



## Schedule of Records Retention and Disposition

### Section E: Records Retention Schedule

#### General Schedule – All County Offices and Agencies

(Local government entity)

(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
G1017-01	<b>AUDIT TRAIL FILES</b> - Data generated during the creation of a database during the processing cycle	28 days (daily backup retention cycle), or transfer to disk.	Electronic		<input type="checkbox"/>
G1017-02	<b>BLANK FORMS</b> - Obsolete, unessential or superseded forms	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-03	<b>COPIES</b> - Internal copies of official records, used for reference	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-04	<b>BULLETINS, POSTERS AND NOTICES</b> - Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-05	<b>CORRESPONDENCE—EXECUTIVE</b> Documents the Administration of the office and may contain information concerning agency policies, fiscal and personnel matters	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-06	<b>CORRESPONDENCE—GENERAL</b> Documents the operations of the office and may include non-routine requests for information which may pertain to interpretations. (Informative and does not attempt to influence policy)	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-07	<b>CORRESPONDENCE—PERSONAL</b> Any paper or electronic document received and not defined as business related	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-08	<b>CORRESPONDENCE—ROUTINE/TRANSITORY</b> Requests for routine information, drafts, memos, meeting notices and other documents which serve to convey information of temporary importance	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-09	<b>DEPARTMENTAL POLICIES &amp; PROCEDURES</b> - Adopted and/or implemented, substantial reports & policies	3 years after superseded/updated	Paper/Electronic		<input type="checkbox"/>

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G1017-10	<b>ELECTRONIC FORMS AND MEDIA</b> – Office copies of computer forms, disks, tapes, cards, etc., used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form, microfilm, microfiche, or online	Destroy immediately	All Varieties		<input type="checkbox"/>
G1017-11	<b>MINUTES OF AGENCY STAFF MEETINGS</b> – Documents internal policy decisions	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-12	<b>MONTHLY and WEEKLY REPORTS</b> – Documents status of on-going projects and issues; advise supervisors of various events and issues	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-13	<b>SYSTEM BACKUP FILES</b> – To restore system in case of disaster or destruction	Daily backup - 28 days Month-end - 1 year Year-end – 13 months	Tapes/Electronic		<input type="checkbox"/>
G1017-14	<b>TAPE RECORDINGS AND/OR SHORTHAND NOTES</b> - Verbatim recordings of meetings later summarized in other written official proceedings or minutes	Destroy after the approval of the official records	Tapes		<input type="checkbox"/>
G1017-15	<b>DRAFTS/TRANSIENT RECORDS</b> – Drafts, working documents, memos, phone messages, meeting notices, and other documents that have temporary value	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-16	<b>RECOVERY MEDIA</b> – Records relating to the protection and reestablishment of computer operating systems, data processing services, equipment and data (back up files) in case of a disaster. One copy to be stored off-site	Until updated, superseded, or obsolete	All Media		<input type="checkbox"/>

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G1017-17	<p><b>EMAIL MESSAGES</b></p> <p><b>Transitory Messages</b>— Temporary value</p> <p><b>Intermediate/General Messages</b>—Documents operations of office, requests for non-routine information, etc.</p> <p><b>Executive/Long Term or Permanent Messages</b>— Documents the Administration of the office, information regarding policies, personnel, fiscal matters, etc.</p> <p><i>*SEE G1017-17A FOR DISPOSITION OF DELETED EMAIL MESSAGES</i></p>	<p>Until no longer of administrative value</p> <p>1 year, or retain according to department's schedule</p> <p>Retain 2 years or according to department's retention schedule</p>	Electronic		<input type="checkbox"/>
G1017-17A	<p><b>EMAIL EXCHANGE DUMPSTER (DELETED EMAILS)</b>— Disposition of email messages that have been deleted from a user's Deleted Items folder</p>	<p>Items deleted from a user's Deleted Items folder are NOT maintained.</p> <p>See ISD's retention schedule 1301-13</p>	Electronic		<input type="checkbox"/>
G1017-18	<p><b>EXPENSE RECORDS</b> – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records</p>	<p>3 years, provided audited</p> <p>Maintained in County's accounting system per Auditor's retention schedule</p>	Paper/Electronic		<input type="checkbox"/>
G1017-19	<p><b>PAYROLL WORKSHEETS</b> – Timesheets, Time Cards, Leave Requests, Individual Payroll Deduction Reports, OBES Reports</p>	<p>2 years</p> <p>Maintained in County's accounting system per Auditor's retention schedule</p>	Paper/Electronic		<input type="checkbox"/>
G1017-20	<p><b>EMAIL BACKUPS</b> – Backup of active email for disaster recovery purposes or accidental deletion</p>	<p>Maintained by ISD per ISD's retention schedule (1301-13A)</p>			<input type="checkbox"/>



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G1017-21	<b>PROCUREMENT CARD RECORDS</b> – Receipts, Purchasing Logs, Individual Billing Statements and Department Billing Statements	5 years  Copies maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
G1017-22	<b>SOCIAL MEDIA RECORDS</b> — Transitory and/or Duplicate records including posts to Twitter, Facebook, YouTube and Other Related Applications	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
G1017-23	<b>COUNTY AUCTION RECORDS</b> – All records related to the County Auction Process	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-24	<b>ANNUAL INVENTORY</b> – Departmental Inventory of all materials, machinery, tools and other supplies under each county office or department per O.R.C. 305.18	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-26	<b>PUBLIC RECORDS REQUESTS – ORC 149.43</b> - Requests to inspect and review public records to include logs	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-27	<b>VOICE MAIL RECORDS</b> – Messages for recipients received via telephone which can also be stored and accessed in the Countywide Email System	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-28	<b>VIDEO SURVEILLANCE FILES</b>	12 Calendar Days – If Court action or other incident, offload and maintain until all actions are complete	Electronic		<input type="checkbox"/>
G1017-29	<b>EMPLOYMENT APPLICATIONS— UNSUCCESSFUL CANDIDATES</b>	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-30	<b>DISASTER RECOVERY/ BUSINESS CONTINUITY PLANS</b>	Until superseded	Paper/Electronic		<input type="checkbox"/>
G1017-31	<b>TEXT MESSAGES</b> — Sent or received on <u>County or Personal</u> cell phones <u>and</u> documenting County business	Retain according to content – see G1017-05 through G1017-08	Electronic		<input type="checkbox"/>

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G1017-32	VISITOR LOG/SIGN-IN SHEET	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-33	PAY-IN TO TREASURY RECORDS	3 years, provided audited			<input type="checkbox"/>
G1017-34	<b>CALENDARS/SCHEDULES</b> – Desk and appointment calendars used to keep track of scheduled meetings and events	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-35	<b>SPEECHES/PRESENTATIONS</b> – Written or recorded materials used for or distributed during a speech, presentation, or press conference.	Until no longer of administrative value. Appraise for historical value	Paper/Electronic		<input type="checkbox"/>
G1017-36	<b>BIDS - UNSUCCESSFUL</b>	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
G1017-37	<b>REFERENCE MATERIALS:</b> Agency copies of equipment/software manuals, State Codes/Regulations, and other records used for reference purposes.	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-38	<b>RESEARCH RECORDS:</b> Information compiled for the purposes of research or analysis, such as comparing options, equipment, and/or plans of action.	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-39	<b>UNIFORM RECORDS</b> – Documentation on uniforms purchased for employees	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
G1017-40	<b>BUDGET RECORDS</b> – Local copies of Departmental budgets and working papers. Official Budget Appropriations maintained in BCC Journals.	3 years	Paper/Electronic		<input type="checkbox"/>

\*Media Type - Electronic Record is any combination of text, graphics, data, audio, pictorial, or other information representative in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

\*Electronic Mail (e-mail) is a *format* in which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series that the content most closely fits.

**THIS GENERAL SCHEDULE HAS BEEN APPROVED BY THE CLERMONT COUNTY RECORDS COMMISSION FOR USE BY ALL COUNTY OFFICES AND AGENCIES.**

## Schedule of Records Retention and Disposition

**THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY SPECIFIC OFFICE, AGENCY, OR DEPARTMENTAL SCHEDULE ALREADY APPROVED BY THE RECORDS COMMISSION.**

**WHEN USING THIS GENERAL SCHEDULE, A CERTIFICATE OF RECORDS DISPOSAL (RC-3) IS NOT REQUIRED BY THE RECORDS COMMISSION.**

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