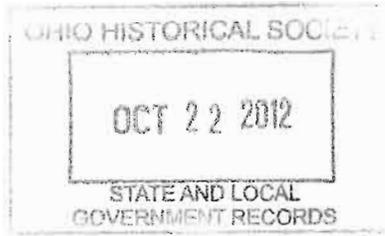




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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		JFS Community Services	
<small>(local government entity)</small>		<small>(unit)</small>	
	Laura Holton	Program Administrator	7/30/12
<small>(signature of responsible official)</small>	<small>(name)</small>	<small>(title)</small>	<small>(date)</small>

Section B: Records Commission

Records Commission		(telephone number)	
<small>(address)</small>	<small>(city)</small>	<small>(zip code)</small>	<small>(county)</small>

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.

	9/10/12
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	State Archives	10/30/2012
Signature	Title	Date

Section D: Auditor of State

	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

Job and Family Services

Community Services

(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				<input type="checkbox"/>
07-00001	Policies, Procedures, rules and Regulations	6 Year(s) After Revised, Superseded or Discontinued	Multi		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 & Informal 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 to the person holding the them	Multi		<input type="checkbox"/>
07-00009	Blank Forms	May be destroyed in the normal course of business as soon as	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
		they are considered of no value to the person holding the them			
07-00010	Awards, Newspaper Articles & Clippings	25 Year(s) and no longer of a historical value	Multi		<input type="checkbox"/>
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 to the person holding the 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 to the person holding the 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 to the person holding the 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	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
		no value to the person holding the them			
07-00019	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase boards, Chalkboards, Easel Pads and Electronic Media	Continually Updates, 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 Updates, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
07-00021	Lists / Rosters / Informational Directories containing employee contact information	Continually Updates, 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"/>
07-00023	Electronic Records: Auxiliary or Supportive Process for Data Preservation (Back up)	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 a significant Administrative, Fiscal, Legal 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	Personnel Records	See Personnel Records Retention Schedule	Paper		<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
07-00028	Public Record Request Forms	1 Year(s)	Paper		
07-00029	General Administrative Files	Maintain until no longer of an Administrative, Fiscal, Legal or Historical value	Multi		<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	Work Activity (WA) – Ohio Works First (OWF) & Food 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"/>
07-00102.2	IM-Ohio Works First (OWF), Food Assistance, Medicaid Active case file with no overpayment (Cases scanned to digital document image system per ORC Sec. 9.01)	7 Year(s), Destroy paper originals after digital images verified for accuracy and readability (RC-3 not required)	Multi		
07-00103	Work Activity (WA) – Ohio Works First (OWF) & Food Assistance Files. Client records from work activity contracts. (Cases	3 Year(s) After case closed provided no longer of Administrative			<input type="checkbox"/>



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	scanned to digital Document Image System per ORC Sec 9.01)	or Fiscal value. (Destroy paper originals after digital images verified for accuracy and readability – RC-3 Not Required)	Multi		
07-00104	Work Activity (WA) – Ohio Works First (OWF) & Food Assistance – S.T.A.R.S. (work readiness class. 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 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"/>
07-00108	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"/>



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		Required)			
07-00109	Nursing Home – Waiver – (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"/>
07-00110	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 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"/>



(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
07-00115	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 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"/>
07-00117	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"/>
07-00118	TANF – Transportation for Work Activity Customers (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	Certified Records	Maintain until no longer of an administrative value	Paper		<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
07-00121	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"/>
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 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"/>
07-00129	General Assistance Case Files – Cases closed continuously for more than 3 years. (Cases scanned to digital Document Image System per ORC Sec. 9.01)	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)			
07-00130	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-3 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	Basic Medical Administration	Continually Maintained, Purged and Updated (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00138	Work Records (Work Activity Participants) (Cases scanned to digital Document Image System per ORC Sec. 9.01)	1 Year(s) Destroy paper originals after digital images verified for accuracy and readability. RC-3 Not Required	Multi		<input type="checkbox"/>
07-00139	WRT Files	3 Year(s)	Multi		<input type="checkbox"/>
07-00140	SSI Repayment Agreements	3 Year(s) After final settlement	Multi		<input type="checkbox"/>
07-00141	SSI Approval Forms	3 Year(s)	Multi		<input type="checkbox"/>



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07-00142	Reception Books	Maintain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-00143	Mail Logs / Visitor Registers	90 Days	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			<input type="checkbox"/>
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 – 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)	3 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	RFPs & 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"/>
07-00208	Inventory	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)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00211	Subscription Renewal File	3 Year(s)	Multi		<input type="checkbox"/>



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07-00212	Lease Copier Files	3 Year(s) After expiration provided all claims settled and audits released	Multi		<input type="checkbox"/>
07-00213	Consumable Inventory	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00214	Mandated Share Letters/Notifications	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00215	Price Quotes	Until final disposition is made	Paper		<input type="checkbox"/>
07-00216	Service Agreements	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00217	Financial Statements (2750, 2827, 2820 & WRA)	3 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	Fiscal Meetings Notes	Maintain until no longer of an Admin, Fiscal, Legal or Historical value	Paper		<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	Record of Receipts & Expenditures	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00224	Receipt Books	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
	FRAUD 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"/>
07-00301	Fraud Investigations Unit (SIU) – Cash Overpayments (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"/>



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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 (Cases scanned to digital Document Image System per ORC Sec. 9.01)	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	Fraud 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	Fraud 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 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"/>
07-00401	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"/>



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07-00402	Workforce Development (WIA) /One-Stop – State & County Plans	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00402	Workforce Development (WIA) /One-Stop – Audit Monitoring / Inventory	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00403	Workforce Development (WIA) /One-Stop – Contracts	3 Year(s) After expiration provided all claims settled and audits released	Paper		<input type="checkbox"/>
07-00404	Workforce Development (WIA) /One-Stop – Financials	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00404	Workforce Development (WIA) / One-Stop – Audits & Draws	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00405	Workforce Development (WIA) /One-Stop – Close Outs	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00405	Workforce Development (WIA) /One-Stop – Payroll Printouts	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00406	Workforce Development (WIA) /One-Stop – Employee Files	Incorporate into Personnel File	Paper		<input type="checkbox"/>
07-00407	Workforce Development (WIA) /One-Stop – Procurement	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00408	Workforce Development (WIA) /One-Stop – Time Sheets & Cards	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00409	Workforce Development (WIA) /One-Stop – Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
	ADMINISTRATIVE FILES				<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 appears pending	Paper		<input type="checkbox"/>
07-00502	Lawsuits (Agency Copy)	5 Year(s) After Case Closed	Paper		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
07-00503	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"/>
					<input type="checkbox"/>
					<input type="checkbox"/>