920)	Until five years after the taxes paid, or litigation settled
SAFE DEPOSIT BOX INVENTORIES	Two years after filing
SCHOOL FUND SETTLEMENTS	Ten years
SCHOOL TREASURERS' REPORTS	Permanent
SETTLEMENTS (Estates, Special Assessments, Township, Corporation and Village, Delinquent Tax, Personal Tax, Classified Tax, Real Estate Tax)	Ten years
SEWER ASSESSMENTS (Sewer System Rate Assessments; Sewer Improvement Records)	See Special Assessment Records
SHEEP CLAIMS	See Animal Claims.
SIDEWALK ASSESSMENTS (Pavement Assessments)	See Special Assessments Records.
SIDEWALK ASSESSMENTS RECORDS	See Special Assessments Records.
SPECIAL ASSESSMENTS RECORDS	Five years after last assessment recorded therein is paid
SPLIT BILLS	Three years
SPLIT DUPLICATES	Retain until information is recorded on tax list
STOCK LISTS – OHIO RESIDENT INVESTORS	Five years
STREET ASSESSMENTS	See Special Assessments Records
STREET CLEANING AND SPRINKLING ASSESSMENT RECORDS	See Special Assessments Records
TAX LEVIES	Permanent
TAX LISTS	Permanent
TAX LISTS – CLASSIFIED	Three years
TAX LISTS – DELINQUENT	Three years, delinquencies are recorded cumulatively
TAX LISTS – DELINQUENT CLASSIFIED	Three years



TAX LISTS – PERSONAL	Three years
TAX MAPS	Permanent
TAX REGISTERS	Two years
TOWNSHIP SPECIAL ASSESSMENT RECORDS	Five years after last assessment recorded therein is paid
TRACT NUMBER VOID BOOKS	Permanent
TRAILER LICENSE APPLICATIONS	Two years
TRANSFER RECORDS	Permanent
TRANSFER SLIPS (Conveyance Fee Forms)	Three years
TRANSFERS ON AFFIDAVITS	Three years
TREASURER’S DAILY STATEMENTS	Three years
TREASURER’S DAILY SHEETS/DAILY FINANCIAL TRANSACTIONS	Three years
TREASURER’S MONTHLY STATEMENTS	Three years
UNCLAIMED COSTS RECORDS	Ten years after date of certification
UNPAID ANNUAL DISPOSAL REFUSE CHARGES TO BE CERTIFIED FOR COLLECTION ON REAL	Three years
VENDOR HISTORY RECORD	Five years
VENDOR’S LICENSE APPLICATIONS	Two years after license canceled, provided audited
VOUCHERS	Three years
WEIGHTS AND MEASURES INSPECTIONS	Three years after date of inspection, provided violations have been corrected
YEAR END ENCUMBRANCES OUTSTANDING	Five years, provided audited



**COUNTY CORONER**

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CASE FILES	Permanent
DEATH REPORTS	Two years
INDEX TO CASE FILES	Permanent
INQUESTS (RECORD OF INQUESTS)	Permanent
PROPERTY RECORDS (Description of Body)	Two years after disposal of all property
RECORD OF CHEMICAL TESTS	Fifteen years



## **COUNTY COURTS**

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Records of the County Courts are subject to the Ohio Supreme Court's Rule 26 to 26.05 of the Rules of Superintendence. Consult these Rules for periods and guidance.



## COUNTY ENGINEER

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AERIAL PHOTOGRAPHS	Permanent
ANNUAL ROAD REPORTS	Permanent
BRIDGE AND CULVERT RECORDS	Permanent or life of bridge or culvert
BRIDGE FILES/RECORDS	Permanent or life of bridge
BRIDGE INSPECTION RECORDS	Ten years
CONTRACT RECORDS	Fifteen years after all contracts have expired
DELIVERY TICKETS (Stone Tickets, Haul Tickets)	Two years
DITCH FILES	Permanent
DITCH PLATS (Plans)	Permanent
DITCH PROFILES	Permanent
DITCH RECORDS	Permanent
ESTIMATE RECORDS	Until project is completed. Appraise for historical value.
FIELD NOTES (Surveyor's Notes, Field Books, Certified Plat)	Permanent
FORCE ACCOUNT BOOK	10 years
GRADE RECORDS	Permanent
INDEX TO BRIDGES	Permanent
INDEX TO DITCHES	Permanent
INDEX TO FIELD NOTES	Permanent
INDEX TO ROADS	Permanent
INDEX TO SURVEYS	Permanent
INVENTORY RECORD OF BRIDGES	Permanent
MAPS AND BLUEPRINTS	Permanent
MASTER FILES (Project Files, Job Records)	Fifteen years for contracts and seven years for all accounts
PLAT BOOKS	Permanent
REPORT OF TRESPASS ON PUBLIC LANDS	Five years



RIGHT-OF-WAY PERMITS	Ten years
ROAD FILES	Permanent
ROAD PLANS AND PLATS	Permanent
ROAD RECORDS	Permanent
SURVEY RECORDS (May include Virginia Military Surveys, Fireland, Congress, Refugee Tract, etc.)	Permanent
TOWNSHIP ANNUAL ROAD INVENTORY	Three years

***Subdivision Review Section***

ENGINEERING AND CONSTRUCTION PLANS AND RECORD PLATS	Five years
FINAL APPROVED PLANS	One year after Final "As-Built" Plan is received and approved
FINAL APPROVED RECORD PLATS	See Subdivision Files
FINAL APPROVED "AS-BUILT" PLANS	Permanent
SUBDIVISION FILES	Permanent



## COUNTY HOME/COUNTY NURSING HOME

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ANNUAL REPORTS TO COUNTY COMMISSIONERS	Permanent
APPLICATIONS FOR RELIEF	Permanent
BURIAL RECORDS (Cemetery Record)	Permanent
CASE FILES	Permanent
COUNTY HOME REGISTERS (Infirmiry Register, List of Inmates, Pauper Register)	Permanent
DAILY RECORDS OF MOVEMENT OF POPULATION (Daily Census)	One year after end of fiscal year. Appraise for historical value.
DEATH RECORDS	Permanent
DOCKET OF BILLS FILED – COUNTY HOME	See County Auditor Section
DRUG RECORDS	Six years
FINANCIAL LEDGER – FOREIGN COUNTIES	Until audited. Appraise for historical value.
INDEX TO CASE FILES	Permanent
INDEX TO COUNTY HOME REGISTERS (Index to Infirmiry Register, Index to Pauper Register)	Permanent
INTERMEDIATE CARE FACILITY (ICF) RECORDS	Three years after the discharge of a resident
MEDICAL RECORDS (OAC 3701-17-19)	Ten years after last contact with patient
MEDICAL STATISTICS	Permanent
MONTHLY STATISTICAL REPORTS	Two years
PATIENT ACCOUNT RECORDS	Three years after patient is discharged
RECORDS OF EXPENDITURES	Three years
RESERVE FUND LEDGERS (Reserve Fund Account Record)	Three years
SKILLED NURSING FACILITY (SNF) RECORDS	Five years after the discharge of the resident
STATEMENTS OF FACTS	Permanent
THERAPY SERVICES RECORDS	Two years
TOWNSHIP TRUSTEES' RELIEF RECORDS	Obsolete





VISITORS' REGISTERS

One year



**COUNTY PUBLIC DEFENDER COMMISSION**

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MINUTES OF THE COMMISSION

Permanent



## COUNTY RECORDER

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ABSTRACT OF MORTGAGE RECORDS	Permanent
ANNEXATION RECORDS	Permanent
ASSIGNMENT AND RELEASE RECORDS (Cancellation of Mortgage Record, Release of Mortgages, Discharge of Mortgage Record)	Permanent
AUTHORITY TO PAY TAXES CERTIFICATE	Permanent
BREEDERS INDEX (Stallion Record, Liens of Livestock, Liens on Mares)	Permanent
BULK SALE NOTICE RECORDS	Obsolete
CANCELLATION CERTIFICATES	One year after cancellation has been recorded in corporation record
CEMETERY DEED RECORDS	See Deed Records
CERTIFICATE OF COMPLIANCE	Two years
CERTIFICATES OF TRANSFER OF REAL ESTATE RECORDS	Permanent
CORPORATION RECORDS (Articles of Incorporation)	Permanent
CORPORATION RECORDS (Franchise or Excise Tax)	Permanent
DAILY REGISTERS OF DEEDS (Daily Register – Index to Deeds – Grantor, Daily Register – Index to Deeds – Grantee)	Ten years
DAILY REGISTERS OF LEASES	Ten years
DAILY REGISTERS OF MORTGAGES (Daily Register – Index to Mortgages – Mortgagor, Daily Register – Index to Mortgages – Mortgagee)	Ten years
DEED RECORDS	Permanent
ENTRY RECORDS	Permanent
FACTOR LIENS	See Financing Statements
FEDERAL TAX LIEN RECORDS	Permanent
FINANCING STATEMENTS (Chattel Mortgages)	Two years after expiration of mortgage
GENERAL INDEX TO DEEDS	Permanent
GENERAL INDEX TO MORTGAGES	Permanent



GENERAL INDEX TO UNEMPLOYMENT COMPENSATION LIENS	Permanent
GENERAL PLAT INDEX	Permanent
INDEX TO ASSIGNMENTS AND RELEASES (Index to Assignments and Releases – Direct, Index to Assignments and Releases – Reverse)	Permanent
INDEX TO CHATTEL MORTGAGES	See Index to Financing Statements
INDEX TO DEEDS (Index to Deeds – Grantor, Index to Deeds – Grantee, or General Index to Deeds)	Permanent
INDEX TO EXCISE AND FRANCHISE TAX LIENS	Until all liens are discharged
INDEX TO FEDERAL TAX LIENS	Permanent
INDEX TO FINANCING STATEMENTS (Index to Chattel Mortgages – Direct, or Index to Chattel Mortgages – Reverse)	Ten years
INDEX TO LAND CONTRACT RECORDS (Index to Land Contract Record – Direct or Index to Land Contract Record – Reverse)	Permanent
INDEX TO LEASE RECORDS (Index to Lease Record – Lessor or Index to Lease Record – Lessee)	Permanent
INDEX TO LIENS OR RECOGNIZANCES	Permanent
INDEX TO MECHANICS' LIENS (Index to Lien Record - In Favor Of and Index to Lien Record - Against)	Ten years
INDEX TO MILITARY DISCHARGES	Permanent
INDEX TO MISCELLANEOUS RECORDS (Index to Miscellaneous Record – Direct or Index to Miscellaneous Record – Reverse)	Permanent
INDEX TO MORTGAGES (Index to Mortgages – Mortgagors or Index to Mortgages – Mortgagees)	Permanent
INDEX TO PERSONAL TAX LIENS	Until all personal tax liens are discharged
INDEX TO POWERS OF ATTORNEY (Index to Power of Attorney – Direct and Index to Power of Attorney – Reverse)	Permanent



INDEX TO RAILROAD LIENS	Permanent
INDEX TO SUBCONTRACTORS' LIENS	Ten years
INDUSTRIAL COMMISSION LIENS	See Unemployment Compensation Lien Records
LAND CONTRACT RECORDS	Permanent
LEASE RECORDS	Permanent
LIMITED PARTNERSHIP RECORDS	Permanent
MECHANICS' LIEN RECORDS	Ten years
MORTGAGE INDEX OF AID FOR THE AGED LIENS	Permanent
MORTGAGE RECORDS	Permanent
NOTICES INDEX	Permanent
NOTICES OF DISCHARGE OF LIENS ON RECOGNIZANCES	One year after release or discharge
OIL AND GAS LEASE RECORDS	See Lease Records
PARTITION FENCE RECORDS	Permanent
PERSONAL TAX LIEN RECORDS	Until all personal tax liens are discharged
PERSONAL TAX LIENS RELEASE RECORDS (Record of Certificate of Release of Liens and Record of Certificates of Partial Discharge)	Until all personal tax liens are discharged
PLAT BOOKS	Permanent
POWER OF ATTORNEY RECORD	Permanent
PROTEST RECORDS	Fifteen years after date of filing
RAILROAD DEED RECORDS	See Deed Records
RAILROAD LIEN RECORDS	Permanent
RECEIVING RECORDS – MILITARY DISCHARGES	Until last discharge is recorded
RECOGNIZANCE LIENS	One year after discharge
RECORD OF LIENS – REGISTERED LANDS	Permanent
RECORD OF TRUST AND EXCEPTIONAL ESTATES	Permanent
REGISTER OF CONVEYANCES (Reception Book, Delivery Record)	Permanent



REGISTERED LAND RECEPTION BOOKS	Permanent
REGISTERED LANDS – INDEX OF OWNERS	Permanent
REGISTERED LANDS – RECORD OF NOTICES OF FILING APPLICATIONS	Permanent
REGISTERED LANDS – REGISTRY OF TITLE	Permanent
REGISTERED LANDS - SURVEYS	Permanent
SOLDIERS' DISCHARGE RECORDS	Permanent
TRACTS INDEX (Geographical Index, Geographical Abstract, Sectional Index)	Permanent
UNEMPLOYMENT COMPENSATION LIEN RECORDS (Industrial Commission Liens)	Permanent
UNIFORM COMMERCIAL CODE Financing Statements	Six years, provided audited; for federal U.C.C., ten years



## COUNTY SHERIFF

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ACCIDENT REPORTS	Three years
APPRAISEMENTS	Three years
ARRAIGNMENT SHEETS	Two years
ARREST REPORTS	See Criminal History Files
ATTORNEY INMATE REGISTER (Attorney's Log)	Two years
BOOKING SHEETS (Prisoner Inventories)	Two years
CIVIL CASE RECORDS	Five years
CLERGY INMATE REGISTER (Minister's Log)	Two years
COMMISSARY RECORD	Two years
COMMITMENTS	Two years
COMPLAINT REPORTS (Offense Report)	Five years
COST BILLS	Three years
CRIMINAL HISTORY FILES	Permanent
CRUISER ESCORT PROGRAM RECORDS	Two years
DAILY MEDICATION RECORD	Six years
DAILY REPORTS	Two years
DENTAL HISTORY RECORD - JAIL INMATES	Six years
DENTAL X-RAY FILE - JAIL INMATES	Six years
DENTIST RECORD/LOG - JAIL INMATES	Six years
DISPATCH AND COMMUNICATIONS LOGGING TAPES	30 days then reuse provided no action pending
DISPATCH SHEET/LOG (RECORDS OF RUNS)	Three years
EXECUTIONS AND ATTACHMENTS	Five years
EXPUNGEMENT FILE	Destroy all files, records and computer references upon receipt of the Expungement Order from a Court
EXTRADITION LIST	Two years
F.B.I./B.C.I. INVESTIGATION REPORTS	Three years



FIELD INTERROGATION CARDS	One year
FINGERPRINT FILE	Ten years
FINGERPRINT RECORDS	Ten years
FOREIGN EXECUTIONS DOCKET	Permanent
FOREIGN FEE RECORD	Ten years
FOREIGN SUMMONS DOCKET (Foreign Writ Docket)	Seven years
FOREIGN WRITS	Twenty-five years
FOX BOUNTY AFFIDAVITS	Two years
GRANT RECORDS – FEDERAL/STATE	Five years
HOME EXECUTIONS DOCKET (Domestic Execution Docket)	Permanent
HOSPITAL BILL CARD FILE - JAIL INMATE	Three years provided audited
INCIDENT REPORT	Five years
INDEX TO ACCRUED FEES	Until accrued fee record is destroyed
INDEX TO CRIMINAL HISTORY PAPERS	Permanent
INDEX TO HOME EXECUTION DOCKET	Permanent
INMATE MEDICAL RECORD	Six years
INSTRUCTIONS TO LEVY ON EXECUTIONS	Five years
JAIL CONTROL DAILY LOG	Five years
JAIL REGISTERS	Twenty-five years
JAIL REPORTS	Three years
JUVENILE ARREST RECORDS	Until offender reaches eighteen years of age
JUVENILE ARRESTS AND OFFENSE REPORTS	Until person reaches eighteen years of age
MEDICAL RECORD CARD FILE - JAIL INMATE	Six years
MEDICAL SCREENING RECORD - JAIL INMATE	Six years
MONTHLY F.B.I. REPORT (Uniform Crime Report, U.C.R.)	Three years
MONTHLY REPORTS	Three years





ORDERS OF SALE DOCKET	Five years
PHOTO LOG (MUG SHOTS)	Ten years
PRISONER'S PROPERTY RECEIPT	Two years
PROBATION REPORTS	One year after probation is terminated
RADIO RECORDS/LOG SHEETS	Three years
RECORDS OF ACCRUED FEES	Two years after paid, provided audited
RECORDS OF MONIES TURNED OVER TO TREASURER	Three years
RECORDS OF WRITS AND SUMMONS	Seven years
SHERIFF'S RETURNS	Two years after date of filing with clerk of courts
SHERIFF'S SALE PUBLICATION RECORD	Five years
SPECIAL DEPUTIES' RECORDS	Two years after expiration of the commission
TELETYPE/LEADS RECORDS	
LOGS	Two years
PRINTOUTS/MESSAGES	Until no longer of administrative value.
TRANSIENT VENDOR RECORD	Two years
UNCLAIMED FEES RECORDS	Three years
VISITATION LOG	One year
WORK JACKETS (Investigative Case Files)	Permanent for adults. Until defendant reaches age of eighteen years for juveniles.
911 CALL LOGS	Two years



## COUNTY TREASURER

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ABSTRACTS OF HOUSE TRAILER TAX	Three years
ADVANCE PAYMENT CERTIFICATES	Three years
ANNUAL STATEMENTS	Permanent
CIGARETTE TRAFFIC TAX DUPLICATES	Three years
DAILY CASH RECORDS (Journal of Receipts, Record of Receipts)	Three years
DAILY STATEMENTS	Three years
DITCH DUPLICATES: See Tax Duplicate – Special Assessments	
DOW-AIKEN RECEIPTS	Obsolete
ESTATE TAX RECORDS (Inheritance Tax Record)	Five years after paid
FORFEITURES AND FORECLOSURES	Permanent
FORM SEVEN, TAX COLLECTION REGISTERS (Collection Register, Daily Record of Taxes Collected)	Three years
FREE TURNPIKE AND ROAD TAXES (Pike Duplicate)	Obsolete
JOURNAL OF COURT WARRANTS REDEEMED	Three years
JOURNAL OF WARRANTS REDEEMED	Three years
MONTHLY STATEMENTS	Three years
ORDERS FOR THE TRANSFER OF FUNDS	Three years
RECORDS OF DAILY DISTRIBUTION OF MOTOR VEHICLE LICENSE FEES	Obsolete
RECORDS OF EXAMINATION OF THE TREASURY	Obsolete
RECORDS OF FEES	Obsolete
RECORDS OF OFFICIALS' BONDS	Ten years after all bonds have expired
REGISTERS OF ANIMAL CLAIMS	Three years
REPORTS OF UNCLAIMED BANK ACCOUNTS	Until all accounts are claimed or paid into the county treasury, provided audited
ROAD DUPLICATES: See Tax Duplicate – Special Assessments	



SALES TAX RECORDS (Daily Inventory and Sales Record of Prepaid Sales Tax Receipts)	Obsolete
SCHOOL LAND RECORDS	Obsolete, permanent
SETTLEMENTS	Five years
TAX DUPLICATES	Ten years
TAX DUPLICATES – CLASSIFIED	Three years
TAX DUPLICATES – DELINQUENT – CLASSIFIED	Three years
TAX DUPLICATES – DELINQUENT – PERSONAL	Three years
TAX DUPLICATES – DELINQUENT – REAL	Three years
TAX DUPLICATES – INTER-COUNTY AND GRAIN	See Tax Duplicates – Personal
TAX DUPLICATES – LIQUOR TAX	Obsolete
TAX DUPLICATES – PERSONAL	Three years
TAX DUPLICATES - SPECIAL ASSESSMENTS	Five years after all special assessments recorded are paid, provided audited
TAX RECEIPTS	Three years
TOLL RECEIPTS	Obsolete
TOWNSHIP CLERKS' BONDS: See Records of Officials' Bonds	
UNDERTAKING TO PAY TAXES RECORDS	Obsolete
WINE TAX STAMP REPORTS	Obsolete



## **COURT OF APPEALS**

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Records of the Clerk of Courts are subject to the Ohio Supreme Court's Rule 26 to 26.05 of the Rules of Superintendence. Consult these Rules for retention periods and guidance.



## **COURT OF COMMON PLEAS**

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Records of the Clerk of Courts are subject to the Ohio Supreme Court's Rule 26 to 26.05 of the Rules of Superintendence. Consult these Rules for retention periods and guidance.



## DEPARTMENT OF HUMAN SERVICES

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ANNUAL REPORTS	Permanent
APPLICATIONS FOR EMPLOYMENT (not hired)	1 year
AUDIT REPORTS (Federal, State & Internal)	5 years
BIDS AND PROPOSALS (successful and unsuccessful)	3 years provided audited
BLANK FORMS (obsolete or superseded)	30 days after obsolete
BUILDING LEASES	5 years provided audited
CONTRACTS WITH PROVIDERS	5 years after termination
COUNTY HUMAN SERVICES EMPLOYEE ROSTER (alphabetical)	5 years
COUNTY HUMAN SERVICES EMPLOYEE ROSTER (PCN)	5 years
COUNTY HUMAN SERVICES EMPLOYEE ROSTER (project charge)	5 years
EMPLOYEE PAYROLL RECORDS	5 years
EMPLOYEE SICK LEAVE/VACATION RECORDS	5 years after termination
INDIVIDUAL PERSONNEL RECORDS	5 years after termination
INSURANCE POLICIES	2 years after expiration
INVENTORY OF EQUIPMENT	5 years provided audited
JOB DESCRIPTIONS	Until superseded or obsolete
MAINTENANCE AGREEMENTS ON EQUIPMENT	During life of equipment plus 1 year after audited
PROCUREMENT INFORMATION	4 years provided audited
RMS SHEETS/DISCS/REPORTS	4 years provided audited
ROUTINE CORRESPONDENCE	1 year
SERVICE CONTRACT FOR EQUIPMENT	During life of equipment plus 1 year after audited
SERVICE CONTRACT FOR VENDOR	During life of equipment plus 1 year after audited
ADC FILES CLOSED CONTINUOUSLY FOR 3 YEARS	3 years from date closed



ADC FILES FOR WHICH A FINDING FOR RECOVERY HAS BEEN MADE	3 years or 1 year after all actions, findings, or audits are completed
ACTIVE ADC CASE FILES WITH NO OVERPAYMENT	Purge and destroy file documents more than 7 years old (exclusions cited in APM 9212)
<b><i>Child Support Enforcement Records</i></b>	
CASE FILES CLOSED CONTINUOUSLY 3 YEARS	3 years provided audited
CHECK REGISTERS	5 years provided audited
CSEA ACCOUNT LEDGER BOOK	5 years provided audited
CSEA DAILY CHECK REGISTER	10 years provided audited
CSEA DEPOSITORY ACCOUNT LISTING OF OUTSTANDING CHECKS	5 years provided audited
CSEA DEPOSITORY ACCOUNT MONTHLY STATEMENT	15 years provided audited
CSEA GENERATED DISREGARD LIST	3 years provided audited
CSEA IRS SUBMISSION LIST	3 years provided audited
CSEA INTERNAL ACCOUNT BALANCE BOOK	5 years provided audited
CSEA LOCATION ATTEMPT LOG	5 years provided audited
CSEA MANUAL PAY RECORDS	20 years provided audited
CSEA MONTHLY CHECK AUDIT TRAIL	10 years provided audited
CSEA NPA CLIENT CHECKS, CARBONS (Daily)	5 years provided audited
CSEA PAYMENT RECEIPT LOG	5 years provided audited
ODHS 4223 QUARTERLY CS REPORT	5 years provided audited
ODHS 4234 CS STATS & FINANCIAL REPORT	5 years provided audited
ODHS 4289 CS COLLECTIONS	5 years provided audited
ODHS 7018 IV-D CONTRACT WITH ATTORNEY	5 years provided audited
ODHS 7025 DATA BUS/OHDS/HOUSE/SENATE	5 years provided audited
ODHS 7099 COLLECTION PAT/MED SUP PAYMENT	5 years provided audited
ODHS ADC DISTRIBUTION SHEETS	3 years provided audited



### ***Fiscal Records***

ANNUAL BUDGETS	Permanent
EXPENDITURE AND RECEIPTS REPORTS	5 years provided audited
ODHS 2520 (MAINTENANCE OF EFFORT/CSB REPORT)	3 years provided audited
ODHS 2575 (Cash Forecast)	3 years provided audited
ODHS 2720 (Grant Reduction)	3 years provided audited
ODHS 2750 (CSEA Monthly Report)	3 years provided audited
ODHS 2820 (CSB Monthly Report)	3 years provided audited
ODHS 2827 MONTHLY FINANCIAL REPORTS	3 years provided audited
ODHS 4233 (Purchased Services for JOBS)	3 years provided audited
ODHS 4280 (4E State Report)	3 years provided audited
ODHS 4281 (CSB Stats Report)	3 years provided audited
ODHS 4290 (Full Time Employees)	3 years provided audited
ODHS 7033 (CSEA Cash Forecast)	3 years provided audited
PAY-IN TO COUNTY TREASURER	3 years provided audited
PROVIDER PAYMENT VOUCHERS & JOURNALS	3 years provided audited
PURCHASE ORDERS	4 years provided audited
RECEIPT BOOKS	3 years provided audited
VOUCHERS FOR ASSISTANCE TO VENDORS & RECIPIENTS	3 years provided audited
VOUCHERS FOR SUPPLIES & EQUIPMENT	3 years provided audited
 <b><i>Food Stamp Case Files</i></b>	
ACTIVE FOOD STAMP CASE FILE WITH NO OVERPAYMENT	Purge and destroy file Documents over 7 years old (exclusions cited in APM 9212)
FOOD STAMP FILES CLOSED CONTINUOUSLY FOR 3 YEARS (Non-Assistance)	3 years from date of most recent closure
FOOD STAMP FILES CLOSED CONTINUOUSLY FOR 3 YEARS (Public Assistance)	3 years from date of most recent closure





FOOD STAMP FILES FOR WHICH A FINDING FOR RECOVERY HAS BEEN MADE (NA & PA)

3 years from date closed or 1 year after all actions, collections, findings, or audits are completed (whichever is longer)

**General Assistance/Disability Assistance Case File**

GENERAL ASSISTANCE/DISABILITY ASSISTANCE CASE FILES CLOSED CONTINUOUSLY FOR 3 YEARS

3 years from date closed

GENERAL ASSISTANCE/DISABILITY ASSISTANCE CASE FILES FOR WHICH A FINDING FOR RECOVERY OF OVERPAYMENT OCCURS

3 years or 1 year after all actions, findings, or audits are completed

**IEVS**

IEVS ALERTS LIST (Listing of all high & medium IEVS alerts)

3 months provided audited

IEVS DELINQUENCY LISTS (Listing of delinquent IEVS alerts)

6 months provided audited

IEVS RECORD DESTRUCTION LOG

5 years provided audited

**Income Maintenance Administrative Reports**

EARLY DETECTION PREVENTION MONTHLY REPORT

5 years provided audited

FNS 46 (Issuance Reconciliation Report)

5 years provided audited

FNS 250 (Food Stamp Coupon Account Report)

5 years provided audited

FNS 259 (Food Stamp Mail Issuance)

5 years provided audited

FNS 260 (Requisitions for Food Stamp Coupon Books)

5 years provided audited

FNS 471 (Coupon Account & Destruction Report)

3 years from the month of origin provided audited

ODHS 2705 (Photo Identification Issuance Report)

5 years provided audited

ODHS 4200 (Food Stamp Fraud Control)

5 years provided audited

ODHS 4221 (EA Report)

5 years provided audited

ODHS 4229 (ADC Overpayment)

5 years provided audited

ODHS 4230 (ADC Fraud Activity)

5 years provided audited

ODHS 4233 (Summary of JOBS services/exp)

5 years provided audited

ODHS 4235 (IEVS Cost Report)

5 years provided audited

ODHS 7206 (Food Stamp Program Client Repay Form)

5 years provided audited



ODHS 7210 (Ohio Food Stamp Program Information Statement)	5 years provided audited
ODHS 7424 (Claim Determinations)	5 years provided audited
ODPW 4228 (CS Report)	5 years provided audited
<b>Jobs</b>	
ADULT BASIC LITERACY EDUCATION STUDENT FILES	3 years from date student leaves the program provided audited
EDUCATION & TRAINING CASE FILES CLOSED CONTINUOUSLY FOR THREE YEARS	3 years from date of most recent closure provided audited
MEDICAID CASE FILES: ACTIVE MEDICAID CASE FILE WITH NO OVERPAYMENT	Purge and destroy file documents over 7 years old provided audited (exclusions cited in APM 9212)
MEDICAID CASE FILES CLOSED CONTINUOUSLY FOR THREE YEARS	3 years from date of closure provided audited
MEDICAID CASES FOR WHICH A FINDING FOR RECOVERY OF OVERPAYMENT HAS BEEN MADE	3 years from date closed or 1 year after all actions, collections, findings, or audits are completed (whichever is longer)
MISCELLANEOUS ROSTERS: ADC PAYMENT JOURNALS (Alphabetical)	3 years provided audited
ADC PAYMENT JOURNALS (Numerical)	3 years provided audited
BENDIX	3 years provided audited
BUY-IN ROSTERS	3 years provided audited
MEDICAID ELIGIBILITY ROSTER (Alphabetical)	3 years provided audited
MEDICAID ELIGIBILITY ROSTER (Numerical)	3 years provided audited
<b>Overpayment/Fraud</b>	
ACTIVE OVERPAYMENT/CLAIMS FILES	Retain 3 years from date closed or 1 year after all actions, collections, findings, or audits are completed (whichever is longer)
FRAUD/OVERPAYMENT INVESTIGATION RECORD WITH NO FINDINGS OF FRAUD OR OVERPAYMENT CLAIM	3 years provided audited
RECEIPT BOOKS FOR OVERPAYMENTS	5 years provided audited



SUSPENDED OVERPAYMENT/CLAIMS

3 years provided audited

***Social Services Records***

ADOPTION RECORDS

Permanent

ADULT PROTECTIVE CASE FILES

5 years from last incident  
provided audited

CONTRACTS WITH PROVIDERS

5 years provided audited

FOSTER CHILDREN CASE RECORDS

Permanent

FOSTER HOME CASE FILES

5 years after service ends

INVESTIGATIVE CASE FILES

Permanent for adults; until age  
18 for juveniles

MEETING MINUTES

5 years provided audited

ODHS 1810 (Monthly)

10 years provided audited

ODHS 1811 TITLE XX DIRECT

10 years provided audited

ODHS 1811 TITLE XX PURCHASED

5 years provided audited

ODHS 3408 TITLE XX TRANSPORTATION

5 years provided audited

ODHS 4262 CHILDREN RECEIVING SERVICES

5 years provided audited

ODHS 4269 ADOPTION REPORT

5 years provided audited

ODHS 4287 ADULT PROTECTIVE

5 years provided audited

PROGRAM CASE RECORDS: ENHANCED MEDICAID  
TRANSPORTATION, PREGNANCY RELATED  
SERVICES, HEALTHCHECK, DAYCARE

3 years after continuous closure  
provided audited

PROVIDER CASE RECORDS

3 years after termination of  
services provided audited

ROSTER OF RECIPIENTS

3 years provided audited

TITLE XX ELIGIBILITY DOCUMENTATION: ODHS  
1000, ODHS 1400 (biannually), ODHS 1704, ODHS  
1001 (as necessary)

3 years after case closure  
provided audited



## GENERAL HEALTH DISTRICT

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AFFIDAVITS (BIRTH)	Permanent
AGREEMENTS AND CONTRACTS	Fifteen years
AIR POLLUTION RECORDS	Five years
AIR QUALITY REPORTS	Permanent
ANALYSES OF PASTEURIZED MILK AND MILK PRODUCTS	Five years
ANIMAL BITE REPORTS	Three years
ANNUAL BUDGETS	Five years
ANNUAL REPORTS	Permanent
APPLICATION FOR STATE SUBSIDY	Three years
APPLICATIONS FOR BIRTH CERTIFICATE	Two years
APPLICATIONS FOR DEATH CERTIFICATE	Two years
APPLICATIONS FOR EMPLOYMENT	One year
APPLICATIONS FOR LICENSES AND PERMITS - ALL TYPES	Two years
AUDIOGRAMS (HEARING TESTS)	File with case files
BATHING AREA OPERATION RECORDS	One year
BIRTH CERTIFICATES	Permanent
BLUEPRINTS	Five years
BURIAL TRANSIT PERMITS	Five years
CAMP-PARK SANITATION RECORDS	Five years after camp-park ceases operation
CASH JOURNALS	Ten years
CASH RECEIPTS	Three years
CERTIFICATIONS OF ANIMAL IMMUNIZATION	One year after expiration of immunization
CERTIFICATIONS - ALL TYPES	Two years
CHECK SHEETS FOR HTST-PASTEURIZER TEST	Five years after plant ceases operation



CHILDREN'S HEALTH RECORDS	Five years after last contact
CHRONIC DISEASE RECORDS	One year after final disposition of case
COMMUNICABLE DISEASE RECORDS	Permanent
COST STUDIES/REPORTS	Three years
CRIPPLED CHILDREN'S RECORDS	Five years after last contact
DAILY ACTIVITY REPORTS	Five years
DAILY COMPLAINT LOGS	Two years
DAILY REPORT FORMS – SANITATION	Five years
DEATH CERTIFICATES	Permanent
DEMOLITION SITE LICENSE RECORDS	Permanent
DENTAL RECORDS	Two years after treatment
EPIDEMIOLOGICAL CASE RECORDS	Five years after case is closed
EQUIPMENT INVENTORIES	Three years
FAMILY CASE FILES	Five years after last contact
FAMILY INDEX CARDS	Five years after last contact
FOOD OPERATION REPORTS	Until superceded or obsolete
FOOD SERVICE RECORDS	Five years after permit holder ceases operation, provided audited
GRANT RECORDS	Five years
HEALTH SERVICE REPORTS	Permanent
HOME HEALTH CARE SERVICE	Seven years after last entry
HOME SEWAGE INSTALLERS FILE	Five years
HYPERTENSION RECORDS	Six years after last visit
IMMUNIZATION CARDS	Until person turns twenty-one years old
INSPECTION RECORDS - ALL TYPES	Five years
INSURANCE POLICIES	Five years provided all claims are settled
LABORATORY REPORTS	Positive diphtheria, tuberculosis, or venereal disease tests five years after



	last contact with patient. All other tests one year.
LEAVE RECORDS	Five years
LEGAL OPINIONS	Until superseded
MASTER PLUMBERS RECORDS	Five years
MASTITIS TESTING OF HERD RECORDS	Two years
MATERNAL/INFANT/PRENATAL CARE	Seven years after last entry
MEDICARE CASE FILES	Five years after last contact with the patient
MIGRANT LABOR HEALTH RECORDS	Five years after last contact
MINORITY OUTREACH PROGRAM PATIENT FILES	Three years after last contact
MINORITY OUTREACH PROGRAM RECORDS	Three years, provided audited
MINUTES OF THE BOARD OF HEALTH	Permanent
MINUTES OF THE DISTRICT ADVISORY COUNCIL	Permanent
MOBILE MEALS RECORDS	Three years after last entry
NURSING REPORTS (NARRATIVE)	Two years
NURSING SERVICE CARDS	Five years after last contact with patient for those used for patient information. When information is posted to case file and card is used for statistical purposes only, retain one year after tabulation.
ORDERS/RECEIPTS FOR DRUG BIOLOGICALS	Three years
PASTEURIZATION PLANT EQUIPMENT TEST RECORDS	Five years
PAYROLL DEDUCTIONS	Three years
PERCOLATION TEST RECORDS	Five years after water supply ceases to function
PERFORMANCE BONDS	Three years after expiration
PERMANENT RECORDS FOR BATHING PLACES	Five years after bathing place ceases operation
PLUMBING DAILY RELEASE RECORDS	One year
PRIVATE PHYSICIANS' REQUISITIONS FOR VENEREAL DISEASE DRUGS	Three years



PURCHASE ORDERS	Three years
QUARTERLY REQUISITIONS FOR VENEREAL DISEASE DRUGS	Three years
RADIATION SOURCES	Three years
REGISTRATIONS OF RADIATION SOURCES	Three years
REGULATIONS/DIRECTIVES/POLICIES/RULES	Until superceded then retain one copy until audited
REPORTS OF ANIMALS KILLED OR CONDEMNED	Five years
REQUISITIONS	Three years
RHEUMATIC FEVER ENROLLMENT RECORDS	Five years after last contact with the patient
SANITATION EVALUATION REPORTS – NURSING HOME	Three years
SANITATION ORDERS	Three years
SCHOOL HEALTH RECORDS	Until child attains the age of majority
SEWAGE DISPOSAL SYSTEM APPLICATIONS	One year after date of final approval
SHIPPER'S APPROVAL FORMS	Two years
SOLID WASTE DAILY LOG FORM	Five years
SOLID WASTE SITE HAZARDOUS WASTE RECORDS	Permanent
SOLID WASTE SITE INSPECTIONS	Permanent
SOLID WASTE SITE RECORDS	Five years after site ceases operation
STILLBIRTH CERTIFICATES	Permanent
SWIMMING POOL OPERATION REPORTS	Five years after pool ceases operation
SWIMMING POOL SANITATION RECORDS	Five years after pool ceases operations
TRAINING FILES	Six years after termination of employee
TREATED SANITARY FLOW AGREEMENTS	Three years
TUBERCULIN TEST RECORDS	Positive test results permanently. Negative test results three years.
TUBERCULIN TESTING OF HERDS	Current year and one year past
TUBERCULOSIS CASE RECORDS	Lifetime of patient
TUBERCULOSIS REGISTER RECORDS	Lifetime of patient



VENEREAL DISEASE CASE RECORDS	Permanent
VENEREAL DISEASE CASE REGISTER OR INDEX	Lifetime of patient
VENEREAL DISEASE LABORATORY REPORTS	One year
VETERINARY FACILITY FILES	Permanent
VITAL STATISTICS INDEX	Permanent
VITAL STATISTICS REPORTS	Five years after date of filing
WATER BACTERIOLOGICAL EXAMINATIONS	Two years
WATER SAMPLE CARDS	One year after date of test, provided test is negative. If positive, one year after problem is corrected or well closed.
WATER SUPPLY RECORDS	Five years after well is closed.
WELL LOGS	Ten years





## **JOB TRAINING PARTNERSHIP ACT PROGRAMS**

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ANNUAL PLANS	Three years, provided audited
APPLICATIONS	Two years
CLIENTS' FILES	Three years, provided audited
CONTRACTS	Fifteen years after expiration
CORRESPONDENCE	One to five years, at discretion of office supervisor
EQUAL EMPLOYMENT RECORDS	One year after settlement of claim
FISCAL RECORDS	Five years, provided audited
MONITORING REPORTS	Three years, provided audited
ON THE JOB TRAINING FILES	Six years, provided audited and provided no action is pending
PAYROLL RECORDS: NEEDS-BASED-PAYMENTS	Six years, provided audited and provided no action is pending
PERSONNEL FILES	Permanent
REQUESTS FOR BIDS	Three years, provided audited
REQUESTS FOR PROPOSALS	Three years, provided audited
REQUESTS FOR QUOTES	Three years, provided audited
TARGETED JOBS TAX CREDIT VOUCHERS	Two years
TRACKING RECORDS	Three years, provided audited
UNEMPLOYMENT RECORDS	Five years, provided audited
WORKERS COMPENSATION CLAIMS	Ten years after final payment



## **PARK DISTRICT**

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ACTIVITIES AND EVENTS	Three years
BOARD FILES	Permanent
CONSTRUCTION FILES	Fifteen years after construction is completed
ENGINEERING PLANS	Permanent
MAINTENANCE FILES	Five years after end of fiscal year
MINUTES	Permanent
PERMITS	Three years, provided audited
PHOTOGRAPHS	Permanent
PROJECT FILES	Permanent
PROPERTY FILES	Permanent
RANGER REPORTS	Two years
RECREATION PROGRAM FILES	Three years after program stops
SCRAPBOOK	Permanent
SEASONAL EMPLOYEE PERSONNEL FILES	Seven years after inactive
SUBJECT FILES	Five years
VENDOR CONTRACTS	Three years, provided audited



## PLANNING COMMISSION

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ANNEXATION FILES: See Board of County Commissioners Section, Rural Zoning Commission

AREA REPORTS	Permanent
FEDERAL GRANT PROGRAM FILES	Five years or follow the guidelines of the agency making the grant
HOUSE NUMBERING SYSTEM FILES	Five years
MAPS	Permanent
MASTER FILE OF HOUSE NUMBERS	Permanent
MINUTES	Permanent
PROJECT PLANNING FILES	Five years after completion of final report
STREET NAME CHANGE FILES	Permanent
SUBJECT FILES	Five years
TECHNICAL REPORTS	Permanent



## **PROBATE COURT**

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Records of the Clerk of Courts are subject to the Ohio Supreme Court's Rule 26 to 26.05 of the Rules of Superintendence. Consult these Rules for retention periods and guidance.



## PROSECUTING ATTORNEY

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ANNUAL REPORTS	Permanent
CASE FILES – CIVIL	Twenty-six years after verdict is returned
CASE FILES – CRIMINAL	Permanent
COURT DOCKETS	Five years after last case settled
EXHIBIT RECORDS	Until case is settled and exhibit is returned to owner
GRAND JURY REPORTS	Five years after date of filing
INDEX TO CIVIL CASES	Permanent
INDEX TO CRIMINAL CASES	Permanent
OPINIONS	Permanent



## **PUBLIC DEFENDER**

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CASE LOAD RECORD	Ten years
FELONY CARD INDEX	Permanent
FELONY CASE FILES	Fifteen years after case closed
INDEX TO SHORT CASE/NON-ACCEPTABLES	Permanent
JUVENILE CARD INDEX	Permanent
JUVENILE CASE FILES	Two years after closed
MISDEMEANOR CARD INDEX	Permanent
MISDEMEANOR CASE FILES	Two years after case closed
MONTHLY REPORTS	Five years
POST-CONVICTION CARD INDEX	Permanent
POST-CONVICTION CASE FILES	Two years after closed
PUBLIC DEFENDER COMMISSION MINUTES	Permanent
RECORD OF STATE REIMBURSEMENTS	Ten years, provided audited
SHORT CASE/NON-ACCEPTABLE FILES	Two years after case closed
SHORT CASE/NON-ACCEPTABLE FILES INDEX	Permanent
STATISTICAL REPORTS	Permanent



## **RECORDS COMMISSION**

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APPLICATIONS FOR ONE-TIME RECORDS DISPOSAL (RC - 1)	Permanent
CERTIFICATE OF RECORDS DISPOSAL (RC - 3)	Permanent
CONTRACTS	Fifteen years after expiration of contract
MICROFILM LOG	Permanent
MINUTES	Permanent
SCHEDULES OF RECORDS (RC -2)	Permanent



## SEWER DISTRICT

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BACTERIOLOGICAL ANALYSIS	Five years
BENCHMARKS	Permanent
CHEMICAL ANALYSIS	Ten years
COLLECTION SHEETS	Three years
CONSUMER LEDGERS	Three years
CONTRACTS	Fifteen years
DAMAGE CLAIMS/REIMBURSEMENTS	Three years
EASEMENT FILES/DEEDS	Permanent
ENERGY CONSUMPTION RECORDS	Three years
EXCAVATIONS/RESTORATIONS	Three years
FINAL ASSESSMENTS	Two years after assessment is paid, provided audited
FIRE HYDRANT MAINTENANCE	Permanent
FLOW TESTS RESULTS	Permanent
GRANT PROJECT FILES	Five years
GRANT PROJECT FINAL REPORTS	Permanent
HAZARDOUS/TOXIC WASTE RECORDS	Permanent
HYDRANT USE PERMITS	Three years
INCINERATOR ACCOUNT FILES	Three years
INCINERATOR AND VEHICLE REPAIR FILES	Life of item plus three years
INCINERATOR ASH HAULING REPORT	Three years (Monthly Summaries: Permanent)
INCINERATOR BILLING REGISTERS	Permanent
INCINERATOR BLUEPRINTS AND DRAWINGS	Permanent
INCINERATOR DAILY CONTROL JOURNAL	Three years
INCINERATOR DAILY FURNACE REPORTS	Three years
INCINERATOR DAILY OPERATING RECORDS	Three years





INCINERATOR DAILY PAYMENT STUBS	Two years
INCINERATOR DAILY SCALE TRANSACTIONS	Two years
INCINERATOR FUEL REPORTS	Ten years
INCINERATOR MONTHLY CHARGE STATEMENTS	Three years
INCINERATOR PLANT EQUIPMENT FILES	Life of equipment plus three years
INCINERATOR REPORTS	Five years
INCINERATOR SURPLUS LIST	One year
INCINERATOR WEIGH-SCALE TICKETS	Two years
INDEX TO CONSUMERS	One year after account is closed, provided account has been paid
INDEX TO LOCATION AND PROFILE BLUEPRINTS	Permanent
INSPECTION REPORTS	Three years
LABORATORY LOGS	Follow EPA Guidelines
LANDFILL REPORTS	Three years (monthly summaries, permanent)
LANDFILL TICKETS	Three years
LOCATION AND PROFILE BLUEPRINTS	Permanent
MAPS	Permanent
METER BOOKS	Three years
ONGOING PROJECT FILES	One year after completion
POLICIES/PROGRAMS	Permanent
PUMPING STATION FILES	Permanent
REGULATORY AGENCY FILES	Three years
SAFETY AND LOSS PREVENTION REPORTS	Three years
SAFETY COMMITTEE RECORDS	Three years
SERVICE ORDERS	Two years
SEWER AND WATER IMPROVEMENT PLANS	Retain petitions, resolutions, and cost estimates until construction is complete. Retain survey data, blueprints, reports, and tracings permanently.



SEWER AND WATER LINE FILES	Permanent
SEWER AND WATER PERMIT RECORDS	One year after date of final approval of last system
SEWER TAPPERS' LICENSES	One year after license expires
TAP RECORDS	Permanent
VIOLATIONS/CORRECTION ORDERS	Five years
WATER USAGE REPORTS	Permanent
WELLFIELD FILES	Permanent



## **VETERANS SERVICE COMMISSION**

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APPLICATIONS FOR HEADSTONES	Three years
BONUS APPLICATIONS	One year after claim is approved or rejected
BURIAL APPLICATIONS	Three years
BURIAL RECORDS	Permanent
CASE FILES (Veterans Administration, Case Files – Active, Case Files – Closed) by Veterans Administration or termination of assistance, whichever is longer	Three years after aware of denial of grant
GRAVE MARKER RECORDS	Permanent
INDEX TO CASE FILES	Permanent
MINUTES OF THE SOLDIERS RELIEF COMMISSION	Permanent
RELIEF APPLICATIONS: See Case Files	
RELIEF ORDERS	Three years
SERVICE CARDS	One year after last contact



## TRUSTEES OF THE SINKING FUND

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BOND RECORDS	Until all bonds or securities recorded are paid, provided audited.
BOND REGISTERS	Permanent
FUND JOURNALS	Three years
MINUTES	Permanent
STATEMENTS OF INDEBTEDNESS	Three years



## **TUBERCULOSIS HOSPITAL**

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ANNUAL FINANCIAL REPORTS	Permanent
ANNUAL STATISTICAL REPORTS	Permanent
BOARD OF TRUSTEES MINUTES	Permanent
CASE FILES	Permanent
DAILY MOVEMENT OF POPULATION RECORDS	One year after end of fiscal year
INDEX TO REGISTERS OF PATIENTS	Permanent
REGISTER OF PATIENTS (Record of Admission)	Permanent



## GENERAL RECORDS SCHEDULES

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These schedules list records that are commonly found in many offices and departments. Local governments may enact a General Schedule that covers all departments or may have each department enact their own schedule that incorporates these records.

ACCIDENT REPORTS/FILES	
Bodily injury to non-employee	Six years provided no action pending
Employee injury reports	Place in personnel file
Damage to county vehicle	6 years provided no action pending
ACCOUNTS RECEIVABLE LEDGER AND DOCUMENTS	Three years provided audited
ACTIVITY REPORTS	Two years
AGENDAS	Two years
ANNUAL COUNTY BUDGETS	Permanent
ANNUAL DEPARTMENTAL/OFFICE BUDGET	Five years
ANNUAL REPORTS	Permanent
APPLICATION FOR EMPLOYMENT (Unsuccessful/Not Hired)	One year after receipt
ATTENDANCE REPORTS/RECORDS	Three years
AUDIOVISUAL, PR & TRAINING MATERIALS	Until information is superseded, obsolete, or replaced. Appraise for historical value
AUDIT REPORTS (FEDERAL, STATE & INTERNAL)	Five years
AUTOMATIC DATA PROCESSING AND ELECTRONIC DATA PROCESSING MEDIA	Erase when no longer of administrative value. Separately schedule any ADP or EDP media, which is to be maintained as a file or record series.
BADGES AND IDs	Turn in upon termination of employment
BANK DEPOSIT RECEIPTS	Three years provided audited
BANK STATEMENTS	Three years provided audited
BLANK FORMS	Until obsolete or superseded
BLUE PRINTS/VELLUMS	Until updated, superseded or obsolete. Appraise for historical value



BIDS (Successful)

- A. Copies of successful bids to provide goods and/or services. Three fiscal years after expiration of contract.
- B. Original, if made part of a contract and filed with contract. Fifteen years after expiration of contract.

BIDS (Unsuccessful)

Two years after letting of the contract.

BOND COUPONS

Two years provided audited

BOND REGISTERS

Twenty years after issue called or redeemed

BONDS (Redeemed)

Two fiscal years after redeemed, provided audited

BUDGET PREPARATION DOCUMENTS (Working Papers)

Four years

BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES

Until no longer administratively necessary

CALIBRATION RECORDS

Five years

CANCELED CHECKS

Three years provided audited

CASH BOOKS AND CASH JOURNALS

Three years provided audited

CHECK REGISTERS

Three years provided audited

CLAIMS AND LITIGATION RECORDS

Five years after case is closed and appeals are exhausted

COMPLIANCE REPORTS

Five years

CONTINUING EDUCATION CERTIFICATIONS/CLASS/  
SEMINARS/TRAINING ATTENDANCE  
RECORDS

Place in personnel file

CONTRACTS

Fifteen years after expiration

COPIES OF RECORDS

Destroy when no longer of administrative value

CORRESPONDENCE

Routine Form Letters  
General  
Executive

One year  
Two years  
Five years

DELIVERY SLIPS/PACKING SLIPS

Two years



DESK/APPOINTMENT CALENDAR	Three months after the end of the calendar year
DISASTER PLANS	Until updated or superseded
DISPATCHER RADIO/TELEPHONE CALLS/AUDIO RECORDINGS	Thirty days, erase and reuse provided no action pending
DRAFTS	Until no longer administratively necessary
DRAWINGS, TRACINGS, MYLARS	Until updated, superseded, or obsolete. Appraise for historical value
ELECTRONIC MAIL (e-mail)	Retain according to content. Contact the LGRP for more information about retaining electronic mail
EQUIPMENT INVENTORIES	Three years
EQUIPMENT MAINTENANCE RECORDS	Life of the equipment
EXPENSE RECORDS	Three years
FAX	
Logs	One year
Messages	Treat as correspondence
FEDERAL GRANT FILES, SUPPORTING FINANCIAL RECORDS AND DOCUMENTS	Five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved
FLOW CHARTS (OPERATIONS)	Two Years
FUEL USAGE RECORDS	Three years
GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES	Until superseded, retain one copy until audited
HEARINGS	
Audio and video recordings	One year
Report of proceedings	Permanent
Transcripts	Five years
INSURANCE POLICIES	Two years after expiration, provided all claims settled
INVENTORIES (Annual of County Property)	Three years provided audited
INVOICES (Paid)	County auditor record copy, three years, provided audited. Duplicate copies two years.





JOB DESCRIPTIONS	Until superseded or classification abolished
LEASES	
Equipment	Two years after expiration
Real estate	Five years after expiration, provided audited
LEAVE REQUESTS (Sick and Vacation)	Three years provided audited
LICENSES, PERMITS, CERTIFICATIONS	One year after expiration
MAIL	
Unsolicited mail	Until no longer administratively necessary
Postal records	Two years
MAILING LISTS	Until updated, superseded or obsolete
MANAGEMENT AND OPERATIONS REPORTS	
Monthly/quarterly/Semiannual	Until incorporated in an annual report
Annual	Five years
Consultant	Five years
MANUALS, HANDBOOKS, AND DIRECTIVES	Until superseded, obsolete, or replaced. Retain one file copy for five years
MATERIAL SAFETY SHEETS	Until superseded
MEETING NOTICES	One year
MEMORANDA	Use correspondence periods
MINUTES OF MEETINGS	
Official Copy	Permanent
Audio and video recordings	One year provided information concern the meeting is substantially transcribed to hardcopy
Drafts/Notes	Until official minutes are approved
911 SYSTEM	
Documentation	Life of system
Logs	Three years
Printouts	One year
Recording Tapes	Thirty days then reuse provided no action
OATHS OF OFFICE OF ELECTED OFFICIALS	Ten years after leaving office
OFFICIALS' BONDS	Ten years after expiration
PAY-INS TO TREASURY RECORDS	Three years provided audited
PERSONNEL FILES	Two years after employee terminates purge extraneous records. Retain



	retirement waivers, service record and leave balances.
PETTY CASH RECORDS	Three years provided audited
PLATS AND MAPS	Permanent
PHOTO FILE	Until information is no longer current. Appraise for historical value
PRELIMINARY DRAFTS OF LETTERS, MEMORANDA, WORKSHEETS, REPORTS, AND THE PREPARATION OF RECORDED INFORMATION	Destroy when no longer of administrative value to the office
PRESS/NEWS RELEASES	Three years
PRINTING ORDERS	Three years
PROFESSIONAL ASSOCIATION RECORDS	Destroy when no longer of administrative value
PROJECT PLANS/DRAWINGS	Life of project or obsolete. Appraise for historical value
PUBLICATION STOCK	Thirty days after obsolescence
PUBLICATIONS (created by the local government)	Until superseded or obsolete. Retain one copy permanently
PURCHASE ORDERS	Three years provided audited
RECEIPT DOCUMENTS	Two years provided audited
RECEIVING DOCUMENTS	Three years
RECORDS OF ACCRUED FEES	Three years provided audited
RECORDS OF RECEIPTS AND EXPENDITURES	Ten years
RECORDS REQUESTS	Two years
RECORDS DOCUMENTS (RC-1, RC-2, RC-3)	Permanent
REFERENCE/LIBRARY MATERIALS	Until superseded, obsolete or replaced
REQUISITIONS	Three years
RESEARCH FILES	Five years
ROSTERS/DIRECTORIES	One year after superseded or obsolete
SCRAPBOOKS/YEARBOOKS	Appraise for historical value
SPEECHES/PRESENTATIONS	Three years



STATISTICAL REPORTS	
Monthly/Quarterly/Semiannual	Until incorporated into annual report
Annual	Five years
Consultant produced	Five years
SURVEYING/ FIELD NOTES	Permanent
SURVEILLANCE TAPES/VIDEOS	Thirty days then reuse provided no action pending
TABLE OF ORGANIZATION/ORGANIZATIONAL CHARTS	Until superseded
TAPE RECORDINGS, VIDEO RECORDINGS & SHORT-HAND NOTES	One year after transcribed or minutes approved. Exceptions: two years for Statutory Boards and Commissions.
TELEPHONE RECORDS	
Messages	Until no longer of administratively necessary
Charges/Bills	Two years, provided audited
Documentation	Life of system
Service record	Two years
System equipment inventory	Continually updated, retain superseded data one year
TIME CARDS, TIME SHEETS, PAYROLL SIGN IN SHEETS	Three years, provided audited
TRAINING MATERIAL/LESSON PLANS	Until superseded
TRAVEL EXPENSE REPORTS	Three years provided audited
UNIFORM RECORD	Three years provided audited
VEHICLE MAINTENANCE RECORDS	Until vehicle sold
VEHICLE MILEAGE RECORDS	Until vehicle sold
VISITORS' LOG OR SIGN-IN SHEETS	One year
VOICE MAIL	
Messages	Until no longer administratively necessary
System Documentation	Life of system
VOUCHER REGISTERS	Three years provided audited
VOUCHERS	Three years provided audited
WARRANT REGISTERS/JOURNALS	Three years provided audited
WARRANTS (Paid)	Three fiscal years provided audited
WORK ORDERS	Two years
WORK SCHEDULES	One year after schedule changed



## GENERAL SCHEDULES FOR ADMINISTRATIVE ELECTRONIC RECORDS

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### ***Administration Records General***

#### INFORMATION RESOURCES MANAGEMENT AND DATA PROCESSING SERVICES PLANS

Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.

Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction.

#### DATA PROCESSING POLICIES

Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.

Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction.

#### DATA PROCESSING PRODUCT/VENDOR AND STATE CONTRACTS REFERENCE FILES

Information on data processing equipment, software, and other products and their vendors.

Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.

#### OGS DATA CENTER TIME BILLING RECORDS

Reports and other records from OGS detailing charges for use of the Office of General Services computer services including monthly billing reports, copies of vouchers and bills.

Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.

#### COPIES OF PURCHASE REQUISITIONS, ORDERS, AND BILLING RECORDS FOR DATA PROCESSING SERVICES

Copies of records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.

Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.

#### RECORDS OF CHARGEBACKS TO DATA PROCESSING SERVICES USERS

Electronic and manual records used to document, calculate costs and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. Records Not Covered: Chargeback records subject to Federal audit requirements should be scheduled separately.

Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.

### ***Systems and Application Development***

#### DATA SYSTEMS SPECIFICATIONS

Records necessary for using the system: user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output

Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment then



specifications.

#### DATA DOCUMENTATION/DATA DICTIONARY RECORDS

Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

destroy. If all data is not destroyed or transferred, transfer specifications to State Archives for their possible retention or destruction.

Retain 3 years after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format, then destroy. If all data is not destroyed or transferred, transfer records to State Archives for their possible retention or destruction.

#### AUTOMATED PROGRAM LISTING/SOURCE CODE

Automated program code which generates the machine-language instructions used to operate an automated information system.

Retain for 3 system update cycles after code is superseded or replaced, then destroy.

#### TECHNICAL PROGRAM DOCUMENTATION

Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications, requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.

Retain until all data in system has been migrated or destroyed. If all data is not destroyed or transferred, transfer documentation to State Archives for their possible retention or destruction.

#### DATA PROCESSING PROCUREMENT FILES

Records used in the procurement of system hardware and software including request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.

For sale of goods, retain five years then destroy. For services, retain 16 years, then destroy.

#### TEST DATABASE/FILES

Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.

Retain until no longer of administrative value to agency, then destroy.

### ***Computer Operations and Technical Support***

#### DATA PROCESSING OPERATING PROCEDURES

Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.

Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction.

#### DATA PROCESSING HARDWARE DOCUMENTATION

Records documenting the use, operation, and maintenance of an agency's data processing equipment including operating

Retain until the agency no longer uses related hardware and all data is transferred to



manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.

#### MAINTENANCE CONTRACTS FILES

Maintenance contracts for data processing equipment, and related records including copies of contracts, service histories, and work orders.

#### OPERATING SYSTEM AND HARDWARE CONVERSION PLANS

Records relating to the replacement of equipment or computer operating systems.

#### DATA PROCESSING DISASTER PREPAREDNESS AND RECOVERY PLANS

Records related to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster.

#### SYSTEM BACKUP FILES

Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.

#### SYSTEM USERS ACCESS RECORDS

Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.

#### COMPUTER USAGE FILES

Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.

#### SUMMARY COMPUTER USAGE REPORTS

Summary reports and other paper records created to document computer usage.

#### COMPUTER RUN SCHEDULING RECORDS

Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.

#### INPUT DOCUMENTS

Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are retained by the program unit.

#### AUDIT TRAIL FILES

Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

and made useable in new hardware environment, then destroy.

For sale of goods, retain five years after contract expires, then destroy. For services, retain 16 years, then destroy.

Retain 1 year after successful conversion, then destroy.

Retain until superseded by revised plan, then destroy.

Retain for a minimum of 12 system backup cycles, then destroy.

Retain until no longer of administrative value to agency, then destroy.

Retain until no longer of administrative value to agency, then destroy.

Retain until no longer of administrative value to agency, then destroy.

Retain until no longer of administrative or fiscal value to agency, then destroy.

Retain until all data has been entered into the system and, if required, verified, then destroy.

Retain for a minimum of 12 database/master file backup cycles, then destroy.



#### **AUTOMATED TAPE LIBRARY SYSTEM FILES**

Automated records used to control the location, maintenance, and disposition of magnetic media in a tape library.

Retain until related records or media are destroyed or withdrawn from the tape library, then destroy.

#### **TAPE LIBRARY CONTROL RECORDS**

Records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings, control logs, and entity "scratch reports entity" regarding the destruction of tape library electronic files.

Retain until superseded, then destroy.

### ***User/Office Automation Support***

#### **SITE/EQUIPMENT SUPPORT FILES**

Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.

Retain site visit reports, problem and equipment service reports, and routine correspondence and memoranda until warranty or guarantee of service has expired, then destroy. Retain service histories and other summary records until the related equipment is no longer in use, then destroy.

#### **HELP DESK TELEPHONE LOGS AND REPORTS**

Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.

Retain until no longer of administrative value, then destroy.

#### **TRAINING COURSE INFORMATION**

Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.

Retain until superseded, obsolete, or replaced, then destroy.

### ***Network/Data Communication Services***

#### **NETWORK USAGE REPORTS**

Summary reports and other records created to document computer usage for reporting or other purposes.

Retain until no longer of administrative value to agency, then destroy.



## Appendix 1

### OHIO PUBLIC RECORDS LAW

The following sections of the Ohio Revised Code pertain to the creation, maintenance, preservation, transfer, and disposal of county records.

#### 9.01 REPRODUCTION OF RECORDS

When any officer, office, court, commission, board, institution, department, agent, or employee of the state, or of a county, or any political subdivision who is charged with the duty of authorized or required by law to record, preserve, keep, maintain, or file any record, document, plat, court file, paper, or instrument in writing, or to make or furnish copies of any thereof, deems it necessary or advisable, when recording any such document, plat, court file, paper, or instrument in writing, or when making a copy or reproduction of any thereof or of any such record, for the purpose of recording or copying, preserving, and protecting the same, reducing space required for storage, or any similar purpose, to do so by means of any photostatic, photographic, miniature photographic, film, microfilm, or microphotographic process, or perforated tape, magnetic tape, other magnetic means, electronic data processing, combination thereof, which correctly and accurately copies, records, or reproduces, or provides a medium of copying, recording, or reproduction, the original record, such photographic or electromagnetic processes, for copies, or reproductions may be made in duplicate, and such duplicates shall be stored in different buildings. The film or paper used for this process shall comply with the minimum standards of quality approved for permanent photographic records by the national bureau of standards. All such records, copies, or reproductions shall carry a certificate of authenticity and completeness, on a form specified by the state records administrator.

Any such officer, office, court, commission, board, institution, department, agent or employee of the state, a county, or any political subdivision may purchase or rent required equipment for any such photographic process and may enter into contracts with private concerns or other governmental agencies for the development of film and the making of reproductions thereof as a part of any such photographic process. When so recorded, or copied or reproduced to reduce space required for storage or filing of such records, said photographs, microphotographs, microfilms, perforated tape, magnetic tape, other magnetic means, electronic data processing, machine readable means, graphic or video display, or any combination thereof, or films, or prints made therefrom, when properly identified by the officer by whom or under whose supervision the same were made, or who has the custody thereof, have the same effect at law as the original record or of a record made by any other legally authorized means, and may be offered in like manner and shall be received in evidence in any court where such original record, or record made by other legally authorized means, could have been so introduced and received. Certified or authenticated copies or prints of such photographs, microphotographs, films, microfilms, perforated tape, magnetic tape, other magnetic means, electronic data processing, machine readable means, graphic or video display, or any combination thereof, shall be admitted in evidence equally with the original photographs, microphotographs, films, or microfilms.

Such photographs, microphotographs, microfilms, or films shall be placed and kept in conveniently accessible, fireproof, and insulated files, cabinets, or containers, and provisions shall be made for preserving, safekeeping, using, examining, exhibiting, projecting, and enlarging the same whenever requested, during office hours.

All persons utilizing the methods described in this section for keeping records and information shall keep and make readily available to the public the machines and equipment necessary to reproduce the records and information in a readable form.

#### 149.011 DEFINITIONS

(A) "Public office" includes any state agency, public institution, political subdivision, or any other organized body, office, agency, institution, or entity established by the laws of this state for the exercise of any function of government.





(F) "Archive" includes any public record that is transferred to the state archives or other designated archival institutions because of the historical information contained on it.

(G) "Records" includes any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

#### 149.31 ARCHIVES ADMINISTRATION; STATE ARCHIVIST; INSURANCE

(A) The Ohio Historical Society, in addition to its other functions, shall function as the state archives administration for the state and its political subdivisions.

It shall be the function of the state archives to preserve government archives, documents, and records of historical value which may come into its possession from public or private sources.

The archives administration shall evaluate, preserve, arrange, service, repair, or make other disposition, such as transfer to public libraries, county historical societies, state universities, or other public or quasi-public institutions, agencies, or corporations, of those public records of the state and its political subdivisions which may come into its possession under the provisions of this section. Such public records shall be transferred by written agreement only, and only to public or quasi-public institutions agencies, or corporations capable of meeting accepted archival standards for housing and use.

The archives administration shall be headed by a trained archivist designated by the Ohio Historical Society, and shall make its services available to county, city, township, and school district records commissions upon request. The archivist shall be designated as the "state archivist."

(B) The archives administration of the Ohio Historical Society may purchase or procure for itself, or authorize the board of trustees of an archival institution to purchase or procure from an insurance company licensed to do business in this state policies of insurance insuring the administration or the members of the board and their officers, employees, and agents against liability on account of damage or injury to persons and property resulting from any act or omission of the board members, officers, employees, and agents in their official capacity.

#### 149.351 DISPOSAL AND TRANSFER OF RECORDS IN ACCORDANCE WITH LAW; ACTION FOR INJUNCTIVE RELIEF FOR FORFEITURE

(A) All records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under sections 149.38 to 149.42 of the Revised Code. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred, or destroyed unlawfully.

(B) Any person who is aggrieved by the removal, destruction, mutilation, or transfer of, or by other damage to or disposition of a record in violation of division (A) of this section, or by threat of such removal, destruction, mutilation, transfer, or other damage to or disposition of such a record, may commence either or both of the following in the court of common pleas of the county in which division (A) of this section allegedly was violated or is threatened to be violated:

(1) A civil action for injunctive relief to compel compliance with division (A) of this section, and to obtain an award of the reasonable attorney's fee incurred by the person in the civil action;

(2) A civil action to recover a forfeiture in the amount of \$1,000 for each violation, and to obtain an award of the reasonable attorney's fees incurred by the person in the civil action.



149.352 REPLEVIN OF RECORDS

Upon the request of the department of administrative services, the attorney general may replevin any public records which have been unlawfully transferred or removed in violation of sections 149.31 to 149.44 of the Revised Code or otherwise transferred or removed unlawfully. Such records shall be returned to the office of origin and safeguards shall be established to prevent further recurrence of unlawful transfer or removal.

149.36 AUTHORITY NOT RESTRICTED

The provisions of sections 149.31 to 149.42, inclusive, of the Revised Code shall not impair or restrict the authority given by other statutes over the creation of records, systems, forms, procedures, or the control over purchases of equipment by public offices.

149.38 COUNTY RECORDS COMMISSION; PROCEDURES FOR REVIEW; OHIO HISTORICAL SOCIETY ACCESS BEFORE DISPOSAL

There is hereby created in each county a county records commission, composed of the president of the board of county commissioners as chairman, the prosecuting attorney, the auditor, the recorder, and the clerk of the court of common pleas. The commission shall appoint a secretary who may or may not be a member of the commission and who shall serve at the pleasure of the commission. The commission may employ an archivist to serve under its direction. The commission shall meet at least once every six months, and upon call of the chairman.

The functions of the commission shall be to provide rules for and disposal of records of the county and to review applications for one-time records disposal and schedules of records and disposal submitted by county offices. Records may be disposed of by the commission pursuant to the procedure outlined in this section. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

When county records have been approved for disposal, a copy of such records list shall be sent to the bureau of inspection and supervision of public offices of the auditor of state. If the bureau disapproves the action by the county commission in whole or in part it shall so inform the commission within a period of 60 days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of 60 days to select for its custody or disposal such records as it considers to be of continuing historical value.

149.39 MUNICIPAL RECORDS COMMISSION; PROCEDURES FOR REVIEW; OHIO HISTORICAL SOCIETY ACCESS BEFORE DISPOSAL

There is hereby created in each municipal corporation a records commission composed of the chief executive or his appointed representative, as chairman, and the chief fiscal officer, the chief legal officer, and a citizen appointed by the chief executive. The commission shall appoint a secretary, who may or may not be a member of the commission and who shall serve at the pleasure of the commission. The commission may employ an archivist to serve under its direction. The commission shall meet at least once every six months, and upon call of the chairman.

The functions of the commission shall be to provide rules for and disposal of records of the municipal corporation and to review applications for one-time records disposal and schedules of records and disposition submitted by municipal offices. Records may be disposed of by the commission pursuant to the procedure outlined in this section. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

When municipal records have been approved for disposal, a list of such records shall be sent to the bureau of inspection and supervision of public offices of the auditor of state. If the bureau disapproves of the action by the municipal commission, in whole or in part, it shall so inform the commission within a period of 60 days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of 60 days to select for its custody or disposal such public records as it considers to be of continuing historical value.



149.40 LIMITATIONS ON RECORD-KEEPING

The head of each public office shall cause to be made only such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and for the protection of the legal and financial rights of the state and persons directly affected by the agency's activities.

149.41 SCHOOL DISTRICT RECORDS COMMISSION; PROCEDURES FOR REVIEW; OHIO HISTORICAL SOCIETY ACCESS BEFORE DISPOSAL; EXCEPTIONS

There is hereby created in each county, city, and exempted village school district a school district records commission, to be composed of the president, the treasurer of the board of education, and the superintendent of schools in each such district. The commission shall meet at least once every 12 months.

The function of the commission shall be to review applications for one-time records disposal and schedules of records and disposition submitted by any employee of the school district. Records may be disposed of by the commission pursuant to the procedure outlined in this section. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

When school district records have been approved for disposal, a list of such records shall be sent to the bureau of inspection and supervision of public offices of the auditor of state. If the bureau disapproves the action by the school district records commission, in whole or in part, it shall so inform the commission within a period of 60 days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of 60 days to select for its custody or disposal such public records as it considers to be of continuing historical value. The society may not review or select for its custody either of the following:

(A) Records containing personally identifiable information concerning any pupil attending a public school other than directory information, as defined in section 3319.321 of the Revised Code, without the written consent of the parent guardian, or custodian of each such pupil who is less than 18 years of age, or without the written consent of each such pupil who is 18 years of age or older;

(B) Records the release of which would, according to the "Family Educational Rights and Privacy Act of 1974," 88 State. 571, 20 U.S.C.A. 1232g, disqualify a school or other educational institution from receiving federal funds.

149.42 TOWNSHIP RECORDS COMMISSION; PROCEDURES FOR REVIEW; OHIO HISTORICAL SOCIETY ACCESS BEFORE DISPOSAL

There is hereby created in each township a township records commission, to be composed of the chairman of the board of township trustees and the clerk of the township. The commission shall meet at least once every 12 months, and upon call of the chairman.

The function of the commission shall be to review applications for one-time records disposal and schedules of records and disposition submitted by township offices. Records may be disposed of by the commission pursuant to the procedure outlined in this section. The commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

When township records have been approved for disposal, a list of such records shall be sent to the bureau of inspection and supervision of public offices of the auditor of state. If the bureau disapproves the action by the township records commission, in whole or in part, it shall so inform the commission within a period of 60 days and these records shall not be destroyed. Before public records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of 60 days to select for its custody or disposal such public records as it considers to be of continuing historical value.

149.43 AVAILABILITY OF PUBLIC RECORDS; MANDAMUS ACTION; BULK COMMERCIAL SPECIAL ACTION REQUESTS [EFF. 12-16-99]



(A) As used in this section:

(1) "Public record" means any record that is kept by any public office, including, but not limited to, state, county, city, village, township, and school district units, except that "public record" does not mean any of the following:

(a) Medical records;

(b) Records pertaining to probation and parole proceedings;

(c) Records pertaining to actions under section 2151.85 and division (C) of section 2919.121 of the Revised Code and to appeals of actions arising under those sections;

(d) Records pertaining to adoption proceedings, including the contents of an adoption file maintained by the department of health under section 3705.12 of the Revised Code;

(e) Information in a record contained in the putative father registry established by section 3107.062 of the Revised Code, regardless of whether the information is held by the department of human services or, pursuant to section 5101.313 of the Revised Code, the division of child support in the department or a child support enforcement agency;

(f) Records listed in division (A) of section 3107.42 of the Revised Code or specified in division (A) of section 3107.52 of the Revised Code;

(g) Trial preparation records;

(h) Confidential law enforcement investigatory records;

(i) Records containing information that is confidential under section 2317.023 or 4112.05 of the Revised Code;

(j) DNA records stored in the DNA database pursuant to section 109.573 of the Revised Code;

(k) Inmate records released by the department of rehabilitation and correction to the department of youth services or a court of record pursuant to division (E) of section 5120.21 of the Revised Code;

(l) Records maintained by the department of youth services pertaining to children in its custody released by the department of youth services to the department of rehabilitation and correction pursuant to section 5139.05 of the Revised Code;

(m) Intellectual property records;

(n) Donor profile records;

(o) Records maintained by the department of human services pursuant to section 5101.312 of the Revised Code;

(p) PEACE OFFICER RESIDENTIAL AND FAMILIAL INFORMATION;



(q) Records the release of which is prohibited by state or federal law.

(2) "Confidential law enforcement investigatory record" means any record that pertains to a law enforcement matter of a criminal, quasi-criminal, civil, or administrative nature, but only to the extent that the release of the record would create a high probability of disclosure of any of the following:

(a) The identity of a suspect who has not been charged with the offense to which the record pertains, or of an information source or witness to whom confidentiality has been reasonably promised;

(b) Information provided by an information source or witness to whom confidentiality has been reasonably promised, which information would reasonably tend to disclose the source's or witness's identity;

(c) Specific confidential investigatory techniques or procedures or specific investigatory work product;

(d) Information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential information source.

(3) "Medical record" means any document or combination of documents, except births, deaths, and the fact of admission to or discharge from a hospital, that pertains to the medical history, diagnosis, prognosis, or medical condition of a patient and that is generated and maintained in the process of medical treatment.

(4) "Trial preparation record" means any record that contains information that is specifically compiled in reasonable anticipation of, or in defense of, a civil or criminal action or proceeding, including the independent thought processes and personal trial preparation of an attorney.

(5) "Intellectual property record" means a record, other than a financial or administrative record, that is produced or collected by or for faculty or staff of a state institution of higher learning in the conduct of or as a result of study or research on an educational, commercial, scientific, artistic, technical, or scholarly issue, regardless of whether the study or research was sponsored by the institution alone or in conjunction with a governmental body or private concern, and that has not been publicly released, published, or patented.

(6) "Donor profile record" means all records about donors or potential donors to a public institution of higher education except the names and reported addresses of the actual donors and the date, amount, and conditions of the actual donation.

(7) "PEACE OFFICER RESIDENTIAL AND FAMILIAL INFORMATION" MEANS INFORMATION THAT DISCLOSES ANY OF THE FOLLOWING:

(A) THE ADDRESS OF THE ACTUAL PERSONAL RESIDENCE OF A PEACE OFFICER, EXCEPT FOR THE STATE OR POLITICAL SUBDIVISION IN WHICH THE PEACE OFFICER RESIDES;

(B) INFORMATION COMPILED FROM REFERRAL TO OR PARTICIPATION IN AN EMPLOYEE ASSISTANCE PROGRAM;

(C) THE SOCIAL SECURITY NUMBER, THE RESIDENTIAL TELEPHONE NUMBER, ANY BANK ACCOUNT, DEBIT CARD, CHARGE CARD, OR CREDIT CARD NUMBER, OR THE EMERGENCY TELEPHONE NUMBER OF, OR ANY MEDICAL INFORMATION PERTAINING TO, A PEACE OFFICER;



(D) THE NAME OF ANY BENEFICIARY OF EMPLOYMENT BENEFITS, INCLUDING, BUT NOT LIMITED TO, LIFE INSURANCE BENEFITS, PROVIDED TO A PEACE OFFICER BY THE PEACE OFFICER'S EMPLOYER;

(E) THE IDENTITY AND AMOUNT OF ANY CHARITABLE OR EMPLOYMENT BENEFIT DEDUCTION MADE BY THE PEACE OFFICER'S EMPLOYER FROM THE PEACE OFFICER'S COMPENSATION UNLESS THE AMOUNT OF THE DEDUCTION IS REQUIRED BY STATE OR FEDERAL LAW;

(F) THE NAME, THE RESIDENTIAL ADDRESS, THE NAME OF THE EMPLOYER, THE ADDRESS OF THE EMPLOYER, THE SOCIAL SECURITY NUMBER, THE RESIDENTIAL TELEPHONE NUMBER, ANY BANK ACCOUNT, DEBIT CARD, CHARGE CARD, OR CREDIT CARD NUMBER, OR THE EMERGENCY TELEPHONE NUMBER OF THE SPOUSE, A FORMER SPOUSE, OR ANY CHILD OF A PEACE OFFICER.

AS USED IN DIVISIONS (A)(7) AND (B)(5) OF THIS SECTION, "PEACE OFFICER" HAS THE SAME MEANING AS IN SECTION 109.71 of the REVISED CODE , EXCEPT THAT "PEACE OFFICER" DOES NOT INCLUDE THE SHERIFF OF A COUNTY OR A SUPERVISORY EMPLOYEE WHO, IN THE ABSENCE OF THE SHERIFF, IS AUTHORIZED TO STAND IN FOR, EXERCISE THE AUTHORITY OF, AND PERFORM THE DUTIES OF THE SHERIFF.

(B) [ALL] (1) SUBJECT TO DIVISION (B)(4) OF THIS SECTION, ALL public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. [Upon] SUBJECT TO DIVISION (B)(4) OF THIS SECTION, UPON request, a PUBLIC OFFICE OR person responsible for public records shall make copies available at cost, within a reasonable period of time. In order to facilitate broader access to public records, [governmental units] PUBLIC OFFICES shall maintain public records in a manner that they can be made available for inspection in accordance with this division.

(2) IF ANY PERSON CHOOSES TO OBTAIN A COPY OF A PUBLIC RECORD IN ACCORDANCE WITH DIVISION (B)(1) OF THIS SECTION, THE PUBLIC OFFICE OR PERSON RESPONSIBLE FOR THE PUBLIC RECORD SHALL PERMIT THAT PERSON TO CHOOSE TO HAVE THE PUBLIC RECORD DUPLICATED UPON PAPER, UPON THE SAME MEDIUM UPON WHICH THE PUBLIC OFFICE OR PERSON RESPONSIBLE FOR THE PUBLIC RECORD KEEPS IT, OR UPON ANY OTHER MEDIUM UPON WHICH THE PUBLIC OFFICE OR PERSON RESPONSIBLE FOR THE PUBLIC RECORD DETERMINES THAT IT REASONABLY CAN BE DUPLICATED AS AN INTEGRAL PART OF THE NORMAL OPERATIONS OF THE PUBLIC OFFICE OR PERSON RESPONSIBLE FOR THE PUBLIC RECORD. WHEN THE PERSON SEEKING THE COPY MAKES A CHOICE UNDER THIS DIVISION, THE PUBLIC OFFICE OR PERSON RESPONSIBLE FOR THE PUBLIC RECORD SHALL PROVIDE A COPY OF IT IN ACCORDANCE WITH THE CHOICE MADE BY THE PERSON SEEKING THE COPY.

(3) UPON A REQUEST MADE IN ACCORDANCE WITH DIVISION (B)(1) OF THIS SECTION, A PUBLIC OFFICE OR PERSON RESPONSIBLE FOR PUBLIC RECORDS SHALL TRANSMIT A COPY OF A PUBLIC RECORD TO ANY PERSON BY UNITED STATES MAIL WITHIN A REASONABLE PERIOD OF TIME AFTER RECEIVING THE REQUEST FOR THE COPY. THE PUBLIC OFFICE OR PERSON RESPONSIBLE FOR THE PUBLIC RECORD MAY REQUIRE THE PERSON MAKING THE REQUEST TO PAY IN ADVANCE THE COST OF POSTAGE AND OTHER SUPPLIES USED IN THE MAILING.

ANY PUBLIC OFFICE MAY ADOPT A POLICY AND PROCEDURES THAT IT WILL FOLLOW IN TRANSMITTING, WITHIN A REASONABLE PERIOD OF TIME AFTER RECEIVING A REQUEST, COPIES OF PUBLIC RECORDS BY UNITED STATES MAIL PURSUANT TO THIS DIVISION. A PUBLIC OFFICE THAT ADOPTS A POLICY AND PROCEDURES UNDER THIS DIVISION SHALL COMPLY WITH THEM IN PERFORMING ITS DUTIES UNDER THIS DIVISION.

IN ANY POLICY AND PROCEDURES ADOPTED UNDER THIS DIVISION, A PUBLIC OFFICE MAY LIMIT THE NUMBER OF RECORDS REQUESTED BY A PERSON THAT THE OFFICE WILL TRANSMIT BY UNITED STATES MAIL TO TEN PER MONTH, UNLESS THE PERSON CERTIFIES TO THE OFFICE IN



WRITING THAT THE PERSON DOES NOT INTEND TO USE OR FORWARD THE REQUESTED RECORDS, OR THE INFORMATION CONTAINED IN THEM, FOR COMMERCIAL PURPOSES. FOR PURPOSES OF THIS DIVISION, "COMMERCIAL" SHALL BE NARROWLY CONSTRUED AND DOES NOT INCLUDE REPORTING OR GATHERING NEWS, REPORTING OR GATHERING INFORMATION TO ASSIST CITIZEN OVERSIGHT OR UNDERSTANDING OF THE OPERATION OR ACTIVITIES OF GOVERNMENT, OR NONPROFIT EDUCATIONAL RESEARCH.

(4) A PUBLIC OFFICE OR PERSON RESPONSIBLE FOR PUBLIC RECORDS IS NOT REQUIRED TO PERMIT A PERSON WHO IS INCARCERATED PURSUANT TO A CRIMINAL CONVICTION OR A JUVENILE ADJUDICATION TO INSPECT OR TO OBTAIN A COPY OF ANY PUBLIC RECORD CONCERNING A CRIMINAL INVESTIGATION OR PROSECUTION OR CONCERNING WHAT WOULD BE A CRIMINAL INVESTIGATION OR PROSECUTION IF THE SUBJECT OF THE INVESTIGATION OR PROSECUTION WERE AN ADULT, UNLESS THE REQUEST TO INSPECT OR TO OBTAIN A COPY OF THE RECORD IS FOR THE PURPOSE OF ACQUIRING INFORMATION THAT IS SUBJECT TO RELEASE AS A PUBLIC RECORD UNDER THIS SECTION AND THE JUDGE WHO IMPOSED THE SENTENCE OR MADE THE ADJUDICATION WITH RESPECT TO THE PERSON, OR THE JUDGE'S SUCCESSOR IN OFFICE, FINDS THAT THE INFORMATION SOUGHT IN THE PUBLIC RECORD IS NECESSARY TO SUPPORT WHAT APPEARS TO BE A JUSTICIABLE CLAIM OF THE PERSON.

(5) UPON WRITTEN REQUEST MADE AND SIGNED BY A JOURNALIST ON OR AFTER THE EFFECTIVE DATE OF THIS AMENDMENT, A PUBLIC OFFICE, OR PERSON RESPONSIBLE FOR PUBLIC RECORDS, HAVING CUSTODY OF THE RECORDS OF THE AGENCY EMPLOYING A SPECIFIED PEACE OFFICER SHALL DISCLOSE TO THE JOURNALIST THE ADDRESS OF THE ACTUAL PERSONAL RESIDENCE OF THE PEACE OFFICER AND, IF THE PEACE OFFICER'S SPOUSE, FORMER SPOUSE, OR CHILD IS EMPLOYED BY A PUBLIC OFFICE, THE NAME AND ADDRESS OF THE EMPLOYER OF THE PEACE OFFICER'S SPOUSE, FORMER SPOUSE, OR CHILD. THE REQUEST SHALL INCLUDE THE JOURNALIST'S NAME AND TITLE AND THE NAME AND ADDRESS OF THE JOURNALIST'S EMPLOYER AND SHALL STATE THAT DISCLOSURE OF THE INFORMATION SOUGHT WOULD BE IN THE PUBLIC INTEREST.

AS USED IN DIVISION (B)(5) OF THIS SECTION, "JOURNALIST" MEANS A PERSON ENGAGED IN, CONNECTED WITH, OR EMPLOYED BY ANY NEWS MEDIUM, INCLUDING A NEWSPAPER, MAGAZINE, PRESS ASSOCIATION, NEWS AGENCY, OR WIRE SERVICE, A RADIO OR TELEVISION STATION, OR A SIMILAR MEDIUM, FOR THE PURPOSE OF GATHERING, PROCESSING, TRANSMITTING, COMPILING, EDITING, OR DISSEMINATING INFORMATION FOR THE GENERAL PUBLIC.

(C) If a person allegedly is aggrieved by the failure of a [governmental unit] PUBLIC OFFICE to promptly prepare a public record and to make it available to the person for inspection in accordance with division (B) of this section, or if a person who has requested a copy of a public record allegedly is aggrieved by the failure of a PUBLIC OFFICE OR THE person responsible for the public record to make a copy available to the person allegedly aggrieved in accordance with division (B) of this section, the person allegedly aggrieved may commence a mandamus action to obtain a judgment that orders the [governmental unit] PUBLIC OFFICE or the person responsible for the public record to comply with division (B) of this section and that awards reasonable attorney's fees to the person that instituted the mandamus action. The mandamus action may be commenced in the court of common pleas of the county in which division (B) of this section allegedly was not complied with, in the supreme court pursuant to its original jurisdiction under Section 2 of Article IV, Ohio Constitution, or in the court of appeals for the appellate district in which division (B) of this section allegedly was not complied with pursuant to its original jurisdiction under Section 3 of Article IV, Ohio Constitution.

(D) Chapter 1347. of the Revised Code does not limit the provisions of this section.



(E)(1) The bureau of motor vehicles may adopt rules pursuant to Chapter 119. of the Revised Code to reasonably limit the number of bulk commercial special extraction requests made by a person for the same records or for updated records during a calendar year. The rules may include provisions for charges to be made for bulk commercial special extraction requests for the actual cost of the bureau, plus special extraction costs, plus ten per cent. The bureau may charge for expenses for redacting information, the release of which is prohibited by law.

(2) As used in [division] DIVISIONS (B)(3) AND (E)(1) of this section:

(a) "Actual cost" means the cost of depleted supplies, records storage media costs, actual mailing and alternative delivery costs, or other transmitting costs, and any direct equipment operating and maintenance costs, including actual costs paid to private contractors for copying services.

(b) "Bulk commercial special extraction request" means a request for copies of a record for information in a format other than the format already available, or information that cannot be extracted without examination of all items in a records series, class of records, or data base by a person who intends to use or forward the copies for surveys, marketing, solicitation, or resale for commercial purposes. "Bulk commercial special extraction request" does not include a request by a person who gives assurance to the bureau that the person making the request does not intend to use or forward the requested copies for surveys, marketing, solicitation, or resale for commercial purposes.

(c) "Commercial" means profit-seeking production, buying, or selling of any good, service, or other product.

(d) "Special extraction costs" means the cost of the time spent by the lowest paid employee competent to perform the task, the actual amount paid to outside private contractors employed by the bureau, or the actual cost incurred to create computer programs to make the special extraction. "Special extraction costs" include any charges paid to a public agency for computer or records services.

(3) For purposes of divisions (E)(1) and (2) of this section, "commercial surveys, marketing, solicitation, or resale" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

#### 149.44 AVAILABILITY OF RECORDS; RULES

Any state records center of archival institution established pursuant to sections 149.31 and 149.331 of the Revised Code is an extension of the departments, offices, and institutions of the state and all state and local records transferred to records centers and archival institutions shall be available for use under section 149.43 of the Revised Code. The state records administration, assisted by the state archivist, shall establish rules and procedures for the operation off state records centers and archival institutions holding public records, respectively.

#### 149.99 PENALTIES-REPEALED





## Appendix 2

### BRIEF GUIDELINES FOR MICROFILM

#### Storage Conditions

- . Original Camera Negative: Store original off-site in a secured limited access location that has protection against fire, water, chemical damage, and other disasters. Store this master negative at 40 percent - 50 percent relative humidity and 60°-70°F, both humidity and temperature to remain stable. Do not mix silver halide, vesicular and diazo microfilm in the same cabinet.
- . Roll Film: Store on reels of non-corrosive metal or inert plastic.
- . Other microforms: Store in inert metal, plastic film cans, or acid-free paper cartons/boxes.
- . Office use copy of microforms: Use diazo or vesicular microfilm for office use and reference. Store at normal office temperatures in files or drawers that can be closed when not in use. Do not keep diazo and vesicular microfilm in the same cabinet.

#### Production Standards

- . Camera Negative and Processing: Should meet the American National Standards Institute (ANSI) standards for archival permanent microfilm. Microfilm processor should send certification letter with each roll attesting to the following:
  - . Camera Negative Resolution: Sharpness 100 lines/mm or better.
  - . Camera Negative Density: Background density between .70 and 1.5 depending on the document being filmed.
    - . Camera Negative Chemical Stability: Residual fixer (sodium thiosulfate) must not exceed 1.4 microgram per centimeter squared.
  - . Reduction Ratio: This can vary therefore conform to ANSI/AIIM MS14-1988, Section 6.7 Standard.
  - . Splices: Never use pressure sensitive tape on the camera negative.
  - . Use microfilm targets on all work.

#### Microfilm Targets

	Target	Explanation
1.	BEGIN ROLL #__	Must be eye-legible; begin each record series anew with roll #1.
2.	TITLE BOARD	Must be eye-legible; for example: Akron City Council Minutes - 1919
3.	UNIT CONTINUED FROM PREVIOUS ROLL (if applicable)	Must be eye-legible.
4.	PUBLIC OFFICIAL'S CERTIFICATION	Certifies microfilm is an official record of a public office and complies with Section 9.01 ORC.
5.	NOTES TO RESEARCHERS	Typed on white paper providing user with information such as where original



- material is located, who filmed records, and where copies are available.
6. TECHNICAL TARGETS Include the five (5) standard resolution charts for planetary or one (1) resolution chart for rotary plus target stating the reduction ratio.
  7. CERTIFICATION BY MICROFILM CAMERA OPERATOR OR VENDOR Certifies the date microfilm created and type of work performed by camera operator and vendor.
  8. SPECIAL NOTATIONS  
MATERIAL MISSING  
PAGES MISNUMBERED  
RETAKE INSERTED HERE Other eye-legible targets may be made up on white paper as needed.
  9. UNIT CONTINUES ON NEXT ROLL Must be eye-legible. (if applicable)
  10. END OF ROLL REWIND Must be eye-legible.

#### Suggested Microfilm Box Label

<b>AKRON CITY COUNCIL MINUTES 1945, 1949 - 1954</b>	<b>ROLL 13</b>
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It is important to include all necessary identifying information on the microfilm box label so there will be no doubt about the contents of each box. The labels are intended to indicate the actual contents of the roll not just the starting and ending dates of the records. In the above example, it clearly shows the 1946 - 1948 Minutes are not on this roll of microfilm.

An eye-legible target is one that can be read without using a microfilm reader. A restaurant menu board could be used create these targets. Eye-legible targets can also be created using the variety and sizes of fonts now available in word processing programs.

#### AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARDS

For copies of ANSI/AIIM Standards which cover microfilm, microfiche, and computer output microfilm (COM), contact The Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5603. Please note that printed copies of the ANSI standards and technical reports are quite expensive. Professional creating or processing microfilm should know and comply with ANSI standards. This is especially important if the micrographic images are created to replace original records pursuant to Section 9.01 ORC. After microfilming, do not destroy any public record unless you have an approved RC-1 or RC-2 stating that "the records will be destroyed after microfilming " and you have submitted a properly completed RC-3 to the OHS - LGRP.



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