

APPENDIX E: FILE PLAN

Record Organization

A file plan is a map of sorts that shows where different types of files are stored in the repository, how they are named, and their retention periods. This classification simplifies management, offering an easy way to identify, locate, and retrieve records. Our file plan is color coded by department, just like the boxes in our repository.

A U D I T O R					
Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
AUD-001	ANNUAL FINANCIAL REPORTS	Reports of county & affiliated agencies listing monies collected/settled within all county funds. Includes institutional funds, financial holdings, assets, and investment income.	Reports		Permanent
AUD-002	ANNUAL REPORTS WORKPAPERS	Supporting documents for the annual reports i.e.: spreadsheet, financial reports, notes.	Reports		10 years provided audited
AUD-003	ANNUAL SCHOOL REPORTS	Financial and statistical information from school districts.	Reports		10 years provided audited
AUD-004	APPROPRIATION LEDGER	Also called Expense Detail Report. Contains a record of receipts and payments made from county funds.	Administration	Financial	5 years provided audited
AUD-005	AUDIT REPORTS (FEDERAL, STATE & INTERNAL)	Financial examinations and reports issued by the Fed. Government, Auditor of State, independent auditing agencies or conducted internally. Similar to GEN-009 but Auditor retains copy for five additional years. ORC 117.26	Reports		10 years provided audited
AUD-006	AUTHORIZED SIGNATURE FORM	Documents denoting authorized signatories.	Administration	Signature Forms	3 years
AUD-007	CHECK (WARRANT) REGISTER	Listing of checks paid. Used to monitor bank transactions. May include cancelled checks, paid warrants, or reports.	Administration	Financial	4 years provided audited
AUD-008	CIGARRETTE DEALER'S LICENSES	The county auditor shall certify to the tax commissioner a list, continually updated, showing the names of all persons licensed to engage in the business of trafficking in cigarettes. The commissioner shall keep an alphabetical index of such licenses certified to the commissioner and shall update the index on a regular basis. Paper is the official copy. Electronic in state system.	Licenses		3 years provided audited
AUD-009	CIGARETTE LICENSE APPLICATIONS	Application for individual, partnership, or corporation to sell cigarettes with location(s). Flag for SSN	Licenses		3 years provided audited
AUD-010	DAILY/MONTHLY BALANCES	Daily Balancing documentation.	Administration	Financial	3 years provided audited
AUD-011	DEPARTMENT INVENTORY REPORT	Auditor compiles a report summarizing each department's annual inventory (this is official copy). See also GEN-106 Department Inventory for these individual reports.	Reports		3 years
AUD-014	DOG TAG & KENNEL LICENSE APPLICATIONS	Requests for a license to own dogs/operate kennels.	Licenses		20 years

AUD-015	FINANCIAL STATEMENTS FOR AFFILIATED COUNTY AGENCIES	Formal record of the financial activities of an agency presented in a structured manner, including a balance sheet, income statement, and statement of cash flows (Health District, Soil and Water, Board of DD, etc.).	Reports		5 years provided audited
AUD-016	FUND TRANSFERS	Documentation of money transfers from one fund account to another.	Administration	Financial	3 years provided audited
AUD-018	GAAP ANNUAL ADJUSTMENT REPORT FOR SCHOOLS	Annual report for Auditor of State in accordance with GASB 34	Reports		Until no longer of administrative value.
AUD-019	IRS FORM 1099 WITH WORKPAPERS	Form sent to vendors and the IRS to report miscellaneous income.	Administration	Financial	6 years
AUD-020	IRS FORM W-9	Form to request taxpayer identification number and certification to properly establish vendors.	Administration	Financial	Until superseded or abolished
AUD-021	ACCOUNTING JOURNAL ENTRIES	Displays documentation of a transaction in an accounting format showing the accounts affected, the amount of the change, and whether the change is an increase or decrease. May include supporting documentation.	Administration	Financial	3 years provided audited
AUD-022	GIS - ORTHOPHOTOS	Aerial photographs of county for GIS compliance. Auditor and Engineer share photo costs. Property Information Auditor updates account information in Beacon, then automated exports are sent to GIS Department to update their system.	GIS		Permanent. Continually updated
AUD-023	JUNKYARD LICENCES	Contains name and address of applicant, date of application and date of issue for a yard or lot that is used to store junk, such as scrap metal or resalable car parts.	Licenses		Until no longer of administrative value, provided audited
AUD-024	MANAGEMENT LETTER FROM STATE AUDITOR & COUNTY RESPONSE	Annual Audit letter to county auditor describing the county's responsibilities regarding the annual audit versus the state auditor's responsibilities.	Reports		3 years provided audited
AUD-025	MONTHLY FINANCIAL STATEMENTS	Auditors Monthly Statement of County Finances – ORC 319.15; Transfers; Outstanding Warrant Report; Department Monthly Reports	Administration	Financial	5 years
AUD-026	OUTSTANDING BALANCES REGISTER	Document that contains a list and tracks outstanding account balances.	Administration	Financial	3 years provided audited
AUD-027	REQUISITIONS	A list of department purchase requests that precede a purchase order.	Administration	Financial	3 years
AUD-028	TREASURERS DAILY & MONTHLY STATEMENTS	Treasurer's daily /monthly financial statement to the auditor for each fund showing beginning balance, receipts and disbursements, and ending balance.	Administration	Financial	3 years provided audited
AUD-029	UNCLAIMED FUNDS RECORDS	Record of funds brought into the county treasury that are unclaimed by recipients	Administration	Financial	10 years after reversion to general fund
AUD-030	VENDOR LICENCES	Records pertaining to vendors with whom the county does business. Includes copies of applications. (Original/Record Copy held by the State of Ohio)	Licenses		Until superseded or obsolete
AUD-031	WEIGHTS AND MEASURES RECORDS	Examinations and reports of weighing and measuring devices by the deputy sealer to ensure the fair sale of goods and/or services.	Weights & Measures		3 years provided audited
AUD-032	RE-APPRAISALS	Property Record Cards. Summaries of ownership history, land, sketch, and improvement descriptions, and taxing information organized by parcel number.	Appraisal		6 years

AUD-033	APPRAISALS - INDUSTRIAL	Expert valuation for taxation of industrial buildings; also showing percent of depreciation and replacement costs	Appraisal	6 years
AUD-034	APPRAISALS - INHERITANCE TAX	Reports from Probate Court documenting the appraisal of estate assets.	Appraisal	6 years
AUD-035	APPRAISALS - NEW BUILDINGS	Record of new buildings added to the tax list; shows name of owner, tax district, description and location of lot, type of building, and appraised value for taxation. Also supporting documentation such as response cards included in tax bill that document demolition and construction.	Appraisal	6 years
AUD-036	ASSESMENTS CERTIFICATES	Form 904A. Issuance of a change in tax valuation requiring payment.	Appraisal	Permanent
AUD-037	AGRICULTURAL DISTRICT RECORDS	Records of parcels designed as an agricultural district, land with agricultural easements, and agricultural land with deferred special assessments. Includes application, renewal, supporting documentation for nuisance suits, eminent domain, and appeals.	Agricultural	6 years
AUD-038	CURRENT AGRICULTURAL USE VALUATION RECORDS (CAUV)	DTE Form 109 & 109A. DTE 109 - Initial Application for the Valuation of Land at Its Current Agricultural Use. DTE Form 109A - Renewal.	Agricultural	6 years or until property sold
AUD-039	AGRICULTURAL SOIL TABLES	Listing of CAUV land stating soil type and its current use value.	Agricultural	3 years
AUD-041	ABSTRACT OF INDEBTNESS	Annual report sent to the Auditor of State of all debts owed by government entities within the county.	Real Estate	Permanent
AUD-043	MANUFACTURED HOME FORM	DTE 55 Election	Real Estate	Permanent
AUD-044	ADDITION & DEDUCTION LISTS	Adders & Remitters. Documentation of addition or deduction changes in property taxes as the result of an error or request for changes from the Board of Revision, Board of Tax Appeals, or Common Pleas Court.	Real Estate	6 years
AUD-045	ANNEXATION RECORDS	Documents transfer of property from one government entity to another resulting in boundary changes	Real Estate	Permanent
AUD-046	APPLICATION FOR VALUATION DEDUCTION - DESTROYED/DAMAGED REAL PROPERTY	DTE Form 26. Application for lower tax payments due to a destroyed or damaged structure.	Real Estate	3 years
AUD-047	CONVEYANCE FORMS	DTE Form 100/100EX/100M /100M-EX. Details transfers in ownership of real property for tax assessment. See RC-2 for complete summary.	Real Estate	3 years
AUD-048	DELINQUENT LAND TAX CERTIFICATES	Copy of Delinquent Certificate issued to property owner.	Real Estate	Permanent
AUD-049	FORFITED LAND & LOTS	Records of land and lots forfeited or sold for delinquent taxes and penalties. Includes Index.	Real Estate	21 years after collected, provided audited
AUD-050	HOMESTEAD, DISABLED, & OWNER OCCUPANCY EXEMPTION APPLICATIONS	Programs for the reduction of property taxes. See RC-2 for complete description.	Real Estate	Until property sold/person deceased
AUD-052	HOMESTEAD EXEMPTION LIST	List of taxpayers receiving senior citizen, disabled person or eligible surviving spouse property tax reduction.	Real Estate	Until superseded

AUD-053	LAND SALES	Lists of property sales for delinquent tax collection.	Real Estate	3 years provided audited.
AUD-054	LAND SALES - REDEEMED	Lists of redemption certificates for delinquent tax payment made to avoid foreclosure.	Real Estate	3 years provided audited. ORC 5721.25
AUD-055	TAX EXEMPTION - DTE FORMS 23 & 23A	Form 23 Application for Real Property Tax Exemption & Remission. Form 23A Real Property and Manufactured Home Late Payment Penalty Remission. ORC 5711.33 & 5715.39.	Real Estate	Permanent
AUD-056	TAX EXEMPT ION- DTE FORM 24	Application for Real Property Tax Exemption & Remission. Requests for the exemption of property from taxation under a tax incentive program	Real Estate	5 years after exemption ends
AUD-057	ABSTRACTS OF TAX	DTE Forms 10,27,70,93,94, 515 & 4259. Detailed summaries of real, personal, CAUV, Public Utility and exempt property in the county by tax district documenting tax boundaries, tax rates, property valuation, total valuations, new levies, levy expirations, fund allocations, renewals or changes, and changes in bonds and emergency rates.	Taxation	Permanent
AUD-058	ABSTRACT OF INDEBTEDNESS	Annual report sent to the Auditor of State of all debts owed by government entities within the county.	Taxation	Permanent
AUD-059	CERT OF ESTIMATED RESOUCES - COUNTY	Contains copies of annual reports to the state auditor of all county indebtedness.	Taxation	Permanent in the Final Budget
AUD-060	CERT OF ESTIMATED RESOUCES - COUNTY POLITICAL SUBDIVISIONS	Copies of notice given to political subdivisions that planned appropriations do not exceed their estimated resources.	Taxation	Permanent
AUD-061	DITCH RECORDS	Record of proceedings relative to the establishment, construction, and cleaning of county and joint county ditches. Engineer approves application then shares it with Auditor so taxes can be re-assessed to cover cost.	Taxation	5 Years
AUD-062	DELINQUENT TAX ABSTRACTS – REAL & MANUFACTURED HOMES	May be subdivided by Real, Personal, Manufactured, Classified. Auditor’s Abstract of Delinquent Taxes; Shows tax rates and valuation of delinquent real and personal taxes for each district.	Taxation	Permanent
AUD-063	GASB 34 ADJUSTMENT RECORDS	Adjustment entries made to convert existing fund-based information to the accrual basis in government-wide financial statements relative to capital assets, long-term debt, internal balances and activities and certain revenue items done according to governmental accounting standards board (GASB).	Taxation	Permanent
AUD-064	PROPERTY SPLIT	Split Bills. Documents the splitting of land parcels for owners showing the valuation of property and taxes due.	Taxation	3 years
AUD-065	PROPERTY TAX VALUATION BY SCHOOL DISTRICT	Form DTE 13. Report received from the State documenting total real property values within School District boundaries.	Taxation	Permanent
AUD-066	SETTLEMENTS: ADVANCES, WORK PAPERS, & SUPPORTING DOCUMENTS	Apportionment Sheets & Certificate of Advance Tax Payment Form 903A. Details of payment made to a political subdivision for taxes dispersed prior to settlement.	Taxation	10 years
AUD-068	SPECIAL ASSESMENTS	Record of liens assessed against real property by a public authority to pay costs of public improvements, including but not limited to bridges, ditches, sewers, sidewalks, streets and/or streetlights, which directly benefits the assessed property.	Taxation	Five years after last recorded assessment paid provided audited

AUD-069	TAX DUPLICATE RECORD	List taxes, assessments, owner information, legal description and taxable valuation of all real estate for taxing purposes by parcel.	Taxation		Permanent
AUD-070	TAX INCREMENT FINANCING RESOLUTIONS	Records relating to the implementation of a tax increment financing district established by the county to finance public infrastructure improvements.	Taxation		10 years
AUD-071	TAX LEVIES	Tax Rate Sheets. Lists of tax levies within the county each year.	Taxation		Permanent
AUD-072	TAX REGISTERS	Daily record of tax collections at County Treasurer's office. (Auditor's Copy of Treasurer's Form 7)	Taxation		3 years provided audited
AUD-073	TRACT NUMBER VOID BOOK	Record of Parcel numbers changed or deleted	Taxation		Permanent
AUD-074	TAX ABATMENT (CAUV)	Reduction of or exemption from taxes granted by county for a specified period, usually to encourage economic investment.	Taxation		Permanent
AUD-075	TEN MILL CERTIFICATES	Certification that the aggregate amount of taxes that may be levied on any taxable property in any subdivision or other taxing unit shall not in any one year exceed ten mills on each dollar of tax valuation of such subdivision or other taxing unit, except for taxes specifically authorized to be levied in excess thereof.	Taxation		5 years
AUD-076	OHIO FOREST TAX LAW (OFTL) CERTIFICATIONS	Certificate of Classification (DNR 4482) for tax reduction on forest land managed for commercial production of timber and other forest products.	Taxation		2 years after cancellation
AUD-077	REVENUE AUDIT TRAIL	Revenue paid into county accounts.	Taxation		5 Years provided audited
AUD-078	BUFF PROPERTY RECORD CARDS	Buff cards are the oldest and contain information that IS NOT in the Auditor's system.	Taxation		Permanent
AUD-079	RED PROPERTY RECORD CARDS	Red cards are newer and contain information that HAS been entered in the Auditor's system.	Taxation		3 years
GEN-001	ACCIDENT/RISK MANAGEMENT REPORTS	Report of personal or property damage involving a county vehicle or occurring on county property. See also GEN-104 ACCIDENT/ RISK MANAGEMENT FILES	Reports	Accident/Risk Management	10 years provided audited
GEN-002	ACTIVITY REPORTS	Reports compiled to detail financial/statistical/operational data.	Reports	Activity	10 years provided audited
GEN-003	AGENDAS	A list of items to be discussed and /or acted upon during a public meeting	Meetings	Agendas	10 years provided audited
GEN-005	ANNUAL INVENTORY	Inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Reports		Three years O.R.C. 305.18
GEN-006	ANNUAL REPORTS	A report containing substantive information of operations, finances, policies, procedures, and planning.	Reports	Annual	3 years
GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports		Five years ORC 117.26
GEN-012	BANK RECORDS	Record of all bank transactions	FISCAL/FINANCIAL	Bank Records	5 years provided audited
GEN-023	CASH BOOKS	Includes expense and receipt ledgers.	Fiscal/Financial	Cash Books	Until no longer of administrative value.
GEN-027	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies.	Reports	Compliance	3 years provided audited
GEN-029	CONTRACTS, AGREEMENTS, & LEASES	Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Administrative	Contracts	3 years or until no longer of administrative value.
GEN-032	DIRECTORIES / LISTS / ROSTERS	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Administrative	Directories	Two years

GEN-033	DISASTER PLANS	Continuity of Operations Plan, Business Continuity Plan. Documents plans and procedures to protect/reestablish county operations in the event of a disaster.	Administrative	Disaster Plan	Permanent
GEN-038	EMPLOYEE EVALUATIONS	Records used to measure employee work performance.	Personnel	Evaluations	Five years
GEN-042	FEE SCHEDULES	Fees for goods or services provided by the county.	Fiscal/Financial	Fee Schedules	7 years
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, purchasing, and accounts receivable records and reports.	Fiscal/Financial	Budgeting	Permanent
GEN-053	LEGAL ADVERTISEMENTS/NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Administrative	Legal Notices	Permanent
GEN-054	LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency.	Licenses	Departmental	Permanent
GEN-055	LITIGATION RECORDS	Records related to legal claims against an office and subsequent legal actions and court proceedings.	Legal	Litigation	Permanent in the Final Budget
GEN-059	MATERIAL SAFETY DATA SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	MSDS		Permanent
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings	Notices	5 Years
GEN-062	MEETING RECORDS – DEPARTMENTAL /INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Meetings	Departmental/Internal	Permanent
GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings	Minutes	Permanent
GEN-064	MEETING RECORDINGS – PUBLIC MEETINGS	Recordings of meetings that are open to the public per the ORC.	Meetings	Recordings	3 years
GEN-069	PAY-INS	Receipt of cash, checks, electronic fund transfers (EFT), and supporting documentation.	Fiscal/Financial	Pay-ins	Permanent
GEN-070	PAYROLL RECORDS & REPORTS	Department copies including but not limited to time sheets, overtime documentation records, timecards, and reports.	Personnel	Payroll	10 years
GEN-071	PERSONNEL FILES - GENERAL	File maintained for each employee or intern. See RC-2 for full summary.	Personnel		Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation. ORC 124.321 - 124.328, OAC 124-7-01, ODAS 123:1-41
GEN-072	PERSONNEL FILES – MEDICAL	Records of employee’s medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information. ADA Records Requests for accommodations and/or complaints. See RC-2 for full summary.	Personnel		Seven years
GEN-075	PRESS / NEWS RELEASES	Information disseminated to the public through media outlets, including social media.	Administrative	Press Releases	Five years after last recorded assessment paid provided audited
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Public Records	Public Records Logs	Permanent
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Public Records	Public Record Requests	10 years
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial	Receipts	Permanent

GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Public Records	RC-1, RC-2, & RC-3	3 years provided audited
GEN-087	RESOLUTIONS	Official written motion documenting policy development and decisions.	Resolutions	Resolutions	Permanent
GEN-089	SPECIAL ACCOUNTING RECORDS	Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12	Fiscal/Financial	Special Accounting	Permanent
GEN-097	TRAVEL REQUESTS/EXPENSE REPORTS	Requests for reimbursement for employee travel.	Personnel	Reimbursement	5 years
GEN-101	WORK SCHEDULES	Schedules noting working hours for employees.	Personnel	Schedules	2 years after cancellation
GEN-102	WORKER'S COMPENSATION	Files covering claims made by employees for Worker's Compensation benefits. Includes claim, investigation, hearings, results, terms, etc. Also on Human Resources Schedule as HUM-011 for departments that utilize HR. See RC-2 for complete summary.	Personnel		10 years after final payment. ORC 4123
GEN-103	W-2	Statement of earnings and taxes withheld, including federal, state and local income taxes and FICA tax, during a given tax year, prepared by the employer and provided to each employee.	Personnel		6 years providing audited
GEN-104	ACCIDENT/RISK MANAGEMENT FILES	See also GEN-001 ACCIDENT REPORTS	Reports		7 years

BOARD OF REVISION

Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
BOR-001	BOR APPLICATIONS, SUPPORTING DOCUMENTATION, DECISIONS, & COUNTER COMPLAINTS	Forms and supporting documentation contesting the county Auditor's property valuation.	Applications, Supporting Docs & Decisions		6 years
BOR-013	BOR RULES OF PRACTICE & PROCEDURE	In accordance with Chapter 5715 and Section 323.66(B) (1) of the Ohio Revised Code.	Practice & Procedure		Continually Updated
GEN-003	AGENDAS	A list of items to be discussed and /or acted upon during a public meeting	Meetings		Two years
GEN-008	AUDIOVISUAL, PUBLIC RELATIONS & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Administrative	Presentations	Until superseded, obsolete, or replaced. Appraise for historical value.

GEN-020	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions.	Administrative		Until no longer of administrative value
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial		3 years, provided audited
GEN-053	LEGAL ADVERTISEMENTS/NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Administrative	Legal Notices	One year or until superseded
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings		One year
GEN-062	MEETINGS – DEPARTMENTAL /INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Meetings		Destroy when no longer administratively necessary
GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings		Permanent
GEN-064	MEETING RECORDINGS – PUBLIC MEETINGS	Recordings of meetings that are open to the public per the ORC.	Meetings		Retain until the minutes are approved.
GEN-073	PHOTOGRAPHS & IMAGE FILES	Visual documentation of a person, place, or event on various media. Media may include, but not is not limited to, photographs, digital files, slides, negatives, etc.	Administrative	Photos & Images	Until no longer of administrative value. Appraise for historical value
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests		Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests		Three years
GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Records Retention & Disposition		Permanent

B U D G E T C O M M I S S I O N					
Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
HBC-001	BUDGET COMMISSION BUDGETS	Documents the annual review of tax budgets of all taxing districts within the county. Used to determine that all tax levies are properly authorized and allocated to local governments and libraries (Does not fall under GEN-004 d/t retention period mismatch).	Budgets		Permanent
HBC-002	CERTIFICATE OF ESTIMATED RESOURCES	Reports actual unencumbered cash balance, estimated taxes and other sources of income for all County funds and their sub-categories.	Certificate of Estimated Resources		5 years
GEN-003	AGENDAS	A list of items to be discussed and /or acted upon during a public meeting	Meetings		Two years
GEN-006	ANNUAL REPORTS	A report containing substantive information of operations, finances, policies, procedures, and planning.	Reports		Permanent

GEN-029	CONTRACTS, AGREEMENTS, & LEASES	Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Administrative		Six years after termination of contract
GEN-033	DISASTER PLANS	Continuity of Operations Plan, Business Continuity Plan. Documents plans and procedures to protect/reestablish county operations in the event of a disaster.	Administrative	Disaster Plan	Until updated or superseded
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial		3 years, provided audited
GEN-052	JOURNAL	Verbatim record arranged chronologically.	Journal		Permanent
GEN-053	LEGAL ADVERTISEMENTS/NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Administrative	Legal Notices	One year or until superseded
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings		One year
GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings		Permanent
GEN-064	MEETING RECORDINGS – PUBLIC MEETINGS	Recordings of meetings that are open to the public per the ORC.	Meetings		Retain until the minutes are approved.
GEN-087	RESOLUTIONS	Official written motion documenting policy development and decisions.	Resolutions		Permanent
GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Records Retention & Disposition		Permanent

BOARD OF COMMISSIONERS

Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
COM-001	ANNEXATION FILES	Petition for annexation and related files to change boundary lines of township/municipal governments.	Property Records		Permanent
COM-002	ANONYMUS OR UNFOUNDED COMPLAINTS		Administrative		Until no longer of admin. value.
COM-003	BOARD APPOINTMENTS	Appointments to & resignations from county boards, commissions, and agencies	Board Appointments		10 years
COM-004	COMMISSIONERS BUDGET FILES	Documents include budget requests from department, tax, annual budgets. Individual Departments covered by GEN-044 unless specified on the department RC-2.	Financial Records		Permanent
COM-005	CDL: GENERAL	Record of employee's acquisition and maintenance of commercial driver's licenses. Can include random Department of Transportation audits, results for positive alcohol and controlled substances tests, refusals to submit to testing, driver valuations and referrals.	Employee Records		5 years
COM-006	CDL: LABS	Documents laboratory list of random samples taken.	Employee Records		2 years
COM-007	CDL: NEGATIVE RESULTS	Records of negative results for controlled substances/less than .02 alcohol levels.	Employee Records		1 year

COM-008	COMMISSIONERS JOURNAL	Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, and other operations of the county.	Journals & Journal Indexes	Permanent	
COM-009	COMMISSIONER'S JOURNAL INDEX	Indexes by volume and page number all matters brought before the board, including a brief synopsis of the proceedings.	Journals & Journal Indexes	Permanent	
COM-010	COUNTY AUCTION RECORDS	Record of all property sold at auction.	Financial Records	3 years after audited	
COM-011	DEEDS TO COUNTY PROPERTY		Property Records	Permanent	
COM-012	DOG WARDEN WEEKLY REPORTS	Weekly hard copy report from Dog Warden to the Board of Commissioners of all dogs seized, impounded, redeemed, and destroyed and of all claims for damage to animals inflicted by dogs.	Dog Pound	2 years	
COM-013	HAZARDOUS MATERIALS FILES	Records pertaining to hazardous materials used by County.	Hazardous Materials	30 years	
COM-014	INDUSTRIAL REVENUE BOND RECORDS		Financial Records	3 years after loan paid/all obligations fulfilled	
COM-015	LEGAL OPINIONS	Written opinions rendered as guidance to Commissioners by a legal adviser to the board. Official copy belongs to Prosecutor.	Legal	Until no longer of admin. value.	
COM-016	LEVY CERTIFICATIONS	A resolution or ordinance from the Commissioners to the County Auditor requesting that the Auditor certify to the Board the total current tax valuation of the county & the number of mills required to generate a specified amount of revenue	Financial Records	6 years	
COM-017	LIQUOR LICENCE FILES - GRANTED	Documents the issuance, transfer of ownership, or transfer of location of a permit to sell alcohol.	Licenses	1 year after Final expiration, including all renewals	
COM-018	LIQUOR LICENCE FILES - DENIED	Documents the issuance, transfer of ownership, or transfer of location of a permit to sell alcohol.	Licenses	1 year after denial	
COM-019	PETITIONS	Petitions from the Public to Commissioners.	Petitions	5 years	
COM-020	PROJECT/BUILDING FILES	Records relating to construction projects including renovations and new structures.	Project Files	Permanent	
COM-021	REAL ESTATE RECORDS	Records documenting the ownership of land owned by the Board of County Commissioners.	Property Records	Permanent	
COM-022	STREET & ALLEY VACATION FILES	Petition to vacate a county or township street or alley or any portion thereof.	Property Records	Permanent	
COM-023	SUBJECT FILES	Informational records from departments, agencies, and the public.	Project Files	10 years	
COM-024	VEHICLE TITLE	A secure document issued by the Bureau of Motor Vehicles which represents Board of Commissioner ownership of a motor vehicle. Includes e-check documentation.	Vehicle Records	Until superseded or vehicle sold	
GEN-001	ACCIDENT/RISK MANAGEMENT REPORTS	Report of personal or property damage involving a county vehicle or occurring on county property. See also GEN-104 ACCIDENT/ RISK MANAGEMENT FILES	Reports	Accident/Risk Management	3 years or until no longer of administrative value.
GEN-002	ACTIVITY REPORTS	Reports compiled to detail financial/statistical/operational data.	Reports		Two years
GEN-003	AGENDAS	A list of items to be discussed and /or acted upon during a public meeting	Meetings		Two years
GEN-005	ANNUAL INVENTORY	Inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Reports		Three years O.R.C. 305.18
GEN-006	ANNUAL REPORTS	A report containing substantive information of operations, finances, policies, procedures, and planning.	Reports		Permanent

GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports		Five years ORC 117.26
GEN-013	BIDS (SUCCESSFUL)	Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services/merchandise including bonding information, specification sheets, bid forms and amounts, references.	Projects		6 years after termination of contract.
GEN-014	BIDS (UNSUCCESSFUL)	Bids not awarded.	Projects		Two years after letting of the contract.
GEN-016	BLUEPRINTS/VELLUM S/DRAWINGS/TRACINGS/MYLARS	Hand or computer-assisted drawings created in the course of public business.	Projects		Until superseded/ obsolete. Appraise for historical value.
GEN-017	BLUPRINTS FOR PUBLIC BUILDINGS	Hand or computer-assisted drawings of county buildings and projects.	Projects		Permanent
GEN-018	BOND DOCUMENTS	Records of bonds issued for long-lived capital projects, such as for roads, bridges, etc. IRS rule 5.70. See RC-2 for complete summary.	Fiscal/Financial		Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired. Appraise for historic value.
GEN-019	BOND REGISTER	Register containing listing of outstanding bonds. All departments must report their bond holdings to the Auditor annually.	Fiscal/Financial		7 years after final maturity of notes/bonds
GEN-023	CASH BOOKS	Includes expense and receipt ledgers.	Fiscal/Financial		3 years, provided audited (26.01 D)
GEN-027	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies.	Reports		Five years
GEN-028	CONTINUING EDUCATION	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Personnel		Place in personnel file
GEN-029	CONTRACTS, AGREEMENTS, & LEASES	Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Administrative		Six years after termination of contract
GEN-031	DELIVERY SLIPS / PACKING SLIPS	Documents received when accepting goods from a carrier or vendor.	Fiscal/Financial		Until no longer of administrative value
GEN-032	DIRECTORIES / LISTS / ROSTERS	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Administrative		Until superseded, obsolete, or replaced
GEN-033	DISASTER PLANS	Continuity of Operations Plan, Business Continuity Plan. Documents plans and procedures to protect/reestablish county operations in the event of a disaster.	Administrative	Disaster Plan	Until updated or superseded
GEN-034	DISCIPLINE - REPORT OF PROCEEDINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. Discipline handled at the department level.	Personnel		Place in personnel file
GEN-035	DISCIPLINE - RECORDINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. Discipline handled at the department level.	Personnel		1 year
GEN-036	DISCIPLINE - TRANSCRIPTS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. Discipline handled at the department level.	Personnel		5 years
GEN-038	EMPLOYEE EVALUATIONS	Records used to measure employee work performance.	Personnel		Place in personnel file

GEN-039	APPLICATIONS - SUCCESSFUL	Application submissions by individuals chosen for employment.	Personnel		Place in personnel file
GEN-040	APPLICATIONS - UNSUCCESSFUL	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Personnel		2 years
GEN-041	EQUIPMENT MAINTENANCE RECORDS	Files documenting ownership, warranties, routine maintenance, and repair of county owned equipment.	Equipment		Life of the equipment
GEN-042	FEE SCHEDULES	Fees for goods or services provided by the county.	Fiscal/Financial		Until updated, superseded, or obsolete
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial		3 years, provided audited
GEN-046	FUEL USAGE RECORDS	Records detailing fuel used by county vehicles in the course of business.	County Vehicle		3 years
GEN-047	GRANT - UNSUCCESSFUL	Unsuccessful applications for grant funding	Grants		1 year
GEN-048	GRANT - SUCCESSFUL	Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Grants		Maintain records as required by grant; if retention unspecified, 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
GEN-049	INSURANCE POLICIES	Documents listing terms and conditions between county and insurance providers, including CORSA.	Insurance		Two years after expiration, provided all claims settled and appeals exhausted
GEN-050	INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies.	Insurance		Two years after expiration, provided all claims settled and appeals exhausted
GEN-051	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files. Prior to 2023 each department was responsible for this.	Personnel	Job Descriptions	Until superseded or classification abolished
GEN-052	JOURNAL	Verbatim record arranged chronologically.	Joural		Permanent
GEN-053	LEGAL ADVERTISEMENTS/NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Administrative	Legal Notices	One year or until superseded
GEN-054	LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency.	Licenses & Permits		One year after expiration
GEN-055	LITIGATION RECORDS	Records related to legal claims against an office and subsequent legal actions and court proceedings.	Legal		Five years after case is closed and appeals are exhausted
GEN-056	LOGS & SIGN IN SHEETS	Listings of actions taken by the office. Can include fax logs, telephone logs, visitor logs, etc.	Meetings		One year provided no action pending.
GEN-057	MAILING LISTS	List of individuals and addresses for mail distribution.	Administrative		Until updated, superseded or obsolete.
GEN-058	MANAGEMENT & OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Reports		5 years
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings		One year
GEN-062	MEETINGS – DEPARTMENTAL /INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Meetings		Destroy when no longer administratively necessary

GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings		Permanent
GEN-064	MEETING RECORDINGS – PUBLIC MEETINGS	Recordings of meetings that are open to the public per the ORC.	Meetings		Retain until the minutes are approved.
GEN-065	OATHS OF OFFICE	Oaths of office given and sworn to by elected officials or board members.	Administrative	Oaths	Ten years after leaving office.
GEN-068	ORGANIZATIONAL CHART	TABLE OF ORGANIZATION. Diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Administrative		Until superseded. Review for historical value.
GEN-069	PAY-INS	Receipt of cash, checks, electronic fund transfers (EFT), and supporting documentation. See RC-2 for full summary.	Fiscal/Financial	Pay-ins	3 years, provided audited ORC 321.09
GEN-070	PAYROLL RECORDS & REPORTS	Department copies including but not limited to time sheets, overtime documentation records, timecards, and reports.	Personnel		Five years. ORC 4111.14
GEN-071	PERSONNEL FILES - GENERAL	File maintained for each employee or intern. See RC-2 for full summary.	Personnel		Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation. ORC 124.321 - 124.328, OAC 124-7-01, ODAS 123:1-41
GEN-072	PERSONNEL FILES – MEDICAL	Records of employee’s medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information. ADA Records Requests for accommodations and/or complaints. See RC-2 for full summary.	Personnel		Seven years
GEN-073	PHOTOGRAPHS & IMAGE FILES	Visual documentation of a person, place, or event on various media. Media may include, but not is not limited to, photographs, digital files, slides, negatives, etc.	Administrative	Photos & Images	Until no longer of administrative value. Appraise for historical value
GEN-074	PLATS & MAPS	Renderings noting locations and/or boundary lines.	Projects		Permanent
GEN-075	PRESS / NEWS RELEASES	Information disseminated to the public through media outlets, including social media.	Administrative		Until no longer of administrative value. Appraise for historical value
GEN-076	PROFESSIONAL ASSOCIATION RECORDS	Documents from associations related to an employee’s job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Personnel		Until no longer of administrative value
GEN-077	PROJECT PLANS / DRAWINGS	Written plan or pictorial diagrams for a work-related project or program.	Projects		Life of project or until obsolete. Appraise for historical or operational value
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests		Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests		Three years
GEN-080	PUBLICATIONS CREATED	Brochures and promotional material created by county agencies to inform the public of services and functions.	Publications		Until superseded or obsolete. Retain one copy permanently.
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial		3 years, provided audited
GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Records Retention & Disposition		Permanent

GEN-086	RESEARCH RECORDS	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Projects	Until no longer of administrative, fiscal, or legal value
GEN-087	RESOLUTIONS	Official written motion documenting policy development and decisions.	Resolutions	Permanent
GEN-088	SERVICE REQUESTS	Written requests and tracking logs for assistance or services.	Administrative	Until no longer of administrative value. Appraise for historical value
GEN-089	SPECIAL ACCOUNTING RECORDS	Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12	Fiscal/Financial	Four years
GEN-091	STATEMENTS OF QUALIFICATIONS	Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66.	Projects	2 years
GEN-093	SURVEILLANCE	Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Administrative	Use for one cycle then reuse provided no action pending
GEN-094	SURVEYS & QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Surveys	Until no longer of administrative value
GEN-095				
GEN-097	TRAVEL REQUESTS/EXPENSE REPORTS	Requests for reimbursement for employee travel.	Personnel	Three years
GEN-098				
GEN-099	VEHICLE MAINTENANCE & MILEAGE	Records noting repairs to and routine maintenance of county-owned vehicles. Log of mileage and expenses incurred in county-owned vehicles.	County Vehicle	Until vehicle sold or disposed of
GEN-100	WORK ORDERS	Requests asking for maintenance, assistance and/or services.	Administrative	1 year
GEN-101	WORK SCHEDULES	Schedules noting working hours for employees.	Personnel	Until no longer of administrative value
GEN-104	ACCIDENT/RISK MANAGEMENT FILES	See also GEN-001 ACCIDENT REPORTS	Reports	7 years
GEN-105	MANUALS	Safety, training, and personnel handbooks.	Personnel	Until superseded.
GEN-001	ACCIDENT/RISK MANAGEMENT REPORTS	Report of personal or property damage involving a county vehicle or occurring on county property. See also GEN-104 ACCIDENT/ RISK MANAGEMENT FILES	Reports	Accident/Risk Management 3 years or until no longer of administrative value.
GEN-002	ACTIVITY REPORTS	Reports compiled to detail financial/statistical/operational data.	Reports	Two years

HUMAN RESOURCES

Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
HUM-001	CLAIM & LITIGATION FILES	Individual investigative/hearing files with the Ohio Civil Rights Commission (OCRC), Equal Employment Opportunity Commission (EEOCI) & Worker's Compensation.	Claims & Litigation		5 years after case closed and claims exhausted.
HUM-002	EEO-4 REPORT	Report to US government indicating workforce by sex, race, ethnicity.	Reports		3 years

HUM-003	EMPLOYEE WITHHOLDING TAX RECORD	IRS Form 941, Ohio IT-942. Tax withheld by employer for income tax, Social Security, Medicare, etc. and disbursed to the federal or state government. Includes withholding tax deposit confirmation numbers and supporting documentation. HR took responsibility in 2023. Prior to this was owned by Auditor.	Taxes		5 years
HUM-004	EMPLOYMENT APPLICATIONS - NOT HIRED	May include recruitment files, drug screen, interview questions/notes, background check.	Applications - Denied		2 years
HUM-005	JOB POSTINGS & RELATED	May contain: employment applications, resumes, background checks, or job descriptions. Before 2023 individual departments created these records. See RC-2 for complete summary.	Job Postings & Supporting Documentation		2 years
HUM-006	PERSONNEL - GENERAL	File maintained for each employee or intern. May include but is not limited to: New Hire Forms, Evaluation Records, Equal Employment Opportunity (EEO) files, Documentation of benefits, Compliance Postings, Deferred Compensation, or other employee records. Also on General Schedule as GEN-071 for departments that do not utilize HR. See RC-2 for complete summary.	Personnel Files – General		Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 5 years after separation.
HUM-007	PERSONNEL - MEDICAL	Medical-related documentation of service throughout the duration of an individual's employment. May include: Family Medical Leave act, ADA, Insurance-related forms. Also on General Schedule as GEN-072 for departments that do not utilize HR.	Personnel Files – Medical		7 years after termination
HUM-008	PERRP RECORDS PUBLIC EMPLOYMENT RISK REDUCTION PROGRAM	Public Employment Risk Reduction Program. Including but not limited to log and summary of work-related injuries and illnesses with supporting documentation. Was owned by commissioners but is transitioning to HR as of 6/16/23.	Public Employment Risk Reduction		6 years
HUM-009	UNEMPLOYMENT FILES	Individual files on each unemployment claim filed.	Personnel - General		3 years after closed provided audited.
HUM-010	VOLUNTEERS FILES	Records of those who worked as volunteers or served as unpaid interns. Can include applications, waiver forms or background checks.	Personnel - General Volunteers		3 years after termination of service.
HUM-011	WORKER'S COMPENSATION	May include claim, investigation, hearings, results, requirements, terms, conditions, etc. Payment of premiums belongs to Auditor; Client-facing role belongs to HR. File lives in HR. (Also on General Schedule as GEN-102 for departments that do not utilize the HR Department)	Personnel - General		5 years
HUM- 013	IMMIGRATION FORMS & I-9s	IMMIGRATION FORMS & I-9s Eligibility Verification for all newly hired employees to verify their identity and authorization to work in the United States. See RC-2 for full description.	Personnel - General		3 years after the date of hire OR 1 year after termination for employees that have been employed longer than 3 years. WHICHEVER IS LATER
GEN-005	ANNUAL INVENTORY	Inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Reports		Three years O.R.C. 305.18
GEN-006	ANNUAL REPORTS	A report containing substantive information of operations, finances, policies, procedures, and planning.	Reports		Permanent
GEN-008	AUDIOVISUAL, PUBLIC RELATIONS & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Administrative	Presentations	Until superseded, obsolete, or replaced. Appraise for historical value.

GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports	Five years ORC 117.26
GEN-020	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions.	Administrative	Until no longer of administrative value
GEN-027	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies.	Reports	Five years
GEN-028	CONTINUING EDUCATION	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Personnel	Place in personnel file
GEN-029	CONTRACTS, AGREEMENTS, & LEASES	Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Administrative	Six years after termination of contract
GEN-034	DISCIPLINE - REPORT OF PROCEEDINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. Discipline handled at the department level.	Personnel	Place in personnel file
GEN-035	DISCIPLINE - RECORDINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. Discipline handled at the department level.	Personnel	1 year
GEN-036	DISCIPLINE - TRANSCRIPTS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. Discipline handled at the department level.	Personnel	5 years
GEN-038	EMPLOYEE EVALUATIONS	Records used to measure employee work performance.	Personnel	Place in personnel file
GEN-039	APPLICATIONS - SUCCESSFUL	Application submissions by individuals chosen for employment.	Personnel	Place in personnel file
GEN-040	APPLICATIONS - UNSUCCESSFUL	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Personnel	2 years
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial	3 years, provided audited
GEN-047	GRANT - UNSUCCESSFUL	Unsuccessful applications for grant funding	Grants	1 year
GEN-048	GRANT - SUCCESSFUL	Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Grants	Maintain records as required by grant; if retention unspecified, 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
GEN-049	INSURANCE POLICIES	Documents listing terms and conditions between county and insurance providers, including CORSA.	Insurance	Two years after expiration, provided all claims settled and appeals exhausted
GEN-050	INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies.	Insurance	Two years after expiration, provided all claims settled and appeals exhausted
GEN-052	JOURNAL	Verbatim record arranged chronologically.	Journal	Permanent
GEN-053	LEGAL ADVERTISEMENTS/NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Administrative	Legal Notices One year or until superseded

GEN-058	MANAGEMENT & OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Reports		5 years
GEN-068	ORGANIZATIONAL CHART	TABLE OF ORGANIZATION. Diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Administrative		Until superseded. Review for historical value.
GEN-069	PAY-INS	Receipt of cash, checks, electronic fund transfers (EFT), and supporting documentation. See RC-2 for full summary.	Fiscal/Financial	Pay-ins	3 years, provided audited ORC 321.09
GEN-073	PHOTOGRAPHS & IMAGE FILES	Visual documentation of a person, place, or event on various media. Media may include, but not is not limited to, photographs, digital files, slides, negatives, etc.	Administrative	Photos & Images	Until no longer of administrative value. Appraise for historical value
GEN-075	PRESS / NEWS RELEASES	Information disseminated to the public through media outlets, including social media.	Administrative		Until no longer of administrative value. Appraise for historical value
GEN-076	PROFESSIONAL ASSOCIATION RECORDS	Documents from associations related to an employee’s job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Personnel		Until no longer of administrative value
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests		Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests		Three years
GEN-080	PUBLICATIONS CREATED	Brochures and promotional material created by county agencies to inform the public of services and functions.	Publications		Until superseded or obsolete. Retain one copy permanently.
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial		3 years, provided audited
GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Records Retention & Disposition		Permanent
GEN-086	RESEARCH RECORDS	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Projects		Until no longer of administrative, fiscal, or legal value
GEN-087	RESOLUTIONS	Official written motion documenting policy development and decisions.	Resolutions		Permanent
GEN-088	SERVICE REQUESTS	Written requests and tracking logs for assistance or services.	Administrative		Until no longer of administrative value. Appraise for historical value
GEN-094	SURVEYS & QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Surveys		Until no longer of administrative value
GEN-097	TRAVEL REQUESTS/EXPENSE REPORTS	Requests for reimbursement for employee travel.	Personnel		Three years
GEN-103	W-2	Statement of earnings and taxes withheld, including federal, state and local income taxes and FICA tax, during a given tax year, prepared by the employer and provided to each employee.	Personnel		6 years providing audited
GEN-104	ACCIDENT/RISK MANAGEMENT FILES	See also GEN-001 ACCIDENT REPORTS	Reports		7 years
GEN-105	MANUALS	Safety, training, and personnel handbooks.	Personnel		Until superseded.
GEN-003	AGENDAS	A list of items to be discussed and /or acted upon during a public meeting	Meetings		Two years

GEN-006	ANNUAL REPORTS	A report containing substantive information of operations, finances, policies, procedures, and planning.	Reports	Permanent
GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports	Five years ORC 117.26

P L A N N I N G C O M M I S S I O N					
Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
PLN-003	AGENDAS	AGENDAS List of items to be discussing during meetings.	Meeting Records		3 years
PLN-004	POLICIES & PROCEDURES	Policies, Rules, Regulations or Procedures General orders, etc., having to do with department.	Policies		Until superseded.
PLN-007	MEETING NOTICES	Notifications of upcoming meetings.	Meeting Records		1 year
PLN-008	MINUTES	Official copy of proceedings of regular and special meetings.	Meeting Records		Permanent
PLN-009	COMPREHENSIVE PLANS	Document designated to guide the future actions regarding land uses for the county.	Comprehensive Plans		Permanent
PLN-010	PLAT FILES	Records proposed changes to a parcel of land. May include adjoining land transfers and major or minor subdivisions as well as supporting documentation. Each project has its own folder and job number.	Project Records		Permanent
PLN-011	ACCOUNTS RECEIVABLE	Records related to the receipt of revenue.	Financial		3 years
PLN-012	RECEIPT BOOKS	Documentation of revenue received.	Financial		3 years
PLN-013	PROJECT INDEX	Table listing all planning commission Applications.	Project Records	Indexes	Permanent
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings		One year
GEN-062	MEETINGS – DEPARTMENTAL /INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Meetings		Destroy when no longer administratively necessary
GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings		Permanent
GEN-064	MEETING RECORDINGS – PUBLIC MEETINGS	Recordings of meetings that are open to the public per the ORC.	Meetings		Retain until the minutes are approved.

R E C O R D S C E N T E R & A R C H I V E S					
Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
RCT-001	DAILY INSPECTION RECORDS	Records documenting the daily temperatures and humidity readings for record storage areas.	Daily Environmental Logs		1 year
RCT-002	DISASTER PREPARDNESS PLANS	Documents plans and procedures to protect and reestablish county operations in the event of a disaster. Official Copy belongs to Emergency Management Agency.	Plans & Policies		Until no longer of administrative use/superseded

RCT-003	RECORD RETRIVALS, SERVICE REQUESTS, TRANSFERS	Record that documents department's/division's retrieval or transfer requests.	Records Requests	Permanent
RCT-004	RECORDS CENTER INVENTORY SYSTEM	Database used to track records in the Records Center.	Repository Documentation	Permanent. Continually updated.
RCT-005	RC FORMS - DRAFTS	Also called RC-1, RC-2, and RC-3 forms, or other forms documenting the retention and disposition of the records of an office.	RC Forms - Drafts	Permanent
RCT-006	VISITOR LOGS	Sign-in sheets or logs used to track visitors.	Visitor Logs	1 year
RCT-007	INADVERTANT OR INAPROPRIATE RELEASE OF RECORD FORMS	Records authorizing building access to	Records Forms	Permanent
RCT-008	LOSS OR UNAUTHORIZED DESTRUCTION OF RECORDS FORMS	Loss or Unauthorized Destruction of Records Forms employees. Includes security access forms, photo ID, etc.	Records Forms	Permanent
RCT-010	SECURITY ACCESS RECORDS	Records authorizing building access.	Security Records	6 years after termination
RCT-011	SECURITY LOG SYSTEM	Electronic systems that monitor employee access	Security Records	3 years
RCT-012	LEGAL REFERENCES	Sunshine law Manual, Rules of Superintendence, Ohio Revised Codes, etc	Legal References	Permanent
GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports	Five years ORC 117.26
GEN-012	BANK RECORDS	Record of all bank transactions	Fiscal/Financial	3 years, provided audited (26.01 C)
GEN-013	BIDS (SUCCESSFUL)	Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services/merchandise including bonding information, specification sheets, bid forms and amounts, references.	Projects	6 years after termination of contract.
GEN-014	BIDS (UNSUCCESSFUL)	Bids not awarded.	Projects	Two years after letting of the contract.
GEN-020	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions.	Administrative	Until no longer of administrative value
GEN-023	CASH BOOKS	Includes expense and receipt ledgers.	Fiscal/Financial	3 years, provided audited (26.01 D)
GEN-027	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies.	Reports	Five years
GEN-028	CONTINUING EDUCATION	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Personnel	Place in personnel file
GEN-029	CONTRACTS, AGREEMENTS, & LEASES	Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Administrative	Six years after termination of contract
GEN-031	DELIVERY SLIPS / PACKING SLIPS	Documents received when accepting goods from a carrier or vendor.	Fiscal/Financial	Until no longer of administrative value
GEN-032	DIRECTORIES / LISTS / ROSTERS	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Administrative	Until superseded, obsolete, or replaced
GEN-038	EMPLOYEE EVALUATIONS	Records used to measure employee work performance.	Personnel	Place in personnel file

GEN-039	APPLICATIONS - SUCCESSFUL	Application submissions by individuals chosen for employment.	Personnel		Place in personnel file
GEN-040	APPLICATIONS - UNSUCCESSFUL	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Personnel		2 years
GEN-041	EQUIPMENT MAINTENANCE RECORDS	Files documenting ownership, warranties, routine maintenance, and repair of county owned equipment.	Equipment		Life of the equipment
GEN-042	FEE SCHEDULES	Fees for goods or services provided by the county.	Fiscal/Financial		Until updated, superseded, or obsolete
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial		3 years, provided audited
GEN-046	FUEL USAGE RECORDS	Records detailing fuel used by county vehicles in the course of business.	County Vehicle		3 years
GEN-047	GRANT - UNSUCCESSFUL	Unsuccessful applications for grant funding	Grants		1 year
GEN-048	GRANT - SUCCESSFUL	Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Grants		Maintain records as required by grant; if retention unspecified, 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
GEN-049	INSURANCE POLICIES	Documents listing terms and conditions between county and insurance providers, including CORSA.	Insurance		Two years after expiration, provided all claims settled and appeals exhausted
GEN-050	INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies.	Insurance		Two years after expiration, provided all claims settled and appeals exhausted
GEN-051	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files. Prior to 2023 each department was responsible for this.	Personnel	Job Descriptions	Until superseded or classification abolished
GEN-056	LOGS & SIGN IN SHEETS	Listings of actions taken by the office. Can include fax logs, telephone logs, visitor logs, etc.	Meetings		One year provided no action pending.
GEN-057	MAILING LISTS	List of individuals and addresses for mail distribution.	Administrative		Until updated, superseded or obsolete.
GEN-058	MANAGEMENT & OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Reports		5 years
GEN-059	MATERIAL SAFETY DATA SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	MSDS		30 years. (OSHA Standard 29 CFR 1910.1020)
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings		One year
GEN-062	MEETINGS – DEPARTMENTAL /INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Meetings		Destroy when no longer administratively necessary
GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings		Permanent
GEN-064	MEETING RECORDINGS – PUBLIC MEETINGS	Recordings of meetings that are open to the public per the ORC.	Meetings		Retain until the minutes are approved.
GEN-069	PAY-INS	Receipt of cash, checks, electronic fund transfers (EFT), and supporting documentation. See RC-2 for full summary.	Fiscal/Financial	Pay-ins	3 years, provided audited ORC 321.09

GEN-075	PRESS / NEWS RELEASES	Information disseminated to the public through media outlets, including social media.	Administrative	Until no longer of administrative value. Appraise for historical value
GEN-076	PROFESSIONAL ASSOCIATION RECORDS	Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Personnel	Until no longer of administrative value
GEN-077	PROJECT PLANS / DRAWINGS	Written plan or pictorial diagrams for a work-related project or program.	Projects	Life of project or until obsolete. Appraise for historical or operational value
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests	Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests	Three years
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial	3 years, provided audited
GEN-086	RESEARCH RECORDS	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Projects	Until no longer of administrative, fiscal, or legal value
GEN-087	RESOLUTIONS	Official written motion documenting policy development and decisions.	Resolutions	Permanent
GEN-088	SERVICE REQUESTS	Written requests and tracking logs for assistance or services.	Administrative	Until no longer of administrative value. Appraise for historical value
GEN-091	STATEMENTS OF QUALIFICATIONS	Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66.	Projects	2 years
GEN-093	SURVEILLANCE	Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Administrative	Use for one cycle then reuse provided no action pending
GEN-094	SURVEYS & QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Surveys	Until no longer of administrative value
GEN-097	TRAVEL REQUESTS/EXPENSE REPORTS	Requests for reimbursement for employee travel.	Personnel	Three years
GEN-099	VEHICLE MAINTENANCE & MILEAGE	Records noting repairs to and routine maintenance of county-owned vehicles. Log of mileage and expenses incurred in county-owned vehicles.	County Vehicle	Until vehicle sold or disposed of
GEN-100	WORK ORDERS	Requests asking for maintenance, assistance and/or services.	Administrative	1 year
GEN-101	WORK SCHEDULES	Schedules noting working hours for employees.	Personnel	Until no longer of administrative value
GEN-104	ACCIDENT/RISK MANAGEMENT FILES	See also GEN-001 ACCIDENT REPORTS	Reports	7 years
GEN-105	MANUALS	Safety, training, and personnel handbooks.	Personnel	Until superseded.
GEN-002	ACTIVITY REPORTS	Reports compiled to detail financial/statistical/operational data.	Reports	Two years
GEN-005	ANNUAL INVENTORY	Inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Reports	Three years O.R.C. 305.18
GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports	Five years ORC 117.26

Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
RCM-001	APPLICATIONS FOR ONE-TIME RECORDS DISPOSALS	RC-1. Forms used to request one-time disposals of obsolete records. Unlike the continuing authority provided by a RC-2 records retention schedule, an RC-1 one- time disposal application allows records to be disposed of one time only and is only applicable to the specific records and dates listed on the application.	Record Destruction Documentation	RC-1	Permanent
RCM-002	CERTIFICATES OF RECORDS DISPOSAL (RC-3) - REQUIRED SUBMISSION to OHC	The RC-3 certificate serves as the official notification of the intent to destroy or transfer records. Pertains to records series listed on Records Retention Schedules (RC-2) approved by the Records Commission before September 29, 2011.	Record Destruction Documentation	RC-3	Permanent
RCM-003	CERTIFICATES OF RECORDS DISPOSAL (RC- 3) - NON-REQUIRED	Serves as the official notification of the intent to dispose of or transfer records. Pertains to records series listed on Records Retention Schedules (RC-2) approved by the Records Commission after September 29, 2011. Since this is an RC-3 submission that is not required to be reviewed by OHC, the local Records Commission only needs to file it with the local Records Commissions' official records.	Record Destruction Documentation	RC- 3	Permanent
RCM-004	RECORDS RETENTION SCHEDULES (RC-2) SUBMITTED & REVIEWED	Serves as the official document that will govern all aspects of a record's lifecycle once approved by all of the required entities	Retention Schedules		Permanent
RCM-005	RULE 26 FORMS- NOTICE OF DISPOSITION OF COURT RECORDS	The official notification form that must be submitted to OHC when desiring to dispose of court records that fall under Rule 26 of the Supreme Court Rules of Superintendence if the records series meets the possible mandated parameters that require submission to OHC.	Record Destruction Documentation		Permanent
RCM-006	RECORDS COMMISSION - PROXY VOTING	Official designation forms signed by a Records Commission voting member designating a staff member to have proxy voting authority	Proxy Voting		Until superseded or no longer of administrative value.
GEN-027	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies.	Reports		Five years
GEN-053	LEGAL ADVERTISEMENTS/NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Administrative	Legal Notices	One year or until superseded
GEN-060	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Meetings		One year
GEN-062	MEETINGS – DEPARTMENTAL /INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Meetings		Destroy when no longer administratively necessary
GEN-063	MEETING MINUTES – PUBLIC MEETINGS	Minutes of meetings that are open to the public per the ORC. Complete and accurate record of the public meeting.	Meetings		Permanent
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests		Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests		Three years
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial		3 years, provided audited

GEN-005	ANNUAL INVENTORY	Inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Reports	Three years O.R.C. 305.18	
GEN-006	ANNUAL REPORTS	A report containing substantive information of operations, finances, policies, procedures, and planning.	Reports	Permanent	
GEN-008	AUDIOVISUAL, PUBLIC RELATIONS & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Administrative	Presentations	Until superseded, obsolete, or replaced. Appraise for historical value.

S E W E R					
Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
SEW-002	REIMBURSEMENT FILES	Any insured/non-insured damage reimbursement; Letters from citizens requesting reimbursements, legislative action on claim, release forms, and receipts for payment.	Reimbursement Files		2 years
SEW-003	INDEX TO CONSUMERS	Shows name and address of customer, account number, and lot number.	Index to Consumers		Continually updated
SEW-004	RATE SCHEDULES	Historical record of rates charged for water, sewer, and storm water management.	Rates		Permanent
SEW-005	CONSUMER FILES	Account adjustments, collections, delinquency, complaints, correspondence, deposits, disconnections, uncollectable amounts, meter reading, billing for testing, bulk water sales, service orders, returned checks, damage claims, refund requests, etc.	Customer Files		7 years
SEW-006	EASEMENTS	EASEMENTS Files associated with the various property access rights maintained by the department.	Customer Files		Permanent
SEW-007	EXCVATION/RESTORATION	EXCVATION/RESTORATION Records of digging activity and repair/restoration of site.	Customer Files		15 years
SEW-008	PROJECT RECORDS	PROJECT RECORDS Correspondence, bid specifications, contracts, payroll records including prevailing wage documentation, inspections, delivery slips, drawings, blueprints, maps, easements, studies, surveys, force account labor, CIP and commercial projects, maintenance & performance bonds, GIS, and as-builts.	Customer Files		Permanent
SEW-009	SEWER/WATER PERMIT RECORDS	SEWER/WATER PERMIT RECORDS Record of permits to install sanitary sewers, sewer connections, water meters, and connections to water mains.	Permits		Permanent
SEW-010	SLUDGE HAULING & DISPOSAL RECORDS	SLUDGE HAULING & DISPOSAL RECORDS Documents generated by the transportation and disposal of sludge from Wastewater Treatment Plants.	Sludge		Permanent
SEW-011	STUDIES & SURVEYS	STUDIES & SURVEYS Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Studies & Surveys		Retain if of administrative value
SEW-012	WATER AND SEWER TAP RECORDS	Records of properties tapping into water or sewer mains.	Customer Files		Permanent
GEN-002	ACTIVITY REPORTS	Reports compiled to detail financial/statistical/operational data.	Reports		Two years
GEN-009	AUDIT REPORTS	Federal, State, or internal financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Reports		Five years ORC 117.26
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial		3 years, provided audited

GEN-057	MAILING LISTS	List of individuals and addresses for mail distribution.	Administrative		Until updated, superseded or obsolete.
GEN-069	PAY-INS	Receipt of cash, checks, electronic fund transfers (EFT), and supporting documentation. See RC-2 for full summary.	Fiscal/Financial	Pay-ins	3 years, provided audited ORC 321.09
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests		Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests		Three years
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial		3 years, provided audited
GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Records Retention & Disposition		Permanent
GEN-089	SPECIAL ACCOUNTING RECORDS	Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12	Fiscal/Financial		Four years
GEN-101	WORK SCHEDULES	Schedules noting working hours for employees.	Personnel		Until no longer of administrative value

TAX MAP & GIS

Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
MAP-001	AERIAL PHOTOGRAPHS	Dated photographs taken from the air.	GIS	Aerial Photographs	Permanent
MAP-002	GIS MAPPING	Data maps created using Geographic Information Systems technology. Data can include information on land ownership, zoning, transportation, addresses, election information, district boundaries, hydrology, environment, geology, demographics or aerial imagery.	GIS	GIS	Continually updated
MAP-003	TAX MAPS	Property maps for each deeded property in the county. Used by the county auditor for taxation purposes. Also used for house numbering.	Tax Maps		Continually updated
MAP-005	SURVEY RECORDS	Record of surveys and replats in the county. Contains record of all surveys made by county surveyors, county engineer, his deputies, or other licensed surveyors. Shows type of survey, date, location, names of property owners, names of surveyor, metes and bounds of survey, plats, or legal descriptions. May include Virginia Military Survey, Fireland, Congress, Refugee Tract, Western Reserve, etc.	Survey Records		Permanent
MAP-006	PROPERTY CARDS	Index cards used to track the conveyance of parcels.	Property Cards		Permanent
MAP-007	COUNTY ATLAS		Atlases		Permanent
MAP-009	ROAD, BRIDGE AND CULVERT FILES	Records relating to the locations of roads, bridges and culverts within county. Can include sketches and blueprints of substructure, profile drawings, plans, surveys and surveyor's field notes, legal description etc.	Road, Bridge & Culvert Files		Permanent
MAP-010	COUNTY ROAD MAPS	Pamphlet-style map of county.	County Maps		10 years
MAP-011	EASEMENT RECORDS		Easement Records		Permanent

MAP-012	MONUMENT RECORDS	Records having to do with the locations of markers and monuments within the county used to mark a point as a location reference.	Monument Records	Permanent
MAP-015	SUBDIVISION RECORDS - PRELIMINARY	Engineering Construction Plans and Record of Plats- Preliminary plans or maps of proposed subdivisions or proposed improvements to subdivisions.	Subdivisions	Preliminary 5 years
MAP-016	SUBDIVISION RECORDS - FINAL APPROVED PLANS	Final Approved Plans (Plats)- Line prints consisting of Final Engineering and Construction Plans; Sedimentation and Erosion Control Plans; Driveway Construction Plans; and Roadway Drainage Improvement Plans; record plat copies; subdivider's agreements; correspondence; design calculations; and plan and plat review comments	Subdivisions	Final Approved Plans 1 year after final "As Built" Plan is received and approved.
MAP-017	SUBDIVISION RECORDS - FINAL APPROVED "AS-BUILT" PLANS	After all proposed improvements have been made and are complete, the Subdivider submits an updated Final Engineering and Construction "as-built" plan to County Engineer.	Subdivisions	Final Approved "As-Built" Plans Permanent

T R E A S U R E R

Schedule Number	Record Title	Record Description	Subfolder	Sub-subfolder	Retention Period
TRE-001	ADDRESS CHANGE FORMS	Requests by taxpayers to change their mailing address	Address Change Forms		Three years
TRE-002	ADVANCED PAYMENT CERTIFICATES (PREPAYMENTS)	Documentation of advanced payment of taxes	Prepayments		3 years, provided audited
TRE-003	BANK STATEMENTS	Daily and monthly statements from the bank containing withdrawal and deposit information for accounts	Bank Statements		3 years, provided audited
TRE-004	BANKRUPTCY FILES	Records documenting notices sent about the judicially supervised reorganization or liquidation of insolvent individuals and businesses	Bankruptcy		Permanent
TRE-005	CIGARETTE AND VENDOR TAX LICENCES	Contains record of assessments on sale of cigarettes, showing name of business and licensee and date assessment paid.	Cigarette & Vendor Tax Records		3 years, provided audited
TRE-006	DAILY BALANCE SHEETS	Documentation of cash transactions, balances, receipts, and disbursements performed by the office throughout a workday	Daily Balance Sheets & Statements	Balance Sheets	3 years, provided audited
TRE-007	DAILY STATEMENTS	Form 6. Listing of daily transactions, provided to the County Auditor, documenting receipts and disbursements	Daily Balance Sheets & Statements	Statements	3 years, provided audited
TRE-008	DELINQUENT/OMITTED TAXPAYER AGREEMENTS	Agreements with delinquent taxpayers and/or taxpayers omitted from the tax duplicate for the payment of owed taxes	Delinquency	Delinquent/Omitted Taxpayer Agreements	Active plus 3 years
TRE-009	DELINQUENT TAX AND ASSESSMENTS COLLECTION (DTAC) FUND	Records related to the administration of, and expenditure/receipt of money from, the DTAC Fund	Delinquency	Delinquent Tax and Assessment Collection (DTAC) Fund	4 years

TRE-010	DELINQUENT TAX LIST	List of delinquent taxes assessed against manufactured homes, personal property and real property within the County. Contains property owner, description of taxes due and late penalties.	Delinquency	Delinquent Tax List	3 years, provided audited
TRE-011	ELECTRONIC FUND TRANSFER AUTHORIZATIONS	Orders for the transfer of funds	Electronic Fund Transfers		3 years, provided audited
TRE-012	ESCROW RECORDS	Records pertaining to the escrow program for individuals to pay their taxes in installments throughout a fiscal year. Includes bank fees, charge back checks, services charges, and deposit fees.	Escrow Records		3 years
TRE-013	FORFEITURES & FORECLOSURES	Legal action taken by the Treasurer's office in the Common Pleas Court to collect delinquent real estate taxes. Contains lists of foreclosed land, owner, taxing district, parcel numbers, assessments, penalties, total tax due, and date foreclosed.	Forfeitures & Foreclosures		Permanent
TRE-014	INVESTMENT RECORDS	Records pertaining to County investments in banking/financial institutions and what fund the money is applied to.	Investment Records		3 years
TRE-016	PAY INS	Documentation of money paid into an account within the County Treasury	Fiscal/Financial	Pay-ins	3 years, provided audited
TRE-017	RECORD OF TAX COLLECTION	Form 7. Statement to county Auditor which includes the cumulative collection of taxes year-to-date. Includes date, total collected, and for each payment, taxpayer, taxing district and amount paid.	Taxation		3 years, provided audited
TRE-018	RECORDS OF OFFICIALS BONDS	Bonds carried by elected officials to cover loss of monies for which an elected official is responsible	Bonds		10 years after expiration, appraise for historical value
TRE-019	SETTLEMENTS	Statement identifying the amount of taxes collected at the end of a tax collection cycle. Includes breakdown of the distribution of tax receipts to taxing districts	Settlements		5 years
TRE-020	TAX DUPLICATES	List of taxes and assessments by parcel, owner information, legal description, and taxable valuation of all real estate, manufactured homes and special assessments	Taxation	Duplicates	Permanent
TRE-021	TAX PENALTY REMISSION APPLICATION	Request by taxpayers to have late penalties waived or refunded	Taxation	Tax Penalty Remission	3 years
TRE-022	TAX RECEIPTS AND REPORTS	Records of tax payments in the Treasury, including summarizing reports, tax bills (coupons). Bills have been scanned into F & E Payment Pros OCR software since 2014; 'official copies' are electronic.	Taxation	Tax Receipts & Reports	3 years, provided audited
TRE-023	TAX REFUNDS/VOUCHERS	Record of refund to the taxpayer for overpayment of taxes, or refund due to an assessment	Taxation	Tax Refunds & Refund Vouchers	3 years, provided audited
TRE-026	UNCLAIMED FUNDS LIST	Report issued by the Ohio Department of Commerce detailing financial assets for which the holder of the funds cannot locate the owner for disbursement	Unclaimed Funds		Until all accounts are claimed or paid into the county treasury
TRE-027	RETURNED TAX BILL	Tax bills that have been returned to sender. If a second address is on record they are forwarded to that address. Otherwise, kept in Treasurer's office for one calendar year.			1 year
TRE-028	LENDOR CHANGES	Paperwork showing that a property has been removed from or assigned to a new loan vendor. These are scanned into VIP. Paper copy may be destroyed after scanning.	Lendor Changes		3 years
TRE-029	TRANSFERS OF PROPERTY	Retained to make sure lender changes are correct and to transfer in system.	Transfers		1 year

GEN-018	BOND DOCUMENTS	Records of bonds issued for long-lived capital projects, such as for roads, bridges, etc. IRS rule 5.70. See RC-2 for complete summary.	Fiscal/Financial		Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired. Appraise for historic value.
GEN-019	BOND REGISTER	Register containing listing of outstanding bonds. All departments must report their bond holdings to the Auditor annually.	Fiscal/Financial		7 years after final maturity of notes/bonds
GEN-023	CASH BOOKS	Includes expense and receipt ledgers.	Fiscal/Financial		3 years, provided audited (26.01 D)
GEN-028	CONTINUING EDUCATION	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Personnel		Place in personnel file
GEN-029	CONTRACTS, AGREEMENTS, & LEASES	Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Administrative		Six years after termination of contract
GEN-038	EMPLOYEE EVALUATIONS	Records used to measure employee work performance.	Personnel		Place in personnel file
GEN-039	APPLICATIONS - SUCCESSFUL	Application submissions by individuals chosen for employment.	Personnel		Place in personnel file
GEN-040	APPLICATIONS - UNSUCCESSFUL	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Personnel		2 years
GEN-045	FISCAL & FINANCIAL RECORDS	Budgeting, transactional, and financial reporting records. See RC-2 for complete summary.	Fiscal/Financial		3 years, provided audited
GEN-051	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files. Prior to 2023 each department was responsible for this.	Personnel	Job Descriptions	Until superseded or classification abolished
GEN-055	LITIGATION RECORDS	Records related to legal claims against an office and subsequent legal actions and court proceedings.	Legal		Five years after case is closed and appeals are exhausted
GEN-065	OATHS OF OFFICE	Oaths of office given and sworn to by elected officials or board members.	Administrative	Oaths	Ten years after leaving office.
GEN-069	PAY-INS	Receipt of cash, checks, electronic fund transfers (EFT), and supporting documentation. See RC-2 for full summary.	Fiscal/Financial	Pay-ins	3 years, provided audited ORC 321.09
GEN-070	PAYROLL RECORDS & REPORTS	Department copies including but not limited to time sheets, overtime documentation records, timecards, and reports.	Personnel		Five years. ORC 4111.14
GEN-071	PERSONNEL FILES - GENERAL	File maintained for each employee or intern. See RC-2 for full summary.	Personnel		Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation. ORC 124.321 - 124.328, OAC 124-7-01, ODAS 123:1-41
GEN-072	PERSONNEL FILES – MEDICAL	Records of employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information. ADA Records Requests for accommodations and/or complaints. See RC-2 for full summary.	Personnel		Seven years
GEN-078	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Record Requests		Three years
GEN-079	PUBLIC RECORDS REQUESTS	ORC 149.43 – Requests to inspect and review public records. Includes all related forms and communications.	Record Requests		Three years
GEN-082	RECEIPT RECORDS	Receipt and balancing records	Fiscal/Financial		3 years, provided audited

GEN-083	RECORDS RETENTION & DISPOSITION FORMS	Also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Records Retention & Disposition	Permanent
GEN-089	SPECIAL ACCOUNTING RECORDS	Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12	Fiscal/Financial	Four years
GEN-101	WORK SCHEDULES	Schedules noting working hours for employees.	Personnel	Until no longer of administrative value
GEN-105	MANUALS	Safety, training, and personnel handbooks.	Personnel	Until superseded.