



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

Lake County

Engineer's Office

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-1	Aerial photographs	Permanent	Paper and/or electron- ic media		<input type="checkbox"/>
13-2	Annual road reports	Permanent	Paper and/or electron- ic media		<input type="checkbox"/>
13-3	Bridge and culvert records	Life of bridge or culvert	Paper and/or electron- ic media		<input type="checkbox"/>
13-4	Bridge files/records	Life of bridge	Paper and/or electron- ic media		<input type="checkbox"/>
13-5	Bridge inspection records	10 years	Paper and/or electron- ic media		<input type="checkbox"/>
13-6	Contracts or agreements	15 years after expiration of contract	Paper and/or electron- ic media		<input type="checkbox"/>
13-7	Delivery tickets – stone tickets, haul tickets, etc	2 years	Paper and/or electron- ic media		<input type="checkbox"/>
13-8	Ditch files	Permanent	Paper and/or electron- ic media		<input type="checkbox"/>
13-9	Ditch plats (plans)	Permanent	Paper and/or electron- ic media		
13-10	Ditch profiles	Permanent	Paper and/or electron- ic media		



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13-11	Estimate records	Until project is completed	Paper and/or electronic media		<input type="checkbox"/>
13-12	Field notes – surveyor's notes, field books, certified plat	Permanent	Paper and/or electronic media		<input type="checkbox"/>
13-13	Force account book	10 years	Paper and/or electronic media		<input type="checkbox"/>
13-14	Free turnpike records	Permanent	Paper and/or electronic media		
13-15	Grade records	Permanent	Paper and/or electronic media		<input type="checkbox"/>
13-16	Index to bridges	Permanent	Paper and/or electronic media		
13-17	Index to ditches	Permanent	Paper and/or electronic media		
13-18	Index to field notes	Permanent	Paper and/or electronic media		
13-19	Index to free turnpikes	Permanent	Paper and/or electronic media		
13-20	Index to roads	Permanent	Paper and/or electronic media		
13-21	Index to surveys	Permanent	Paper and/or electronic media		
13-22	Inventory record of bridges	Permanent	Paper and/or electronic media		
13-23	Maps and blueprints	Permanent	Paper and/or electronic media		



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13-24	Master files – project files, job records, etc.	15 years for all contracts, and 7 years for all accounts	Paper and/or electronic media		
13-25	Plat books	Permanent	Paper and/or electronic media		
13-26	Report of trespass on public lands	5 years	Paper and/or electronic media		
13-27	Right of way permits	10 years	Paper and/or electronic media		
13-28	Road files	Permanent	Paper and/or electronic media		
13-29	Road plans and plats	Permanent	Paper and/or electronic media		
13-30	Road records	Permanent	Paper and/or electronic media		
13-31	Survey records – may include Virginia Military Surveys, Fireland, Congress, Refugee Tract, etc.	Permanent	Paper and/or electronic media		
13-32	Township annual road inventory	3 years	Paper and/or electronic media		
13-33	Final approved "as built" plans	Permanent	Paper and/or electronic media		
13-34	Subdivision files	Permanent	Paper and/or electronic media		

Anything not specifically addressed in this RC-2 Schedule shall be governed by the General Schedule of Records Retention and Disposition for All County Offices.



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LAKE COUNTY

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-001	Accident, health and safety records; incident reports; and OSHA reports	6 years after audit released	Paper and/or electron- ic media		<input type="checkbox"/>
12-002	Accounts receivable ledgers and documents	3 years after audit released	Paper and/or electron- ic media		<input type="checkbox"/>
12-003	Automatic data processing and electronic data processing media used for temporary storage or control	Retain until no longer of administra- tive value	Paper and/or electron- ic media		<input type="checkbox"/>
12-004	Annual budgets	Permanent	Paper and/or electron- ic media and/or microfilm		<input type="checkbox"/>
12-005	Applications for employment – unsuccessful applicants	1 year after audit released	Paper and/or electron- ic media		<input type="checkbox"/>
12-006	Audit reports – federal, state, and internal	5 years after audit released	Paper and/or electron- ic media		<input type="checkbox"/>
12-007	Bank records – deposit forms, statements, etc.	3 years after audit released	Paper and/or electron- ic media		<input type="checkbox"/>
12-008	Blank forms	Retain until superseded or obsolete	Paper and/or electron- ic media		<input type="checkbox"/>
12-009	Bulletins, posters, meeting notices, notices to employees, etc.	Retain until superseded or obsolete, provided no longer administra- tively	Paper and/or electron- ic media		<input type="checkbox"/>



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		necessary			
12-010	Bids and proposals – unsuccessful	2 years after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-011	Bids and proposals – successful	15 years after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-012	Bond coupons	2 years after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-013	Bond registers	20 years after issue is called	Paper and/or electronic media and/or microfilm		
12-014	Bonds – redeemed	2 fiscal years after redeemed, after audited	Paper and/or electronic media		
12-015	Canceled checks	3 years after audit released	Paper and/or electronic media		
12-016	Cash books and cash journals	3 years after audit released	Paper and/or electronic media		
12-017	Check registers	3 years after audit released	Paper and/or electronic media		
12-018	Claims records	5 years after case is closed and appeals exhausted	Paper and/or electronic media		
12-019	Continuing education certifications; class, seminars, and training records	3 years after audit released	Paper and/or electronic media		
12-020	Contracts – Treasurer tax foreclosure contracts	1 year after default or satisfaction	Paper and/or electronic media		
12-021	Contracts – Title IV-D program	3 years after final	Paper and/or		



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		payment is made to the contractor and all matters relating to the IV-D contract are concluded	electron-ic media		
12-022	Contracts - other	15 years after expiration of contract	Paper and/or electron-ic media		
12-023	Copies of records – extra carbon, photocopies, etc.	Destroy when no longer of administrative value	Paper and/or electron-ic media		
12-024	Correspondence - executive	5 years, review by OHS for possible transfer, destroy if no historical value	Paper and/or electron-ic media		
12-025	Correspondence - general	2 years, provided no longer administratively necessary	Paper and/or electron-ic media		
12-026	Delivery slips/packing slips	2 years after audit released	Paper		
12-027	Desk/appointment calendar	Until no longer administratively needed	Paper		
12-028	Disaster plans	Until updated or superseded	Paper and/or electron-ic media		
12-029	Drafts	Until no longer administratively necessary	Paper and/or electron-ic media		



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12-030	Drawings, tracings, and mylars	Until updated, superseded or obsolete; appraise for historical value	Paper		
12-031	Employee records – includes sign-in sheets and leave from work forms	Record copy sent to county auditor; retain duplicate copies for 3 years after audit released	Paper and/or electronic media		
12-032	Employee disciplinary records	10 years after last action; may be destroyed if no litigation or claims are pending	Paper and/or electronic media		
12-033	Equipment inventories	3 years after audit released	Paper and/or electronic media		
12-034	Equipment maintenance records	Life of the equipment	Paper and/or electronic media		
12-035	Evidence logs	Permanent	Paper and/or electronic media		
12-036	Federal grant files and supporting financial records and documents	5 years after audit released	Paper and/or electronic media		
12-037	Fiscal files – budgeting and purchasing (copies of transactional documents for which originals are retained by another office)	3 years after audit released	Paper and/or electronic media		
12-038	Flow charts; operational/organizational charts	Until superseded or obsolete	Paper and/or electronic media		



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12-039	Fuel usage records	3 years after audit released	Paper and/or electronic media		
12-040	General orders, directives, policies, rules, regulations, procedures, manual, or employee handbooks	Until superseded - Retain 1 copy for 2 years after audit released	Paper and/or electronic media		
12-041	Grant records	3 years after expiration of grant	Paper and/or electronic media		
12-042	Insurance policies	2 years after expiration	Paper and/or electronic media		
12-043	Inventories	3 fiscal years after audit released	Paper and/or electronic media		
12-044	Invoices (paid)	Record copy sent to county auditor; retain duplicate copies for 3 years after audit released	Paper and/or electronic media		
12-045	Job descriptions	Until superseded or abolished	Paper and/or electronic media		
12-046	Leases - equipment	2 years after expiration, after audit released	Paper and/or electronic media		
12-047	Leases – real estate	5 years after expiration, after audit released	Paper and/or electronic media		
12-048	Management and operations reports, or feasibility studies	5 years after audit released	Paper and/or electronic media		



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12-049	Officials' bonds	10 years after expiration, after audit released	Paper and/or electron- ic media		
12-050	Payroll records – originals held by county auditor or chief fiscal auditor	Permanent	Paper and/or electron- ic media and/or microfilm		
12-051	Payroll records – copies of payroll records held by appointing authority	3 fiscal years after audit released	Paper and/or electron- ic media		
12-052	Personnel files - includes benefit information, hiring information, promotions, evaluations, attendance, leave, medical information, termination, or retirement information.	Two years after termination of employee's employ- ment	Paper and/or electron- ic media		
12-053	Petty cash records	2 fiscal years after audit released	Paper and/or electron- ic media		
12-054	Professional association records	Until no longer of administra- tive value	Paper and/or electron- ic media		
12-055	Publications created	Until superseded or obsolete. Retain 1 copy permanent- ly.	Paper and/or electron- ic media and/or microfilm		
12-056	Publications received	Until no longer administra- tively necessary	Paper		
12-057	Purchase orders	3 years after audit released	Paper and/or electron- ic media		
12-058	Records of accrued fees	4 fiscal years after audit released	Paper and/or electron- ic media		
12-059	Records of receipts and expenditures	3 fiscal years after audit	Paper and/or electron-		



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		released	ic media		
12-060	Requisitions	3 fiscal years after audit released	Paper and/or electronic media		
12-061	Risk management records (office copies of any form insurance record duplicated with another office)	May be destroyed if no litigation or claims are pending	Paper and/or electronic media		
12-062	Telecommunication service requests	2 years after audit released	Paper and/or electronic media		
12-063	Telephone bills or long distance logs	2 years after audit released	Paper and/or electronic media		
12-064	Transient documents – includes telephone messages and informal notes	Until no longer of administrative, legal, or fiscal value	Paper and/or electronic media		
12-065	Travel expense reports	3 years after audit released	Paper and/or electronic media		
12-066	Voucher registers or journals	4 fiscal years after audit released	Paper and/or electronic media		
12-067	Warrant registers or journals	4 fiscal years after audit released	Paper and/or electronic media		
12-068	Warrant (paid)	4 fiscal years after audit released	Paper and/or electronic media		
12-069	W-2's	4 fiscal years after audit released	Paper		
12-070	Court and clerks, indexes, journals, dockets	Permanent	Paper and/or electronic media and/or microfilm		



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12-071	Court reporter stenographic notes	10 years after audit released	Paper and/or electronic media		
12-072	Coroner's inquests	Permanent	Paper and/or electronic media and/or microfilm		
12-073	Furtherance of Justice (FOJ) files – canceled checks, stubs, bank statements, reconciliations, and correspondence associated therewith	4 years after audit released	Paper and/or electronic media		
12-074	Records retention schedule (RC-2)	Retain until superseded	Paper and/or electronic media		
12-075	Records Documents (RC-1, RC-3)	Permanent	Paper and/or electronic media and/or microfilm		
12-076	Public records requests	Permanent	Paper and/or electronic media and/or microfilm		