



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORICAL SOCIETY		For State Archives - LGRP Use Only	
Date Reviewed:		Form Spanned:	
MAR 28 2013			
STATE AND LOCAL GOVERNMENT RECORDS			

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit
 LAKE COUNTY

(To complete this form online, use "tab" key to jump from box to box.)

General

(local government entity)

(unit)

(signature of responsible official)

Charles Cowson
 (name)

Lake County Prosecutor
 (title)

03/13/13
 (date)

Section B: Records Commission

Lake County

(440) 350-2745

Records Commission

(telephone number)

105 Main Street

Painesville

44077

Lake

(address)

(city)

(zip code)

(county)

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

Amy.Elszasz@lakecountyohio.gov

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

3-13-13

Records Commission Chair Signature Robert E. Aufuldish

Date

Section C: Ohio Historical Society - State Archives

Sppt. Records Archivist
 Title

4/13/13
 Date

Section D: Auditor of State

4-19-13

Signature

Date

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



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

Section E: Records Retention Schedule

LAKE COUNTY

(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
12-001	Accident, health and safety records; incident reports; and OSHA reports	6 years after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-002	Accounts receivable ledgers and documents	3 years after audit released	Paper and/or electronic 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 administrative value	Paper and/or electronic media		<input type="checkbox"/>
12-004	Annual budgets	Permanent	Paper and/or electronic media and/or microfilm		<input checked="" type="checkbox"/>
12-005	Applications for employment – unsuccessful applicants	1 year after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-006	Audit reports – federal, state, and internal	5 years after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-007	Bank records – deposit forms, statements, etc.	3 years after audit released	Paper and/or electronic media		<input type="checkbox"/>
12-008	Blank forms	Retain until superseded or obsolete	Paper and/or electronic media		<input type="checkbox"/>
12-009	Bulletins, posters, meeting notices, notices to employees, etc.	Retain until superseded or obsolete, provided no longer administratively	Paper and/or electronic media		<input type="checkbox"/>



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		necessary		Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
12-010	Bids and proposals – unsuccessful	2 years after audit released	Paper and/or electronic media	<input checked="" type="checkbox"/>	
12-011	Bids and proposals – successful	15 years after audit released	Paper and/or electronic media	<input checked="" 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	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
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 electronic media		✓
12-050	Payroll records – originals held by county auditor or chief fiscal auditor	Permanent	Paper and/or electronic 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 electronic 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 employment	Paper and/or electronic media		
12-053	Petty cash records	2 fiscal years after audit released	Paper and/or electronic media		
12-054	Professional association records	Until no longer of administrative value	Paper and/or electronic media		
12-055	Publications created	Until superseded or obsolete. Retain 1 copy permanently.	Paper and/or electronic media and/or microfilm		
12-056	Publications received	Until no longer administratively necessary	Paper		
12-057	Purchase orders	3 years after audit released	Paper and/or electronic media		
12-058	Records of accrued fees	4 fiscal years after audit released	Paper and/or electronic media		
12-059	Records of receipts and expenditures	3 fiscal years after audit	Paper and/or electronic		

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



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