

**CARROLL COUNTY
BOARD OF COMMISSIONERS
PUBLIC RECORDS POLICY**

Adopted: 9-10-15
Journal 45, Page 248



Jeffrey L. Ohler, President



Robert E. Wirkner, Vice President



Thomas R. White, Commissioner

Carroll County Board of Commissioners - Public Records Policy

PUBLIC RECORDS POLICY

MISSION STATEMENT

Openness leads to a better informed citizenry, which leads to better government and better public policy. It is the mission and intent of the Carroll County Board of Commissioners to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act (Ohio Revised Code §149.43).

DEFINING PUBLIC RECORDS

A "record" is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Carroll County Board of Commissioners that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A "public record" is a "record" that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

The majority of documents kept by the Carroll County Board of Commissioners are public records unless they are exempt from disclosure under Ohio law. See Ohio Revised Code §149.43 and related sections for a full list of exempted records.

RESPONSE TIMEFRAME

Public records are to be available for inspection during regular business hours, which are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the Carroll County Board of Commissioners that all requests for public records should be acknowledged in writing or, if feasible, satisfied within three business days following the office's receipt of the request.

HANDLING REQUESTS

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record(s). It is this office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information

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requested, but only if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features. Although not required by law, the office should consider generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Attorney General's website (www.ohioattorneygeneral.gov/YellowBook) for the purpose of keeping employees of the office and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and Personal Information Systems Act.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

DENIAL AND REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts (edits), or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

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COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for black and white paper copies on letter or legal size paper is \$.10 cents per page, and for color copies is \$.20 cents per page. For any oversized documents (such as zoning maps, commissioners' journals or minutes) or documents in other formats (electronic files downloaded to a compact disc, photographs, film, audio tapes, etc.), the costs shall reasonably represent the actual cost to reproduce the record.

A requester may be required to pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be delivered or mailed to them, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.

MANAGING RECORDS

The records of the Carroll County Board of Commissioners are subject to records retention schedules, which means the office must maintain its records in accordance with these schedules and must not transfer or destroy records without first obtaining proper authorization as provided for by statute. The current schedules are available at the office (119 S. Lisbon Street, Suite 201, Carrollton, OH 44615), a location readily available to the public as required by Ohio Revised Code §149.43(B)(2).

FORMS

The Carroll County Board of Commissioners has developed a suggested form to be used for public records requests. A sample is attached to this policy as Appendix A. This form is not required but will enhance the Commissioners' ability to respond to a request in a timely and reasonable manner.

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**EMPLOYEE'S ACKNOWLEDGEMENT OF
RECEIPT OF PUBLIC RECORDS POLICY**

I acknowledge receipt of the Public Records Policy of the Carroll County Board of Commissioners and understand and agree that I am responsible for knowing its contents and for keeping it updated. I also understand that this policy is County property and must be returned to the appointing authority when I separate from employment with the County. I agree and understand that any and all provisions of this policy may be modified or eliminated, without advance notice to me, at any time.

Issued To:

Signed:

Date Received:



www.carrollcountyohio.us

CARROLL COUNTY COMMISSIONERS

119 S. Lisbon St., Suite 201
Carrollton, OH 44615-1429

Fax: 330-627-6656

Phone: 330-627-4869

Email: jleggett@carrollcountyohio.us

PUBLIC RECORDS REQUEST

The Carroll County Board of Commissioners provides this form to manage the public records request process more efficiently, and to help avoid delays and confusion. The availability of public records is not limited by or conditioned on completion of this form. A written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the Commissioners' office. The completed form should be sent to the address noted above.

PLEASE PRINT

Name of Requester		Today's Date
Street Address		City, State, ZIP
Phone Number(s)	Fax Number	Email
INFORMATION REQUESTED		
Please be specific. Records sought must be identified with sufficient clarity in order to allow the Carroll County Board of Commissioners to identify, retrieve and review the records. The staff of the Commissioners' office is available to assist by advising you of the manner in which records are kept.		
Relevant Dates _____		
Description _____		

For additional page, please use the reverse side of this form.		
RESPONSE (to be completed by Commissioners' office)		
Number of Copies Requested		Total Fee
_____ x \$ _____ per page = \$ _____		\$ _____
_____ x \$ _____ per page = \$ _____		
Copies of Other Materials		
_____ x \$ _____ = \$ _____		
_____ x \$ _____ = \$ _____		
Date Requester Notified of Fees _____ by _____		via _____
		(Employee Name) (mail, email, etc.)
Date Response Mailed, Emailed, Picked Up, Faxed or Inspected _____		
(Circle One and Complete Page 2)		
CONTINUED ON PAGE 2		

PUBLIC RECORDS REQUEST RESPONSE FORM

Thank you for your recent public record request. The Carroll County Board of Commissioners' response is as follows:

- ☐ Record(s) requested are enclosed.
- ☐ Record(s) do not exist.
- ☐ Record(s) have never been maintained by the Carroll County Board of Commissioners.
- ☐ Record(s) are no longer maintained and have been disposed of or transferred pursuant to RC-2.
- ☐ Record(s) are enclosed which contain visible redactions in accordance with State or Federal Law.
- ☐ Record(s) request is overly ambiguous. Please provide more detail.
- ☐ Record(s) are prohibited from release due to the following State or Federal Law:
 - ☐ Peace officer, firefighter, EMT, employee residential and familial information or photographs (ORC §149.43)
 - ☐ Medical Records (ORC §149.43)
 - ☐ Trial Preparation Records (ORC §149.43)
 - ☐ Confidential Law Enforcement Investigatory Records (ORC §149.43)
 - ☐ Records Concerning Recreational Activities of People Under Age 18 (ORC §149.43)
 - ☐ Security or Infrastructure Records (ORC §149.433)
 - ☐ Social Security Numbers (5 U.S.C.A. §552a)
 - ☐ Trade Secrets (ORC §122.36 and §1333.61)
 - ☐ Confidential Financial Information (ORC §166.05 and §921.04)
 - ☐ Tax Information (ORC §718.13, §5703.21, §5709.081, §5711.10, §5711.101, §5715.50, §5747.18)
 - ☐ Attorney-Client Privilege (ORC §2317.02)
 - ☐ Other (specify) _____

CARROLL COUNTY BOARD OF COMMISSIONERS PUBLIC RECORDS POLICY

The **Carroll County Board of Commissioners** acknowledges they maintain records that are used in the administration and operation of the Commissioners' office. The records maintained by the Commissioners' office and the ability to access them are a means to provide trust between the public and the Commissioners' office. The Commissioners' office maintains its records in a manner which allows the Commissioners to provide the general public prompt inspection of the Commissioners' public records, and copies of these records within a reasonable amount of time during its regular business hours from 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays.

The Commissioners have a Public Records Policy and a Schedule of Records Retention (RC-2). If you would like to review these documents, please consult with one of the Commissioners' office employees and they will provide you with a copy.

Copying costs are as follows:

Black & white (legal or letter size): \$.10 per copy

Color (legal or letter size): \$.20 per copy

Oversized documents or other formats actual cost

(electronic files downloaded to CD, photos, film, audio tapes, etc.)

Adopted: _____



JUL 13 2015

STATE AND LOCAL
GOVERNMENT

RECEIVED
JUN 18 2015

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

AUDITOR
CARROLL COUNTY, OHIO

Section A: Local Government Unit

Carroll County

Commissioners

(local government entity) Robert E. Wickner (unit) Vice President 6/18/15
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Records Commission

330-627-2250

(telephone number)

119 S Lisbon St, Suite 203
(address)

Carrollton
(city)

44615
(zip code)

Carroll
(county)

To have this form returned to the Records Commission electronically, include an email address:

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.

[Signature] 6/29/15
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Connie Conner Govt. Records Archivist 7/20/15
Signature Title Date

Section D: Auditor of State

Martin E. M... 7-28-15
Signature Title 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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1	Accident Reports/Files Bodily Injury to non-employees Damage to county vehicle	Six years provided no action pending	Paper		<input type="checkbox"/>
2	Activity Reports	Two Years	Paper		<input type="checkbox"/>
3	Agendas A list of items to be discussed in the Commissioner's meeting	Two Years	Multi		<input type="checkbox"/>
4	Annexation Files Petition for annexation and related files to change boundary lines of township and municipal governments	PERMANENT	Paper		<input type="checkbox"/>
5	Annual County Budgets Annual Fiscal allocation to county offices and departments	PERMANENT	Paper		<input type="checkbox"/>
6	Annual Department/Office Budget Work Papers Records created exclusively for the preparation of budgets, including budget requests, justification statement and similar documents	Five years	Paper		<input type="checkbox"/>
7	Annual Reports (Inter-Department)	One year	Paper		<input type="checkbox"/>
8	Annual Reports (office)	PERMANENT	Paper		<input type="checkbox"/>
9	Anonymous or Unfounded Complaints	Until no longer of administrative value	Paper		<input type="checkbox"/>
10	Application for Employment - Not hired	One year after receipt	Paper		<input type="checkbox"/>
11	Attendance Reports, Records or Sign In Sheets	Three years	Paper		<input type="checkbox"/>
12	Audit Reports (Federal, State & Internal)	Five years	Paper		<input type="checkbox"/>
13	Badges/IDs	Until no longer necessary	Multi		<input type="checkbox"/>
14	Bank Deposit Receipts	Three years provided audited	Paper		<input type="checkbox"/>
15	Bank Statements	Three years provided audited	Paper		<input type="checkbox"/>
16	Bed Tax Records Records detailing the receipt and disbursement of revenue from the county's excise tax on lodging	Seven years	Paper		<input type="checkbox"/>
17	Bids - Successful Records documenting publicizing, hearing and awarding quoted bids from vendors for services of merchandise including bonding information, specification sheets, bid fords and amounts, references, etc. (ORC 2305.06)	Eight Years	Paper		<input type="checkbox"/>
18	Bids - Unsuccessful Bids not awarded	Two years after letting of contract	Paper		<input type="checkbox"/>

Audited means: the papers
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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
19	Blank forms	Until obsolete or superseded	Paper		<input type="checkbox"/>
20	Blueprints/Vellums	Until updated, superseded or obsolete. Get appraised. Must keep one permanently	Paper		<input type="checkbox"/>
21	Board Appointments Appointments to and resignations from county boards, commissions, and agencies	Ten years	Multi		<input type="checkbox"/>
22	Bond Register	Seven years after final maturity of notes or bonds	Paper		<input type="checkbox"/>
23	Bonds (Redeemed)	Two fiscal years after issue called or redeemed	Paper		<input type="checkbox"/>
24	Budgets (Annual for County)	Ten years	Paper		<input type="checkbox"/>
25	Bulletins, Posters, and Notices to Employees	Until no longer administratively necessary	Paper		<input type="checkbox"/>
26	Calendars/Appointment Books	Three months after end of calendar year	Paper		<input type="checkbox"/>
27	Commissioner's Journal Official record of various proceedings of the Commissioners, including resolutions, petitions, tax levies, road construction, and other operations of the county	PERMANENT	Multi		<input checked="" type="checkbox"/>
28	Commissioner's Journal Index Indexes by volume and page number of all matters brought before the Board, including a brief synopsis of the proceedings	PERMANENT	Multi		<input checked="" type="checkbox"/>
29	Compliance Reports	Five years	Multi		<input type="checkbox"/>
30	Continuing Education - Certification/Class/Seminars/ Training Attendance Records	Place in Personnel File	Multi		<input type="checkbox"/>
31	Contracts	Fifteen years after expiration	Multi		<input type="checkbox"/>
32	Correspondence - Routine Form Letters	One year	Multi		<input type="checkbox"/>
33	Correspondence - General	Two years	Multi		<input type="checkbox"/>
34	Correspondence - Executive	Five Years	Multi		<input checked="" type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
35	Correspondence - Unsolicited Correspondence	Until no longer administratively necessary	Multi		<input type="checkbox"/>
36	Correspondence - Unsolicited mail - mail/similar communications	Until no longer administratively necessary	Multi		<input type="checkbox"/>
37	Correspondence - Business Cards/Rolodex	Until no longer administratively necessary	Paper		<input type="checkbox"/>
38	Correspondence - Fax Logs	One year	Paper		<input type="checkbox"/>
39	CORSA Membership Meeting & Information	Until superseded, obsolete, or replaced. Retain one file copy for five years	Multi		<input type="checkbox"/>
40	CORSA Policies, Binders, Endorsements & Inventories	Until superseded, obsolete, or replaced. Retain one file copy	Multi		<input type="checkbox"/>
41	Cost Allocation Assignment of indirect costs between departments and agencies	Seven years	Paper		<input type="checkbox"/>
42	County Auction Records Record of property sold at auction	Three years after audited	Multi		<input type="checkbox"/>
43	Credit Card Usage Approval Forms by Department Approval forms prepared by the Departments for credit card usage	Three years provided audited	Multi		<input type="checkbox"/>
44	Deeds to County Property	PERMANENT	Paper		<input checked="" type="checkbox"/>
45	Delivery Slips/Packaging Slips	Two years	Paper		<input checked="" type="checkbox"/>
46	Disaster Plan Documents plans and procedures to protect and reestablish county operations in the event of a disaster	Until updated or superseded	Paper		<input type="checkbox"/>
47	Ditch Files All official records and correspondence relating to ditch files	PERMANENT	Multi		<input checked="" type="checkbox"/>
48	Dog Warden Weekly Reports	Two years	Multi		<input type="checkbox"/>
49	Easements/Right-Of-Ways	Permanent	Multi		<input checked="" type="checkbox"/>

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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
50	Electronic Mail (EMAIL)	Retain according to content, until no longer administratively necessary. Erase e-mail that has no significant value (RC-3 not required)	Electronic	<input type="checkbox"/>	<input type="checkbox"/>
51	Electronic Mail (EMAIL) Unsolicited Mail	Until no longer administratively necessary	Electronic	<input type="checkbox"/>	<input type="checkbox"/>
52	Equipment Maintenance Records	Life of the equipment	Multi	<input type="checkbox"/>	<input type="checkbox"/>
53	Expense Records	Three years	Multi	<input type="checkbox"/>	<input type="checkbox"/>
54	Fax	Treat as correspondence	Multi	<input type="checkbox"/>	<input type="checkbox"/>
55	Financial Records Accounts receivables and payables (copies)	Three years provided audited	Multi	<input type="checkbox"/>	<input type="checkbox"/>
56	Flow Chart (Operations)	Two years	Multi	<input type="checkbox"/>	<input type="checkbox"/>
57	Fuel Usage Records	Three years	Multi	<input type="checkbox"/>	<input type="checkbox"/>
58	Fund Reports Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund	Until no longer of administrative value	Multi	<input type="checkbox"/>	<input type="checkbox"/>
59	Grant application (Not funded)	One year	Paper	<input type="checkbox"/>	<input type="checkbox"/>
60	Grant Files Documents the applications, evaluation, awarding, and monitoring of grants received.	Maintain records as required by grant. If retention unspecified, five years provided all State and Federal tracking of audits have been conducted, the audit reports released and all litigation, claims or audit findings have been resolved	Multi	<input type="checkbox"/>	<input type="checkbox"/>
61	Hazardous Materials Files Records pertaining to hazardous materials used by County	Thirty years	Paper	<input type="checkbox"/>	<input type="checkbox"/>

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
62	Healthcare Enrollment Forms	Two years after policy becomes Inactive	Paper		<input type="checkbox"/>
63	Hearings - Report of Proceedings	PERMANENT	Paper		<input type="checkbox"/>
64	Inspection Reports	Three years	Multi		<input type="checkbox"/>
65	Insurance Policies	Two years after expiration. Provided all claims settled	Multi		<input type="checkbox"/>
66	Internships Records of students that participate in internship programs, including reports to intern's instructors, summaries of assignments and evaluations	Three years	Multi		<input type="checkbox"/>
67	Inventories (annual of county property)	Three years provided audited	Multi		<input type="checkbox"/>
68	Invitation to Bid Request for proposals, request for information and Informal bids	Five years if not incorporated into bid project files	Multi		<input type="checkbox"/>
69	Invoices (Paid)	County auditor record copy. Three years, provided audited. Duplicate copies one year	Multi		<input type="checkbox"/>
70	Job Description	Until superseded or classification abolished	Multi		<input type="checkbox"/>
71	Labor Negotiations Records	Five years after contract expires	Paper		<input type="checkbox"/>
72	Leases - Equipment	Two years after expiration	Multi		<input type="checkbox"/>
73	Leases - Real Estate	Five years after expiration; provided audited	Multi		<input type="checkbox"/>
74	Legal Advertisements Advertisements published pursuant to the Codified Ordinances and/or Ohio Revised Code	Two years	Multi		<input type="checkbox"/>
75	Legal Opinions (Prosecutor) Written opinions rendered as guidance to Commissioners by a legal advisor to the Board	PERMANENT	Multi		<input type="checkbox"/>
76	Levy Certifications Resolution or ordinance from Commissioners to the County Auditor requesting Auditor certify to the Board the total current tax valuation of the County and the number of mills required to generate a specified amount of revenue	Life of levy + one year	Multi		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
77	Liquor License Files (Granted) Documents the issuance, transfer of ownership, or transfer of location of a permit to sell liquor	Granted - One year after final expiration, including all renewals	Multi		<input type="checkbox"/>
78	Liquor License Files (Denied) Documents the issuance, transfer of ownership, or transfer of location of a permit to sell liquor	One year after denial	Multi		<input type="checkbox"/>
79	Litigation Records Records related to legal claims against an office and subsequent legal actions and court proceedings	Five years after case is closed and appeals are exhausted	Paper		<input type="checkbox"/>
80	Mailing Lists	Until updated, superseded or obsolete	Multi		<input type="checkbox"/>
81	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced. Retain one file copy for five years	Multi		<input type="checkbox"/>
82	Material Safety Sheets	Until superseded	Multi		<input type="checkbox"/>
83	Meeting Notices	One year	Multi		<input type="checkbox"/>
84	Minutes of Meeting - Official Copy	PERMANENT	Multi		<input checked="" type="checkbox"/>
85	Minutes of Meeting - Audio/Video Recordings	Retain until transcribed into hard copy and approved	Electronic		<input type="checkbox"/>
86	Minutes of Meeting - Drafts/Notes	Until official minutes are approved	Multi		<input type="checkbox"/>
87	Oaths of Office of Elected Officials	Ten years after leaving office	Multi		<input type="checkbox"/>
88	Official Bonds	Ten years after expiration	Paper		<input checked="" type="checkbox"/>
89	Organization or Flow Charts	Until superseded	Multi		<input type="checkbox"/>
90	Pay-Ins	Three years provided audited	Paper		<input type="checkbox"/>
91	Personnel Files	Two years after termination; purge extraneous records. Retain retirement waivers, service records and leave balances	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
92	Personnel Files - Employee Medical Records	Seven years	Multi		<input type="checkbox"/>
93	Personnel Files - Worker's Comp Claims <i>30 yrs for needlestick/exposure</i>	10 years after last activity	Multi		<input type="checkbox"/>
94	Personnel Policy & Procedure Manuals Documents policies and procedures regarding employment	Five years after revised or superseded. Appraise for historical value.	Multi		<input type="checkbox"/>
95	Personnel Time Cards, Time Sheets, Payroll Sheets	Three years, provided audited	Multi		<input type="checkbox"/>
96	Petitions Petitions signed by the public to Commissioners	Five years. Appraise for historical value	Paper		<input type="checkbox"/>
97	Petty Cash Records	Three years provided audited	Multi		<input type="checkbox"/>
98	Plats and Maps	PERMANENT	Paper		<input type="checkbox"/>
99	Photos	Until information is no longer current. Appraise for historical value.	Multi		<input type="checkbox"/>
100	Press/ News Releases	Three years	Multi		<input type="checkbox"/>
101	Project/Building Files Records relating to construction projects including renovations and new structures	PERMANENT	Multi		<input type="checkbox"/>
102	Project Plans/Drawings	Life of project or obsolete. Appraise	Paper		<input type="checkbox"/>
103	Publications	Until superseded or obsolete. Retain one copy PERMANENTLY	Paper		<input type="checkbox"/>
104	Purchase Orders	Three years provided audited	Multi		<input type="checkbox"/>
105	Real Estate Records Records documenting the ownership of land owned by the Board of Commissioners	PERMANENT	Multi		<input type="checkbox"/>
106	Records Documents (RC-1, RC-2, RC-3)	PERMANENT	Paper		<input type="checkbox"/>
107	Records of Receipts and Expenditures	Ten years	Multi		<input type="checkbox"/>
108	Records Request				<input type="checkbox"/>

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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
109	Reports from Departments Monthly/ Quarterly/Semiannual	Until incorporated in an annual report	Multi		<input type="checkbox"/>
110	Reports from Departments Annual	Five years	Multi		<input type="checkbox"/>
111	Reports from Departments Consultant	Five years	Multi		<input type="checkbox"/>
112	Requisitions	PERMANENT	Multi		<input type="checkbox"/>
113	Resolutions	PERMANENT	Multi		<input type="checkbox"/>
114	Road and Bridge Files All official records and correspondence relating to roads, bridges, and alleys (including road establishments and vacations)	PERMANENT	Multi		<input type="checkbox"/>
115	Rosters/Directories	One year after superseded or obsolete	Multi		<input type="checkbox"/>
116	Safety/Loss Prevention Reports	Three years	Multi		<input type="checkbox"/>
117	Safety Committee Records	Three years	Multi		<input type="checkbox"/>
118	Safety Inspection	Three years	Multi		<input type="checkbox"/>
119	Sewer and Water Improvement Plans	Retain petitions, resolutions, and cost estimates until construction is complete. Retain survey data, blueprints, reports, and tracings permanently	Multi		<input type="checkbox"/>
120	Sewer and Water Line Files	PERMANENT	Multi		<input type="checkbox"/>
121	Sewer and Water Line Permit Records	One year after date of final approval of last system	Multi		<input type="checkbox"/>
122	Sewer Tappers Licenses	One year after licenses expires	Paper		<input type="checkbox"/>
123	Speeches/Presentations	Three years	Multi		<input type="checkbox"/>
124	Streets & Alleys Vacation Records	PERMANENT	Multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
125	Subdivision Files Records detailing Commissioners actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes	PERMANENT	Multi		<input checked="" type="checkbox"/>
126	System Backup Files	Until no longer administratively necessary	Electronic		<input checked="" type="checkbox"/>
127	Table of Organization	Until superseded	Multi		<input checked="" type="checkbox"/>
128	Telephone Messages	Until no longer administratively necessary	Multi		<input checked="" type="checkbox"/>
129	Telephone Service Record	Life of system	Multi		<input checked="" type="checkbox"/>
130	Training Materials Audiovisual, handbooks & PR and other training materials	Until information is superseded, obsolete, or replace. Appraise	Multi		<input checked="" type="checkbox"/>
131	Transient Documents Telephone messages, post-it notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer administratively necessary	Multi		
132	Travel Expense Report	Three years provided audited	Multi		<input checked="" type="checkbox"/>
133	Vehicle Maintenance Records	Until vehicle sold	Multi		<input checked="" type="checkbox"/>
134	Vehicles Mileage Records	Until vehicle sold	Multi		<input checked="" type="checkbox"/>
135	Vehicle Titles	Until superseded or vehicle sold	Paper		<input checked="" type="checkbox"/>
136	Visitors Sign in Sheets	One year	Multi		<input checked="" type="checkbox"/>
137	Voice Mail/Answering Machine	Until no longer administratively necessary Life of system	Multi		<input checked="" type="checkbox"/>
138	Vouchers	Three years provided audited	Multi		<input checked="" type="checkbox"/>
139	Work Orders	Two years	Multi		<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>

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.