



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



11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County Ohio

Job & Family Services - Admin

(local government unit)

(unit)

Michael E. Orlando

Michael E. Orlando

Director

07-30-12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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.

Mike Kiger

9/10/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

The Present

State Archives

10/30/2012

Signature

Title

Date

Section D: Auditor of State

Martin E. Mah

11-9-12

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



Section E: Records Retention Schedule

Fairfield County Job & Family Services

Administration

(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
	COUNTY-WIDE GENERAL SCHEDULE	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			
07-00001	Policies, Procedures, Rules, & Regulations	6 Year(s) After Revised, Superseded or Discontinued	Multi		<input type="checkbox"/>
07-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	25 Year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00003	General Correspondence: All sent and received correspondence, in any medium that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the public office.	1 Year(s) And no longer of an administrative, legal or fiscal value, Appraise for historical value. File according to content.	Multi		<input type="checkbox"/>
07-00004	Transient Correspondence or Communication Records:	Maintain significant Historical records until they are no longer of a Historical value.	Multi		<input type="checkbox"/>
07-00005	Unsolicited Correspondence/ Unsolicited Mail/ Unsolicited Email and similar Unsolicited Communications	May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record	Multi		<input type="checkbox"/>
07-00006	Copies – Reading, Informational and Reference. (Originals maintained)	Retain until no longer of Administrative Value. (RC-3 not Required)	Multi		<input type="checkbox"/>
07-00007	Drafts & Informational Notes. (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of Administrative Value. (RC-3 not Required)	Multi		<input type="checkbox"/>
07-00008	Bulletins, posters, General Notices and Displays	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00009	Blank forms	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00010	Awards, Newspaper Articles & Clippings	25 Year(s) And no longer of a historical value.	Multi		<input type="checkbox"/>



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07-00011	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00012	Professional Organization & Association Files	1 Year(s) And no longer of an Administrative value	Multi		<input type="checkbox"/>
07-00013	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase Email that has no significant value. (RC-3 Not Required)	Computer		<input type="checkbox"/>
07-00014	Equipment Operating & Maintenance Manuals	Until equipment sold, scrapped or no longer the property of the County.	Multi		<input type="checkbox"/>
07-00015	Equipment Maintenance & Repair Records	1 Year(s) After Equipment sold, scrapped or no longer the property of the County.	Multi		<input type="checkbox"/>
07-00016	Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic that may be recreated)	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00017	Voice Mail, Text messages and electronic images	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00018	Business Cards – Rotary, Rolodex and applicable software files	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00019	Planning / Scheduling / Calendar / Training Information and Data on: display boards, erasable and dry-erase boards, chalkboards, Easel pads and electronic media.	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00020	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, records, Calendars, Schedules, Organizers and Planners	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00021	Lists / Rosters / Informational Directories containing employee contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00022	Facsimile Logs / Cover Sheets / Confirmation notices and Buffer Printouts	Maintain until no longer of an Admin, Fiscal Legal or historical value	Multi		<input type="checkbox"/>



(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
07-00023	Electronic Records: Auxiliary or Supportive Process for Data Preservation (Backup)	Continually updated and maintained. (RC-3 Not Required – Original Records not altered)	Multi		<input type="checkbox"/>
07-00024	Anonymous or unfounded complaints	Maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>
07-00025	Press and news releases	3 Year(s) then appraise for administrative or historical value	Multi		<input checked="" type="checkbox"/>
07-00026	Photographs, negatives and electronic Images	Retain images that have significant Legal, Fiscal, Admin. or Historical value. Maintain significant images according to content (Refer to RC-2). Erase images that have no significant value (RC-3 not required)	Multi		<input checked="" type="checkbox"/> <i>(For images of historical value)</i>
07-00027	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded or obsolete	Paper		<input type="checkbox"/>
07-00028	Public Record Request Forms	1 Year(s)	Paper		<input type="checkbox"/>
07-00029	General Administrative Files	Maintain until no longer of an Admin, Fiscal Legal or historical value	Multi		<input type="checkbox"/>
07-00073	Visitor Sign In Books / Sheets	1 Year(s)	Paper		<input type="checkbox"/>
PROGRAM & CLIENT FILES		Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			
07-00100	IM-Ohio Works First (OWF) – Food Assistance & Medical – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00101	IM-Ohio Works First (OWF)- Food Assistance & Medical – Transfer Ins (Cases scanned to digital document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00102	WA –Ohio Works First (OWF) & Food Assistance – Client Records (Cases scanned to digital Document Image	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper	Multi		<input type="checkbox"/>



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	System per ORC Sec. 9.01)	originals after digital images verified for accuracy and readability – RC-3 Not required			
07-00103	WA-Ohio Works First (OWF) & Food Assistance – PACE Files (Cases scanned to digital document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00104	WA-Ohio Works First (OWF) & Food Assistance – Success Unlimited (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00105	Medicaid (Including QMB) – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00106	Medicaid (Including QMB) – Hospital Admissions (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00107	Prevention, Retention & Contingency (PRC) – Client Records (Cases scanned to digital document Image System	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00108	Disability Financial Assistance – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00109	Nursing Home – Waiver – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital	Multi		<input type="checkbox"/>



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		images verified for accuracy and readability – RC-3 Not required			
07-00110	Child Care – Client Records (Cases scanned to digital Document Image system per ORC Sec. 9.01)	3 Year(s) After service terminated. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00111	Child Care – PIP (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00112	Child Care – Center Files (Cases scanned to Digital document Image System per ORC Sec. 9.01)	3 Year(s) Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00113	Child care – Provider Files (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00114	Adult Protective Services (APS) – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00115	Adult Protective Services (APS) – Referral Log (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00116	Healthcheck – Client Records (Cases scanned to digital Document Image per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00117	Pregnancy Related Services – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>



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07-00118	Medicaid Transportation – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00119	Information and Referrals (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00120	PRCDR Files	15 Year(s) After expiration	Paper		<input type="checkbox"/>
07-00121	SSI / CMS / DDU Case Mgt. – Client Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00122	SSI / CMS / DDU Case Mgt. – CMS Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00123	SSI / CMS / DDU Case Mgt. – SSI Approvals & Denials (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00124	Application Register (Register of Case Number assignment & assistance)	Maintain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-00125	Assistance Records (General & Emergency Relief) Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00126	Buy-In Alert Listing	3 Year(s)	Paper		<input type="checkbox"/>
07-00127	Buy-In Master Files	3 Year (s) Provided Audited	Paper		<input type="checkbox"/>



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07-00128	General Assistance Case Files (Includes eligibility packet, redetermination of eligibility, information verification, client authorization to release information, notification of adverse action, identification control card, requests for and summaries of state hearings and county conferences, record of emergency relief) – Active Case Files	3 Years(s) After case closes. (Cases scanned to digital document Image System per ORC Sec. 9.01). Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00129	General Assistance Case Files – Cases closed continuously for more than 3 years. (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) After case closed provided no longer of Administrative or Fiscal Value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00130	General Assistance Case Files – Cases for which a finding of recovery of overpayments has been made. (Cases scanned to digital Document Image System per ORC Sec. 9.01) Destroy paper originals after digital images verified for accuracy and readability – RC Not Required)	1 Year(s) After all legal actions are finalized or appeals exhausted; findings paid, withdrawn or otherwise resolved.	Multi		<input type="checkbox"/>
07-00131	General Assistance Medical Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	3 Year(s) Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00132	General Assistance (Redetermination Control)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00133	Hearing Files	3 Year(s) After Case closed	Paper		<input type="checkbox"/>
07-00134	Nursing Home Census Report	3 Year(s)	Paper		<input type="checkbox"/>
07-00135	SDX and Bendex Files (Supplemental verification and Social Security)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00136	Social Security Eligibility Packet	3 Year(s) After Case closed	Paper		<input type="checkbox"/>
07-00137	Work Incentive Program Forms	2 Year(s) After Case closed	Paper		<input type="checkbox"/>
07-00138	Work Records (Program Participants) Cases	7 Year(s)	Multi		<input type="checkbox"/>



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07-00139	WRT Files	3 Years(s)	Multi		<input type="checkbox"/>
07-00140	SSI Repayment Agreements	3 Years) After final settlement	Multi		<input type="checkbox"/>
07-00141	SSI Approval Forms	3 Year(s)	Multi		<input type="checkbox"/>
07-00142	Reception Books	Maintain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-00144	Mail Logs	Maintain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-00145	7105	Maintain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-00146	Basic Medical Administration	Maintain until no longer of an Admin, Fiscal, Legal or Historical value	Paper		<input type="checkbox"/>
	FISCAL & CONTRACT FILES	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			
07-00200	Child Care – DC Bills – B	3 Year(s) After service terminated, Provided Audited	Paper		<input type="checkbox"/>
07-00201	Child Care – DC Bills – Type C	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00202	Child Care – Overflow Bills – Type C	3 Year(s)	Multi		<input type="checkbox"/>
07-00203	Agency Contracts (All types & programs)	15 Year(s) After expiration or modification and no claims pending	Paper		<input type="checkbox"/>
07-00204	Annual Budget Request	Permanent	Paper		<input type="checkbox"/>
07-00205	RFP & Proposals	3 Year(s) After decision rendered	Paper		<input type="checkbox"/>
07-00206	Bids – Unsuccessful	3 Year(s)	Paper		<input type="checkbox"/>
07-00207	Bids – Successful	5 Year(s)	Paper		<input type="checkbox"/>



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07-00208	Inventory / Asset Records	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00209	Leases	Until Expired and Audited	Paper		<input type="checkbox"/>
07-00210	Overpayments & Spend Downs (Cash receipts) Benefit Recovery	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00211	Agency Vehicle Records	Until equipment sold, scrapped or no longer property of the County	Multi		<input type="checkbox"/>
07-00212	Purchase Orders (Dept. Copy)	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00213	Lease Copier Files	3 Year(s) After expiration of lease	Multi		<input type="checkbox"/>
07-00214	Consumable Inventory On-Hand	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00215	Mandated Share Letters / Notifications	7 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00216	Price Quotes / Informal Bids	Until final disposition is made	Paper		<input type="checkbox"/>
07-00217	Financial Statements (2750) (2820) (2827) & WIA	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00218	Quarterly Reconciliation of County – State System	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00219	Costs Owed to PA Fund Spread Sheets	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00220	ODJFS Audits	Permanent	Paper		<input checked="" type="checkbox"/>
07-00221	RMS Forms by Quarter – SFY	3 Year(s)	Paper		<input type="checkbox"/>
07-00222	Quarterly Cash Flow Calculations	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00223	Receipts/Receipt Books	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>



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	SPECIAL INVESTIGATIONS UNIT FILES	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			<input type="checkbox"/>
07-00300	Fraud Investigations Unit (SIU) – FS Overpayment (7424) (Cases scanned to digital Document Image System per ORC Sec 9.01)	7 Year(s) Provided Audited (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00301	Fraud Investigations Unit (SIU) – Cash Overpayment (7095) (Cases scanned to digital Document Image System per ORC Sec 9.01)	7 Year(s) Provided Audited (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00302	Fraud Investigations Unit (SIU) – Diversion (Cases scanned to digital Document Image System per ORC Sec 9.01)	3 Year(s) After case closes (Cases scanned to digital Document Image System per ORC Sec. 9.01). Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required	Multi		<input type="checkbox"/>
07-00303	Criminal Case Files	20 Year(s) After case closed provided no longer of Administrative or Fiscal value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00304	Special Investigations Unit (SIU) – IEVS Cases (Cases scanned to digital Document Image System per ORC Sec. 9.01)	5 Year(s) After case closed provided no longer of Administrative or Fiscal value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00305	Special Investigations Unit (SIU) – Tax Offset Cases (Cases scanned to digital Document Image System per ORC Sec. 9.01)	7 Year(s) After case closed provided no longer of Administrative or Fiscal value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00306	Missing Warrant Investigative Files	Until final disposition is made	Paper		<input type="checkbox"/>
	WORKFORCE DEVELOPMENT (WIA) FILES	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			<input type="checkbox"/>
07-00400	Workforce Development (WIA) / One Stop – Client Records (JTPA) (Cases	3 Year(s) After case closed provided no longer of Administrative or Fiscal	Multi		<input type="checkbox"/>



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	scanned to digital Document Image System per ORC Sec. 9.01)	value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)			
07-00401	Workforce Development (WIA) / One Stop – Participant Fiscal Records (Cases scanned to digital Document Image System per ORC Sec. 9.01)	7 Year(s) Provided Audited (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not required)	Multi		<input type="checkbox"/>
07-00402	Workforce Development (WIA) / One Stop – Accounts Payable	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00403	Workforce Development (WIA) / One Stop – General Ledger	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00404	Workforce Development (WIA) / One Stop – Canceled Checks	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00405	Workforce Development (WIA) / One Stop – Audit Monitoring/Inventory	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00406	Workforce Development (WIA) / Cash Receipt Journal	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00407	Workforce Development (WIA) / One Stop – Checks & Registers	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00408	Workforce Development (WIA) / One Stop – State & County Plans	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00409	Workforce Development (WIA) / One Stop – Payroll Registers	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00410	Workforce Development (WIA) / One Stop – Flood Files	3 Year(s) and no claims or legal actions	Paper		<input type="checkbox"/>
07-00411	Workforce Development (WIA) / One Stop – IIB	3 Year(s)	Paper		<input type="checkbox"/>
07-00412	Workforce Development (WIA) / One Stop – Financials	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00413	Workforce Development (WIA) / One Stop – Close Outs	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00414	Workforce Development (WIA) / One Stop – NYC Contracts	15 Year(s) After expiration provided all claims settled	Paper		<input type="checkbox"/>



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07-00415	Workforce Development (WIA) / One Stop – Audits & Draws	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00416	Workforce Development (WIA) / One Stop – Payroll Printouts	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00417	Workforce Development (WIA) / One Stop –Employee Files	Incorporate into Personnel File	Paper		<input type="checkbox"/>
07-00418	Workforce Development (WIA) / One Stop – Procurement	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00419	Workforce Development (WIA) / One Stop – Time Sheets & Cards	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00420	Workforce Development (WIA) / One Stop – Board Minutes	Permanent	Paper		<input type="checkbox"/>
	ADMINISTRATIVE FILES	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			<input type="checkbox"/>
07-00500	Agency Annual Report	Permanent	Paper		<input checked="" type="checkbox"/>
07-00501	Accident Reports	5 Year(s) After final decision rendered and no legal actions or appeals pending	Paper		<input type="checkbox"/>
07-00502	Lawsuits (Agency Copy)	5 Year(s) After Case closed	Paper		<input type="checkbox"/>
07-00503	Action Control Lists	1 Year(s)	Paper		<input type="checkbox"/>
07-00504	Publications	Until Revised, Superseded, Discontinued and no longer of an Admin. Value. (RC-3 not required) Retain one copy for future reference	Paper		<input type="checkbox"/>
07-00505	Administrative Meeting Summaries	Maintain until no longer of an Admin. , Fiscal, Legal or Historical value	Paper		<input type="checkbox"/>
07-00506	Certified Records	Maintain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-00507	Community Advisory Planning Panel (CAPP) –All Records	Maintain until no longer of an administrative value	Multi		<input type="checkbox"/>



(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
07-00508	FCJFS Monthly reports to the Board of County Commissioners	5 Year(s) And no longer of an Administrative value	Multi		<input type="checkbox"/>
07-00509	Quarterly FCJFS Meeting Records with the Board of County Commissioners	5 Year(s) And no longer of an Administrative value	Multi		<input type="checkbox"/>
07-00510	Quarterly FCJFS Agency Newsletter – "The Link"	Until Revised, Superseded, Discontinued and no longer of an Admin. Value (RC-3 Not Required) Retain one copy for future reference	Multi		<input type="checkbox"/>
07-00511	FCJFS Strategic Plan	Until Revised, Superseded, Discontinued and no longer of an Admin. Value (RC-3 Not Required) Retain one copy for future reference	Multi		<input type="checkbox"/>
07-00512	Child Protection Services Strategic Plan & Appendix	Until Revised, Superseded, Discontinued and no longer of an Admin. Value (RC-3 Not Required) Retain one copy for future reference	Multi		<input type="checkbox"/>
07-00513	COA Accreditation /Self Study / Site Visit Support Documentation & Records	Until no longer of Admin. Value	Paper		<input type="checkbox"/>
07-00514	COA Accreditation Planning Records & Preparation Material	Until no longer of Admin. Value	Multi		<input type="checkbox"/>
07-00515	Personnel Records	See Personnel Records Retention Schedule	Paper		<input type="checkbox"/>
07-00516	Workforce Development: One –Stop Universal Customer Files	1 Year(s) Provided of no administrative value	Multi		<input type="checkbox"/>
07-00517	Visitation Exchange Service Case Files	7 Year(s)	Paper		<input type="checkbox"/>
07-00518	Supervised Visits – Video	1 Year(s)	CD Discs		<input type="checkbox"/>
07-00519	Parent Education Service Case Files / Records	7 Year(s)	Paper		<input type="checkbox"/>
07-00520	Cooperative Parenting Program Case Files	7 Year(s)	Paper		<input type="checkbox"/>
07-00521	Mediation Services Case Files	7 Year(s)	Paper		<input type="checkbox"/>