



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

JUNE 16 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Lake County Board of Commissioners' Office

(local government entity) <i>Jennifer Bell</i>	<i>Jennifer Bell</i>	(unit) <i>Commissioner's Clerk</i>	<i>6-13-22</i>
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Records Commission			440-350-2751
			(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:

jennifer.bell@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.

<i>Jan R. Homestead</i>	<i>6-16-22</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Records Manager

Signature	Title	Date
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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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
Com 22-01	Accounts Receivable Ledgers and Documents	3 years after audit released	Paper/ 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.	<input type="checkbox"/>
Com 22-02	Agendas for Commissioners' Meetings, Public Hearings, Work Sessions, etc.	2 years and until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Com 22-03	Annexation Files	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22-04	Announcements, Bulletins, Displays, General Notices to Employees	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Com 22-05	Annual Reports from County Departments, Agencies, Boards, Commissions	5 years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22-06	Anonymous or Unfounded Complaints/Records	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Com 22-07	Attendance Sheets for Commissioners' Meeting, Public Hearings, Work Sessions, etc.	Retain 2 years and until no longer of administrative or legal value	Paper until scanned; then electronically		<input type="checkbox"/>
Com 22-08	Auction Files Record of all property sold at auction	5 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-09	Badges and IDs for Employees, including keyless entry devices and related records	Confiscate upon employee separation or when obsolete,	Paper/ Electronic		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
		then destroy			
Com 22-10	Bed Tax Records (Hotel/Motel)	7 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-11	Bid Logs	2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-12	Bids and related documents - Unsuccessful	2 years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22-13	Bids and related documents - Successful	8 years from end of contract	Paper/ Electronic		<input type="checkbox"/>
Com 22-14	Blueprints; County Buildings	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22-15	Blueprints; Related to a Contract	10 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-16	Board Appointments 1) Via Resolution 2) Via Letter of Board	1) Retain per Com 22-25 2) 10 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-17	Bond Coupons	2 years after audit is released	Paper/ Electronic		<input type="checkbox"/>
Com 22-18	Bond Documents	IRS Rule 5.70 - retain for 3 years after the last bond has retired	Paper/ Electronic		<input type="checkbox"/>
Com 22-19	Bond Registers	20 years after final maturity of note/bonds	Paper/ Electronic		<input type="checkbox"/>
Com 22-20	Bonds - Redeemed	2 fiscal years after redeemed after audit	Paper/ Electronic		<input type="checkbox"/>

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(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22-21	Budget – Annual	10 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-22	Budget Records/ Worksheets and Backup	6 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-23	Calendars, Organizers, Planners	3 months after end of calendar year, or until no longer of administrat ive value	Paper/ Electronic		<input type="checkbox"/>
Com 22-24	Charge Backs	3 years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22-25	Commissioners' Journals – includes resolutions, meeting minutes, indexes, petitions, and other County business	Permanent	Paper – retain until scanned or typed up, then maintain electronic ally		<input checked="" type="checkbox"/>
Com 22-26	Contracts	8 years after expiration of contract	Paper/ Electronic		<input type="checkbox"/>
Com 22-27	Correspondence- Administrative/Executive Records coming from the head of an agency/department dealing with significant aspects of the administration of the office, including information concerning policies, procedures, programs, and fiscal and personnel matters.	5 years and no longer of value	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22- 28	Correspondence- Ceremonial Requests for certificates and acknowledgements	5 years and no longer of value	Paper/ Electronic		<input type="checkbox"/>
Com 22- 29	Correspondence- General and Transient Includes internal correspondence (letters, memos) and other communications which convey information of temporary importance in lieu of oral communication; correspondence from various individuals, companies, and organizations requesting or presenting information pertaining to interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy)	Until no longer of administrat ive or other value	Paper/ Electronic		<input type="checkbox"/>
Com 22- 30	Claims and Litigation	Permanent	Paper/ Electronic		<input type="checkbox"/>
Com 22- 31	Collective Bargaining Unit Agreements	Retain 8 years after expiration of contract	Paper/ Electronic		<input type="checkbox"/>
Com 22- 32	County Auction Records – records of all property sold at auction	3 years after audited	Paper/ Electronic		<input type="checkbox"/>
Com 22- 33	Credit Card Usage Approval Records	3 years after audited	Paper/ Electronic		<input type="checkbox"/>
Com 22- 34	Deeds to County Property and Property Records (Easements, Leases, Abstracts, etc.)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22-35	Directories - Departments and Employee Contact Information	Until superseded and no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Com 22-36	Dog Warden Weekly Reports - Reports to the Commissioners of all dogs seized, impounded, redeemed, and destroyed as required by R.C. 955.12	2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-37	Enterprise Zones and Joint Economic Development Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
Com 22-38	Fax Cover Sheets and Logs	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Com 22-39	Financial Reports (annual and audited, CAFR)	Permanent	Paper/ Electronic		<input type="checkbox"/>
Com 22-40	Fiscal Files – budgeting and purchasing (copies of transactional documents for which originals are retained by another office)	3 years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22-41	Fiscal Logs	2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-42	General orders, directives, policies, rules, regulations, procedures, manuals, or employee handbooks	Until superseded – Retain 1 copy for 2 years after audit released	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22-43	Grant Records	Retain as required by grant; if no period specified, retain 5 years after end of project or expiration of grant, provided audit has been released	Paper/ Electronic		<input type="checkbox"/>
Com 22-44	Hazardous Materials Files - Records pertaining to hazardous materials used by the County	30 years	Paper/ Electronic		<input type="checkbox"/>
Com 22-45	Healthcare Enrollment Forms	2 years after policy becomes active	Paper/ Electronic		<input type="checkbox"/>
Com 22-46	Healthcare Related Documents (internal guidelines, etc.)	2 years, or until superseded and no longer of administrative, fiscal, or legal value	Paper/ Electronic		<input type="checkbox"/>
Com 22-47	Incident/Accident Reports (other than PERRP Reports under Com 22-64)	6 years	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22-48	Inter-Office Communication - Communication of a transient nature including (Post-Its, drafts, informal notes, meeting schedules, voicemails, etc.)	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Com 22-49	Insurance Policies and all related documents	2 years after expiration of contract, provided all claims settled or appeals exhausted	Paper/ Electronic		<input type="checkbox"/>
Com 22-50	Inventory of County Property	3 years after audit is released	Paper/ Electronic		<input type="checkbox"/>
Com 22-51	Invitation to Bid	5 years if not incorporated into bid project files	Paper/ Electronic		<input type="checkbox"/>
Com 22-52	Labor Negotiation Records (other than a contract kept in accordance with Com 22-31)	5 years after contract expires	Paper/ Electronic		<input type="checkbox"/>
Com 22-53	Lake County Home – all documents related to the former County Home that do not fit in another record series	Review for historical value, then destroy	Paper		<input checked="" type="checkbox"/>
Com 22-54	Leases - Equipment	2 years after expiration, after audit released	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22- 55	Leases - Real Estate	8 years after expiration, after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22- 56	Legal Advertisements	2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22- 57	Legal Opinions - Written opinions rendered as guidance to the Commissioners by its legal advisor	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 58	Levy Records - Records relating to the levying of additional taxes to generate revenue.	1 year after the expiration of the levy	Paper/ Electronic		<input type="checkbox"/>
Com 22- 59	Liquor License Files	2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22- 60	Mail Log – record of all incoming mail	1 year and no longer of administrat ive or other value	Paper/ Electronic		<input type="checkbox"/>
Com 22- 61	Meeting Notices	1 year	Paper/ Electronic		<input type="checkbox"/>
Com 22- 62	Ohio Public Records Compliance Folder	Permanent	Paper/ Electronic		<input type="checkbox"/>
Com 22- 62	Organizational Chart	Retain until superseded and no longer of administrat ive value	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22- 63	Payroll Records	Send original to the Auditor, retain copies for 3 years after audited	Paper/ Electronic		<input type="checkbox"/>
Com 22- 645	PERRP Log and Summary – Record of all Work-Related Injuries and Illnesses	5 years following the end of the year in which the work-related injury or illness occurs			<input type="checkbox"/>
Com 22- 656	Personnel Files 1) Employment records- includes benefit information, hiring information, application for employment, promotions, evaluations, attendance, leave requests, termination, or retirement information; 2) Employee medical records- include records pertaining to medical information, insurance, condition, etc.	1) 2 years after termination of employment; retain leave balances for 10 years. 2) 7 years after termination of employment	Paper/ Electronic		<input type="checkbox"/>
Com 22- 66	Petitions	5 years	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22- 678	Photographs and Electronic Images	Retain until no longer of any significant legal, fiscal, admini- strative or historical value.	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 689	Plats and Maps	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 6970	Project/Building Files	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 7071	Public Hearing Records - This record series includes backup information (notices, petitions, correspondences). Does not include agendas or minutes that are in a separate schedule.	5 years	Paper/ Electronic		<input type="checkbox"/>
Com 22- 712	Public Records Requests	2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22- 723	Publications – Press/News Releases, Newsletters, and other similar documents issued by the Commissioners' Office to provide information to the public	2 years and until no longer of administrat ive value	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 734	Recordings of Meetings, Public Hearings, Work Sessions, etc. in Audio/Video format	Retain until transcribed into hard copy and approved.	Electronic		<input type="checkbox"/>
Com 22- 745	Records of Receipts and Expenditures, Pay-Ins, Purchase Orders	3 fiscal years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22- 756	Records Retention Schedule (RC-2)	Retain until superseded	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Com 22- 767	Records Documents (RC-1, RC-3)	Permanent	Paper/ Electronic		<input type="checkbox"/>
Com 22- 778	Reports - County Departments, Agencies, Boards, Commissions weekly, monthly, etc.	Retain 2 years	Paper/ Electronic		<input type="checkbox"/>
Com 22- 789	Schedule of Elected Officials/Employees Utilizing CORSA Coverage in Lieu of a Bond (O.R.C. 3.061)	Retain until superseded	Paper/ Electronic		<input type="checkbox"/>
Com 22- 7980	Subdivision Files - Records detailing Commissioners' actions regarding the creation of county housing developments created by dividing a tract of land	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 804	Travel expense reports and Authorization Forms	3 years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22- 812	Vacate, Establish, or Alter a Road Records - petition and accompanying records to vacate, establish, or alter a public road, street or alley	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
Com 22- 823	Vehicle Titles - Titles to all vehicles owned by the Board of Commissioners	Until vehicle is sold or disposed of	Paper/ Electronic		<input type="checkbox"/>
Com 22- 834	Vendor Files and all related documents	3 years after audit released	Paper/ Electronic		<input type="checkbox"/>
Com 22- 845	Workers' Compensation files and records.	10 years after last activity	Paper/ Electronic		<input type="checkbox"/>
Com 22- 856	Wellness Class Waivers	3 years	Paper/ Electronic		<input type="checkbox"/>

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