



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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FEB 28 2018

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

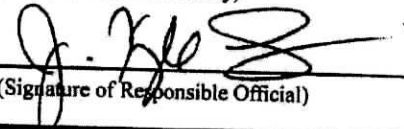
See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Clinton County Board of Developmental Disabilities

(Local Government Entity)

(Unit)


(Signature of Responsible Official)

J. Kyle Lewis

Superintendent

(Name)

(Title)

2/2/18
(Date)

Section B: Records Commission

Clinton County Records Commission

937-383-3271

111 S. Nelson Ave. Ste. 3

Wilmington

45177

(Telephone Number)

Clinton

(Address)

(City)

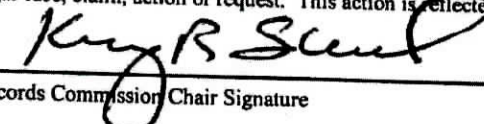
(Zip Code)

(County)

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

clintoncountyrecords@gmail.com


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.


Records Commission Chair Signature

Date

2/28/18

Section C: Ohio History Connection - State Archives


Signature

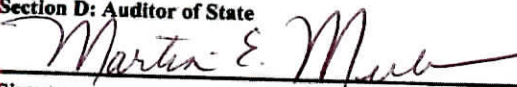
Title

Govt. Records
Archivist

Date

3/12/18

Section D: Auditor of State


Signature

Title

Records Mgr

Date

3-19-18

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.***Clinton County Board of Developmental Disabilities**

(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
17-01	Accident Reports – Bodily Injury to Non-Employee or County Vehicle	6 years provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
17-02	Accident Reports – Employees (Worker's Comp original on file with County HR)	7 years after termination	Paper and/or Electronic		<input type="checkbox"/>
17-03	Administrative Plans (Strategic Plan, Technology Plan, Buildings & Grounds Plans, etc.)	7 years	Paper and/or Electronic		<input type="checkbox"/>
17-04	Agendas for Board and Committee Meetings	3 years	Paper and/or Electronic		<input type="checkbox"/>
17-05	Annual Budgets	5 years	Paper and/or Electronic		<input type="checkbox"/>
17-06	Annual Cost Report and Supporting Documentation	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-07	Annual Action Plan (Obsolete after 12/31/15)	7 years	Paper and/or Electronic		<input type="checkbox"/>
17-08	Applications for Employment (not hired)	1 year	Paper and/or Electronic		<input type="checkbox"/>
17-09	Audit Reports (State & Independent Contracted Audits)	7 years	Paper and/or Electronic		<input type="checkbox"/>
17-10	Employee Badges, Business Cards, and IDs	Until superseded or termination of employee	Paper and/or Electronic		<input type="checkbox"/>
17-11	Bids and Proposals (successful)	10 years	Paper and/or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Clinton County Board of Developmental Disabilities

(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
17-12	Bids and Proposals (unsuccessful)	1 year	Paper and/or Electronic		<input type="checkbox"/>
17-13	Board Publications (brochures, newsletters, etc.)	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-14	Blank Forms	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-15	Blue Prints	Until superseded or obsolete	Paper and/or Electronic		<input type="checkbox"/>
17-16	Bulletins, Posters, and Notices	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-17	Calendars (Agency)	5 years	Paper and/or Electronic		<input type="checkbox"/>
17-18	Calendars (Employee)	3 months	Paper and/or Electronic		<input type="checkbox"/>
	Case Management Subseries:				
17-19A	Early Intervention Service Coordination Files	6 years after exit from program or 6 years from last payment whichever is longer.	Paper and/or Electronic		<input type="checkbox"/>

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Clinton County Board of Developmental Disabilities

(Local Government Entity)

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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
17-19B	Central Coordination Files	6 years after exit from program or 6 years from last payment whichever is longer.	Paper and/or Electronic		<input type="checkbox"/>
17-19C	Early Intervention Files	10 years from last date of service.	Paper and/or Electronic		<input type="checkbox"/>
17-19D	School Records (originals maintained by local school districts)	10 years from last date of service.	Paper and/or Electronic		<input type="checkbox"/>
17-19E	Service and Support Administration Files	10 years from last date of service.	Paper and/or Electronic		<input type="checkbox"/>
	Cash Books and Cash Journals – SEE FINANCIAL DOCUMENTS				<input type="checkbox"/>
	Check Registers – SEE FINANCIAL DOCUMENTS				<input type="checkbox"/>
17-20	Contracts – related to waiver services	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-21	Contracts	Until superseded or 5 years after termination	Paper and/or Electronic		<input type="checkbox"/>

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Clinton County Board of Developmental Disabilities

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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
	Correspondence Subseries: Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, and other communication forms.	Retain according to content. See subseries			
17-22A	A. Transient or Routine: Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-22B	B. General: Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years	Paper and/or Electronic		<input type="checkbox"/>
17-22C	C. Substantive: Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal, and personnel matters.	5 years; File with related records if content requires longer retention	Paper and/or 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
17-23	Daily Attendance Records of Individuals Served (Obsolete as of 03/01/14)	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-24	Department Reports to the Board – Report to Board regarding department activities presented at board meetings.	3 years	Paper and/or Electronic		<input type="checkbox"/>
17-25	Calendar - Staff	3 months	Paper and/or Electronic		<input type="checkbox"/>
17-26	Documentation of Services Provided (Casenotes)	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-27	Family Support Services Files	3 years	Paper and/or Electronic		<input type="checkbox"/>
17-28	Federal Grant Files	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-29	Financial Records: Records pertaining to financial transactions including accounts receivable and accounts payable; pay ins to treasury; in-house purchase orders; invoices; voucher lists (warrants to be paid); detailed expense reports; cash and account books (fund balances, revenue reports, and appropriation reports); monthly documentation reconciling to the County Auditor Reports; petty cash, etc.	7 years after final cost report settlement	Paper and/or 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
17-30	Fixed Asset Schedule	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-31	Insurance Policies	2 years	Paper and/or Electronic		<input type="checkbox"/>
17-32	Inventory (Agency) - Annual	3 years	Paper and/or Electronic		<input type="checkbox"/>
	Invoices – SEE FINANCIAL RECORDS				<input type="checkbox"/>
17-33	Leave Requests	4 years	Paper and/or Electronic		<input type="checkbox"/>
17-34	MAC Documentation & Reports: Implementation Plan, RMTS, Quarterly Reports, etc.	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-35	Major Unusual Incident (MUI) Files	10 years	Paper and/or Electronic		<input type="checkbox"/>
	Minutes of the Board Subseries				
17-36A	Minutes of the Board	Until Scanned	Paper		<input type="checkbox"/>
17-36B	Minutes of the Board	10 years after microfilmed and verified	Electronic		<input type="checkbox"/>
17-36C	Minutes of the Board	Permanent	Microfilm		<input checked="" type="checkbox"/>

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Clinton County Board of Developmental Disabilities

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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
17-37	Staff Documentation from meetings, trainings, events, etc.	Until no longer of administrative value. File with related records if content requires longer retention	Paper and/or Electronic		<input type="checkbox"/>
17-38	Payroll Records – County Reports and Department (in house) reports	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
	Personnel Subseries:				
17-39A	Personnel Files - General: Employment application; Ohio BCI checks and database checks; court orders (not confidential); Accumulation of vacation and sick leave; certification or licensure; evaluations; discipline; commendations; complaints; leave of absence records; position description; professional contracts; termination/resignation; training documentation; driver's license; vehicle insurance; insurance enrollment forms; emergency contact; etc.	10 years after termination	Paper and/or Electronic		<input type="checkbox"/>
17-39B	Personnel File – Confidential: FBI background checks; FMLA Documentation; injury reports including Worker's Compensation; medical tests; drug/alcohol tests; insurance dependent verification; any other personnel information not deemed to be public information.	10 years after termination	Paper and/or 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
17-40	Press/News Releases	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-41	Policy & Procedure Manuals – Agency & Personnel	10 years	Paper and/or Electronic		<input type="checkbox"/>
17-42	Reference Materials such as policies, laws, codes, etc.	Until superseded or no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-43	Tape Recordings / Video Recordings	Until no longer of administrative value	Electronic		<input type="checkbox"/>
17-44	Time Sheets – Employees	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-45	Title XX Records – Service Documentation	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-46	Transportation Service Documentation (obsolete as of 08/01/14)	7 years after final cost report settlement	Paper and/or Electronic		<input type="checkbox"/>
17-47	Visitor Log	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
17-48	Vehicle Records: Maintenance logs, pre and post inspections, requests for use, etc.	4 years	Paper and/or Electronic		<input type="checkbox"/>
17-49	Vendor Files	Until superseded or no longer of administrative value	Paper and/or 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
17-50	Volunteer Files: As applicable - application, background check; time sheet; etc.	3 years after last date of service	Paper and/or Electronic		<input type="checkbox"/>

Amy Hissong

From: Clinton County Records & Archives <clintoncountyrecords@gmail.com>
Sent: Tuesday, January 30, 2018 9:29 AM
To: Amy Hissong
Subject: Re: Retention schedule question

Thank you Amy for the information. I will be discussing this with the Board of DD. Truly we are not in charge of their records anymore but we still sign off on their retention. I will be informing them that it is best to microfilm there meeting minutes and the retention will reflect that as well. Please allow me a week or so to get everything finalized. Thank You so much!

Bobbi Hoffman

Records Manager

Clinton County Records & Archives

111 S. Nelson Ave. Wilmington, Oh 45177

clintoncountyrecords@gmail.com

Phone: 937-383-3271

Fax: 481-2125

On Tue, Jan 30, 2018 at 9:02 AM, Amy Hissong <ahissong@ohiohistory.org> wrote:

Good morning, Bobbi. Thank you for submitting a new retention schedule for the BDD of Clinton County. Because this new schedule proposes maintaining permanent Board minutes (page 7, schedule number 17-36) exclusively in electronic form, I would like to be sure you are aware of format recommendations.

The Ohio History Connection, which administers the State Archives of Ohio, acknowledges the utility of maintaining digital images for access and retrieval purposes, it does not support the permanent or long-term maintenance of records solely in electronic image formats. Technological changes are rapid and constant. With no standards in existence for ensuring the long-term validity and survivability of digital images, it is nearly impossible to predict whether those imaged records will be retrievable in the future. With this in mind, the State Archives strongly recommends maintaining an eye-readable backup (paper or microfilm) of any records deemed of permanent value that have been digitally imaged for electronic storage. More information can be found in this statement on maintaining digitally imaged records permanently.

The decision to scan is ultimately up to the local government and their records commission. The records commission for municipalities is described under ORC 149.39. We do see schedules where there will be a line for the paper records that are kept until scanned and then a separate line indicating that the electronic records are permanent. The Ohio Electronic Records Advisory Committee maintains guidelines on document imaging and general electronic records management. They also have a tool to determine the feasibility of scanning.

Before signing off on your BDD RC-2, I would like to be sure you understand the concerns surrounding maintaining permanent records only in electronic record form. Should you choose to revise this RC-2 form, you can find a template at www.ohiohistory.org/lgrforms. Forms can be submitted to localrecs@ohiohistory.org. As explained above, you may also opt to keep it as is. Please let me know how you would like to proceed. I will hold your submitted form until I hear from you.

Please let me know if I can answer any questions for you. Have a great day!

Amy C. Hissong | Government Records Archivist, State Archives
Ohio History Connection | 800 E. 17th Ave. Columbus, Ohio 43211
p. 614.297.2534 | ahissong@ohiohistory.org



The Ohio History Connection's mission is to spark discovery of Ohio's stories. Embrace the present, share the past and transform the future.