

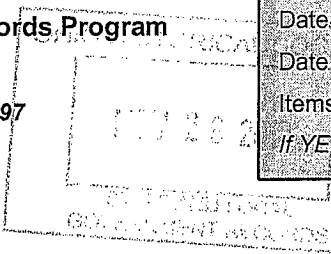


**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form



RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Stark County All County Offices & Agencies

General Schedule

(local government entity)	(name)	(unit)	(date)
<u>John Runion</u>	John Runion	Records Manager	11/10/2010
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

<u>STARK COUNTY</u>	Records Commission	330-451-7365
		(telephone number)

201 3rd St. NE	Canton	44702	Stark
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: JFRunion@COSTARK.OH.US

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

<u>Steve H. Huber</u>	<u>11/16/10</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<u>Fred Prantz</u>	<u>State Archivist</u>	<u>12/16/2010</u>
Signature	Title	Date

Section D: Auditor of State

<u>Martin E. Mohr</u>	<u>12-28-10</u>
Signature	Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form.**



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

E: Records Retention Schedule

Stark County All County Offices & Agencies

General Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
GS 2010-01	Accident Report/Files a) Bodily injury to non-employee b) Employee injury report c) Damage to County Vehicle	a) six years provided no action pending. b) Place in personnel file. c) Six years provided no action pending.	PAPER	
GS 2010-02	Accounts Receivable Ledger and Documents	Three years, provided audited.	PAPER	
GS 2010-03	Activity Reports	Two years	PAPER	
GS 2010-04	Agendas	Two years	PAPER OR ELECTRONIC	
GS 2010-05	Annual County Budgets	Permanent	PAPER	
GS 2010-06	Annual Dept./Office Budget	Five years	PAPER OR ELECTRONIC	
GS 2010-07	Application for Employment (unsuccessful/not hired) a) Resumes	One year from receipt. a) 30 days	PAPER OR ELECTRONIC	
GS 2010-08	Attendance reports	Three years	PAPER OR ELECTRONIC	
GS 2010-09	Audit Reports (Federal, State or Internal)	Five years	PAPER OR ELECTRONIC	
GS 2010-10	Badges/Identification	Turn in upon termination of employment	ALL MEDIA	



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GS 2010-11	Bank Deposit Receipts	Three years, provided audited	PAPER OR ELECTRONIC	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C.</i>
GS 2010-12	Bank Statements	Three years, provided audited	PAPER OR ELECTRONIC	
GS 2010-13	Blank forms	Obsolete, unessential, or superseded	PAPER OR ELECTRONIC	
GS 2010-14	Blue Prints/Vellums	Until updated, superseded or obsolete	ALL MEDIA	
GS 2010-15	Bids (successful) a) Copies of successful bids to provide goods and/or services b) Original, if made part of a contract and filed with a contract	a) Three fiscal three after expiration of contract.	PAPER OR ELECTRONIC	
		b) fifteen year after expiration of contract	PAPER OR ELECTRONIC	
GS 2010-16	Bids (unsuccessful)	two years after letting of contract	PAPER OR ELECTRONIC	
GS 2010-17	Bond Coupons	two years, provided audited	PAPER OR ELECTRONIC	
GS 2010-18	Bond Registers	twenty years after issue called or redeemed	PAPER	
GS 2010-19	Budget preparation documents (working papers)	four years	ALL MEDIA	
GS 2010-20	Bulletins, Posters, and notices	until no longer administratively necessary	ALL MEDIA	
GS 2010-21	Calibration Records	five years	PAPER OR ELECTRONIC	
GS 2010-22	Cancelled Checks	three years, provided audited	PAPER OR ELECTRONIC	
GS 2010-23	Cashbooks & Cash Journals	three years, provided audited	PAPER OR ELECTRONIC	
GS 2010-24	Check Registers	three years, provided audited	PAPER OR ELECTRONIC	



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GS 2010-25	Claims & Litigation Records	five years after case is closed and appeals exhausted	PAPER OR ELECTRONIC	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
GS 2010-26	Compliance Reports	five years	PAPER OR ELECTRONIC	
GS 2010-27	Fuel Usage Records	three years	PAPER OR ELECTRONIC	
GS 2010-28	General Orders, Directives, Policies, Rules, Regulations or Procedures	until superseded, retain one copy until audited	PAPER OR ELECTRONIC	
GS 2010-29	Hearings A) Audio & Video Recordings B) Report of Proceedings C) Transcripts	A) one year B) permanent C) five years	PAPER OR ELECTRONIC	
GS 2010-30	Insurance Policies	Two years after expiration, provided all claims settled	ALL MEDIA	
GS 2010-31	Inventories (annual of County Property)	Three years, provided audited	PAPER OR ELECTRONIC	
GS 2010-32	Invoices (paid)	County Auditor record copy, three years, provided audited. Duplicate copies Two years	PAPER OR ELECTRONIC	
GS 2010-33	Annual Reports	Permanent	PAPER OR ELECTRONIC	
GS 2010-34	Continuing education Certification/class/seminars/training attendance records	Place in personnel file	PAPER OR ELECTRONIC	
GS 2010-35	Contracts	Fifteen years after expiration	PAPER OR ELECTRONIC	
GS 2010-36	Copies, Extra Copies, Photocopies, etc.	Destroy when no longer of administrative value	PAPER OR ELECTRONIC	



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GS 2010-37	Correspondence: A) Executive – Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. It includes information concerning agency policies, procedures, program, fiscal and personnel matters.	A) Two years	PAPER OR ELECTRONIC	
	B) General – Correspondence (letters & memos) also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other misc. inquiries. This correspondence is informative (it does not influence agency policy).	B) One year	PAPER OR ELECTRONIC	
	C) Routine – Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	C) six months	PAPER OR ELECTRONIC	
	D) Personal – Any paper or electronic document received and not defined as business related.	D) Transient, destroy immediately	PAPER OR ELECTRONIC	
GS 2010-38	Delivery slips/ Packing slips	Two years	PAPER	
GS 2010-39	Desk/Appointment Calendars	Three months after end of calendar year	PAPER OR ELECTRONIC	
GS 2010-40	Disaster Plans	Until updated or superseded	PAPER OR ELECTRONIC	
GS 2010-41	Dispatcher Radio/ Telephone Calls/ Audio Recordings	30 days, erase and reuse provided no action pending	PAPER OR ELECTRONIC	
GS 2010-42	Drafts (All Media)	Until no longer administratively necessary	PAPER OR ELECTRONIC	



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GS 2010-43	Drawings, Tracings, Mylars	Until updated, superseded, or obsolete. Appraise for historical value	PAPER OR ELECTRONIC	
GS 2010-44	Electronic Mail – Email	Non-Record – Delete Records – Retain according to content. Appraise according to correspondence.	ELECTRONIC PAPER OR ELECTRONIC	
GS 2010-45	Equipment Inventories	Three years	PAPER OR ELECTRONIC	
GS 2010-46	Equipment Maintenance Records	Life of equipment	PAPER	
GS 2010-47	Expense Records	Three years	PAPER OR ELECTRONIC	
GS 2010-48	Fax a) logs b) messages	a) one year b) treat as correspondence	PAPER OR ELECTRONIC	
GS 2010-49	Federal Grant Files, supporting financial Records & Documents	5 years provided all State & Federal audits have been conducted, the audit report released and all litigation claims, or audit findings have been resolved.	ALL MEDIA	
GS 2010-50	Job Descriptions	Until superseded or classification abolished	PAPER OR ELECTRONIC	
GS 2010-51	Leases A) Equipment B) Real Estate	a) two years after expiration b) five years after expiration	PAPER OR ELECTRONIC	
GS 2010-52	Leave Requests A) Sick B) Vacation	a) three years b) three years	PAPER OR ELECTRONIC	
GS 2010-53	Licenses, Permits & Certifications	one year after expiration	PAPER	



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GS 2010-54	Mail A) Unsolicited Mail B) Postal Records	a) Until no longer administratively necessary b) two years	PAPER	
GS 2010-55	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced.	PAPER OR ELECTRONIC	
GS 2010-56	Meeting Notices	Six months		
GS 2010-57	Memoranda	Use correspondence retention periods	PAPER OR ELECTRONIC	
GS 2010-58	Minutes of Meetings A) Approved Hard Copy B) Audio & Video Recordings C) Drafts/Notes	a) Permanent b) One year provided information concerning the meeting is substantially transcribed to hard copy. c) Until hardcopy of minutes is approved	PAPER OR ELECTRONIC PAPER PAPER OR ELECTRONIC	
GS 2010-59	911 SYSTEM A) Documentation B) Logs C) Printouts D) Recording Tapes	a) life of system b) three years c) one year d) 30 days then re-use provided no action	PAPER PAPER OR ELECTRONIC	
GS 2010-60	Oaths of Office of Elected Officials	10 years after leaving office		
GS 2010-61	Officials' Bonds	10 years after expiration	PAPER	
GS 2010-62	PAY-INS	Three years, provided audited	PAPER	
GS 2010-63	Personnel Files	Two years after employee terminates purge extraneous records. Retain retirement waiver, service record, & leave balances	PAPER OR ELECTRONIC	

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GS 2010-64	Press/News Releases	Three years	PAPER OR ELECTRONIC
GS 2010-65	Professional Association Records	Destroy when no longer of administrative value	PAPER OR ELECTRONIC
GS 2010-66	Project Plans/Drawings	Life of project or obsolete. Appraise for historical value	PAPER OR ELECTRONIC
GS 2010-67	Publications	Until superseded or obsolete. Retain one copy	PAPER
GS 2010-68	Purchase Orders	Three years, provided audited	PAPER OR ELECTRONIC
GS 2010-69	Receipt Documents	Two years	PAPER OR ELECTRONIC
GS 2010-70	Public Record Requests	Two years	PAPER OR ELECTRONIC
GS 2010-71	Records Retention Documents (RC-1, RC-2 & RC-3)	25 years	PAPER OR ELECTRONIC
GS 2010-72	Requisitions	Three years	PAPER OR ELECTRONIC
GS 2010-73	Roster/Directories	Until superseded or obsolete	PAPER OR ELECTRONIC
GS 2010-74	Surveying/Field Notes	Permanent	PAPER OR ELECTRONIC
GS 2010-75	Surveillance Tapes/Videos	30 days then re-use provided no action	PAPER OR ELECTRONIC
GS 2010-76	A) Time Cards B) Time Sheets C) Payroll Sign-in Sheets	a) three years b) three years c) three years	PAPER OR ELECTRONIC
GS 2010-77	Telephone Records A) Messages B) Charge/Bills C) Documentation D) Service Record E) System Equipment Inventory	a) Until no longer of administrative necessary, b) two years c) Life of system d) two years e) Continually updated, retain superseded data one year.	PAPER OR ELECTRONIC PAPER OR ELECTRONIC PAPER OR ELECTRONIC

Original records: the records
 are maintained by the records
 management unit of the
 State of Ohio and the
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GS 2010-78	Training Manuals/Lesson Plans	Until superseded	PAPER OR ELECTRONIC
GS 2010-79	Travel Expense Reports	Three years, provided audited	PAPER OR ELECTRONIC
GS 2010-80	Vehicle Maintenance Reports	Until Vehicle Sold	PAPER OR ELECTRONIC
GS 2010-81	Visitors' Log or Sign-in Sheets	One year	PAPER OR ELECTRONIC
GS 2010-82	Voice Mail Messages	Until no longer administratively necessary	ALL MEDIA
GS 2010-83	Vouchers & Voucher Registers	Three years, provided audited	PAPER OR ELECTRONIC
GS 2010-84	Warrants/Warrant Registers/Journals (paid)	Three years, provided audited	PAPER OR ELECTRONIC
GS 2010-85	Work Orders	Two years	PAPER OR ELECTRONIC
GS 2010-86	Work Schedules	One year after schedule changed	PAPER OR ELECTRONIC

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.