

SCHEDULE OF RECORDS RETENTION AND DISPOSAL(1) Ohio Records Commission(2) FROM: Statewide Consortium of Ohio County Law Library Resources Boards

(3) Certification: The records described on this list are certified to be microfilmed (please stipulate when this is the case), or are of no further administrative, legal, or fiscal value to the agency, the governmental unit, or its citizens, and are not required to be retained by any statute or Scheduled of Records Retention.

Authorized department official: Angela Baldree, Executive Director 10/19/11
Name, title Date(4) Approvals:
Chairman, Records Commission: _____
Name DateOhio Historical Society: _____
Name DateAuditor of State: _____
Name Date

(5) Schedule number	(6) Records, series, title, description	(7) Quantity	(8) For use by approving agencies
11-01	Accident Reports	Two fiscal years, provided audit	
11-02	Accounts receivable ledger and documents	Four fiscal years after payment received, provided audit	
11-03	Automatic data processing and electronic data processing media used for temporary storage or control	Erase when no longer of administrative value	
11-04	Annual budget	Permanent	
11-05	Annual reports	Permanent	
11-06	Applications for employment (Unsuccessful/no hire)	Two years after receipt	
11-07	Audit reports – Federal, State Internal	Five fiscal years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSAL
CONTINUATION SHEET**

(5) Schedule number	(6) Records, series title, description	(7) Quantity	(8) For use by approving agencies
11-08	Bank Records (transaction records, whether paper or electric)	Longer of three years or issuance of an audit report by Auditor of State	
11-09	Blank forms – obsolete or superseded	30 days after obsolescence	
11-10	Bulletins	30 days after obsolescence	
11-11	Bids and proposals (unsuccessful)	Two years after letting of contract, provided audit	
11-12	Bids and proposals (successful)	Three years after completion of contract, provided audit	
11-13	Cancelled checks	Four fiscal years, provided audit	
11-14	Cash books and cash journals	Four fiscal years, provided audit	
11-15	Check registers	Four fiscal years, provided audit	
11-16	Claims and litigation records pertaining to the consortium	Five years after case is closed and appeals exhausted	

**SCHEDULE OF RECORDS RETENTION AND DISPOSAL
CONTINUATION SHEET**

(5) Schedule number	(6) Records, series title, description	(7) Quantity	(8) For use by approving agencies
11-17	Communication records	Can be destroyed in normal course of business as soon as deemed to be of no value by the person holding them	
11-18	Contracts	Fifteen years	
11-19	Copies – extra copies, photo copies, etc.	Destroy when no longer of admin. value	
11-20	Correspondence (Executive)	Four years, reviewed by OHS for possible transfer. Destroy if of no historical value	
11-21	Correspondence (Administrative)	Two years, provided audit	
11-22	Correspondence (routine standard form letters)	One year	
11-23	Drafts and informal notes	Can destroy in normal course of business as soon as deemed to be of no value	
11-24	Employee benefit records	Three fiscal years; may be destroyed if no litigation or claims are pending	

**SCHEDULE OF RECORDS RETENTION AND DISPOSAL
CONTINUATION SHEET**

(5) Schedule number	(6) Records, series title, description	(7) Quantity	(8) For use by approving agencies
11-25	Employee files – complete records of hiring, employment, promotion, evaluation, attendance, medical issues, and termination or retirement	Three fiscal years, provided audit	
11-26	Employee files – disciplinary records of infractions	Ten fiscal years after last action given no litigation or claims are pending	
11-27	Employee files – leave	Three fiscal years, provided audit	
11-28	Employee files – short term records	Three fiscal years, provided audit and no litigation or claims are pending	
11-29	Fiscal files – budgetary and purchasing	Three fiscal years, provided audit	
11-30	Grant files, and supporting financial records and documents	Retain until state and federal audits have been conducted, audit reports released, and all litigation claims and audit findings involving the records have been resolved	

**SCHEDULE OF RECORDS RETENTION AND DISPOSAL
CONTINUATION SHEET**

(5) Schedule number	(6) Records, series title, description	(7) Quantity	(8) For use by approving agencies
11-31	Inventories – annual of public property	Three fiscal years, provided audit	
11-32	Invoices – paid	Four fiscal years, provided audit	
11-33	Job descriptions	Until superseded or classification abolished	
11-34	Leases	Until expired, provided audit	
11-35	Management reports or feasibility studies	Five years	
11-36	Meeting records – agendas and minutes	Permanent	
11-37	Payroll records – originals held by Supreme Court Chief Fiscal Officer	Permanent	
11-38	Payroll records – copies held by appointing authority	Three fiscal years, provided audit	
11-39	Professional association reports	Until no longer of administrative value to the office	
11-40	Publications – In house	Eight years then OHS will evaluate for historic value	
11-41	Publications- Received	Thirty days after obsolescence	
11-42	Purchase orders	Four fiscal years, provided audit	

**SCHEDULE OF RECORDS RETENTION AND DISPOSAL
CONTINUATION SHEET**

(5) Schedule number	(6) Records, series title, description	(7) Quantity	(8) For use by approving agencies
11-43	Receipt documents	Four fiscal years, provided audit	
11-44	Records of accrued fees	Four fiscal years, provided audit	
11-45	Records of receipts and expenditures	Ten fiscal years, provided audit	
11-46	Requisitions	Three fiscal years, provided audit	
11-47	Risk Management Records (office copies of any form of insurance record duplicated with another office)	May be destroyed if no litigation or claims are pending	
11-48	Tape recordings, video recordings, and short hand notes of meetings	30 days after transcribed or minutes approved	
11-49	Tape recordings, notes of statutory boards or commissions	Two years	
11-50	Telephone bills, telephone long distance logs	Two fiscal years, provided audit	
11-51	Telephone messages	Until no longer of administrative value	
11-52	Time cards, time sheets, sign in sheets	Three fiscal years, provided audit	

**SCHEDULE OF RECORDS RETENTION AND DISPOSAL
CONTINUATION SHEET**

(5) Schedule number	(6) Records, series title, description	(7) Quantity	(8) For use by approving agencies
11-53	Travel expense reports	Four fiscal years, provided audit	
11-54	W-2's	Four fiscal years, provided audit	
11-55	Miscellaneous Documents (1) Drafts and informal notes, general office and correspondence transitory information used to prepare an official record, email	Dispose of in normal course of business when deemed to be of no value by the person holding them	
11-56	Email	Two fiscal years, provided audit.	