



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

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OHIO HISTORICAL SOCIETY
 MAY 22 2013
 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

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Board of Developmental Disabilities

(Local government entity)

(Unit)

Sharon Woodrow
 (Signature of responsible official)

Sharon Woodrow
 (Name)

Superintendent
 (Title)

4/30/2013
 (Date)

Section B: Records Commission

Clermont County Records Commission

(513) 735-8660

Records Commission

(Telephone number)

289 East Main Street
 (Address)

Batavia
 (City)

45103
 (Zip code)

Clermont
 (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.

Edward A. Humphrey
 Records Commission Chair Signature

5/14/13
 Date

Section C: Ohio Historical Society - State Archives

K. Lott
 Signature

Electronic Records Assistant
 Title

05/30/2013
 Date

Section D: Auditor of State

Martin E. Murr
 Signature

6.7.13
 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**

Schedule of Records Retention and Disposition Continuation Sheet

Section E: Records Retention Schedule

Clermont County Board of Developmental Disabilities

(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
	<u>Adult Services Enrollee Records</u>				
AS01	Adult Services Individual Plan	7 years	Paper/Electronic		<input type="checkbox"/>
AS02	Behavior Support Plan/Rights and Restrictions	7 years	Paper/Electronic		<input type="checkbox"/>
AS03	Adult Services Assessments	7 years	Paper/Electronic		<input type="checkbox"/>
AS04	Goals and Methodologies	7 years	Paper/Electronic		<input type="checkbox"/>
AS05	Intermediate Care Facilities for Individuals with Intellectual Disabilities plan (if applicable)	2 years	Paper/Electronic		<input type="checkbox"/>
AS06	Initial Medical Assessment	Permanent	Paper/Electronic		<input type="checkbox"/>
AS07	Emergency Medical Form	1 year	Paper/Electronic		<input type="checkbox"/>
AS08	Medical Assessment	1 year	Paper/Electronic		<input type="checkbox"/>
AS09	Initial Functional Assessment	Permanent	Paper/Electronic		<input type="checkbox"/>
AS10	Information Releases	Permanent	Paper/Electronic		<input type="checkbox"/>
AS11	Guardianship Forms	Until replaced	Paper/Electronic		<input type="checkbox"/>
AS12	Orientation Checklist	2 years	Paper/Electronic		<input type="checkbox"/>
AS13	Intake Meeting Summary	Permanent	Paper/Electronic		<input type="checkbox"/>
AS14	Enrollment Application	Permanent	Paper/Electronic		<input type="checkbox"/>
AS15	Case Notes/Progress Notes	7 years	Paper/Electronic		<input type="checkbox"/>
AS16	Behavior Support Plan Supporting Data	1 year	Paper/Electronic		<input type="checkbox"/>
AS17	Goal and Services Documentation	7 years	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Board of Developmental Disabilities

(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
AS18	Exit Summary	Permanent	Paper/Electronic		<input type="checkbox"/>
AS19	Birth Certificate	Permanent	Paper/Electronic		<input type="checkbox"/>
AS20	Psychological Assessment	Permanent	Paper/Electronic		<input type="checkbox"/>
AS21	Job Placement/Job Coaching Final Reports	7 years	Paper/Electronic		<input type="checkbox"/>
AS22	Job Placement/Job Coaching Monthly Reports	7 years	Paper/Electronic		<input type="checkbox"/>
AS23	Rehabilitation Services Commission (RSC) Authorizations and Referral Information	7 years	Paper/Electronic		<input type="checkbox"/>
AS24	Correspondence	Administrative – 4 years Routine – 1 year	Paper/Electronic		<input type="checkbox"/>
AS25	Incident Reports	7 years	Paper/Electronic		<input type="checkbox"/>
AS26	Accident/Injury Reports	7 years	Paper/Electronic		<input type="checkbox"/>
AS27	Acuity Assessments	7 years	Paper/Electronic		<input type="checkbox"/>
	<u>School Age Enrollee Records</u>				
SA01	Psychological Records (Evaluation Team Report)*	Permanent	Paper/Electronic		<input type="checkbox"/>
SA02	Individual Education Plans*	Permanent	Paper/Electronic		<input type="checkbox"/>
SA03	Behavior Support Plans*	Permanent	Paper/Electronic		<input type="checkbox"/>
SA04	Student Record Folders (birth certificate, guardianship papers)*	Permanent	Paper/Electronic		<input type="checkbox"/>
SA05	Enrollment/Withdrawal Information	Permanent	Paper/Electronic		<input type="checkbox"/>
SA06	Report Card (Progress Report)*	Permanent	Paper/Electronic		<input type="checkbox"/>
SA07	Attendance Record*	Permanent	Paper/Electronic		<input type="checkbox"/>
SA08	Health/Medical Records	7 years after graduation	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Board of Developmental Disabilities

(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
SA09	Visual Screening	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA10	Hearing Screening	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA11	Immunization Records	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA12	Accident Reports	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA13	Incident Reports	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA14	Case Notes	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA15	Behavior Support Yearly Summaries	7 years after graduation	Paper/Electronic		<input type="checkbox"/>
SA16	Free/Reduced Price Lunch Applications	4 years	Paper/Electronic		<input type="checkbox"/>
SA17	Food Service Records including menus, food production, milk sold, student served records	4 years	Paper/Electronic		<input type="checkbox"/>
SA18	School Lunch Records	4 years	Paper/Electronic		<input type="checkbox"/>
SA19	Emergency Information	Until Superseded	Paper/Electronic		<input type="checkbox"/>
SA20	Federal Program Files	10 years – Superintendent's Office	Paper/Electronic		<input type="checkbox"/>
SA21	State Program Files	10 years – Superintendent's Office	Paper/Electronic		<input type="checkbox"/>
SA22	ODE Reports	5 years – Superintendent's Office	Paper/Electronic		<input type="checkbox"/>
SA23	Program Calendar (Board Record)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
SA24	Correspondence (Administrative)	2 years	Paper/Electronic		<input type="checkbox"/>
SA25	Correspondence (Routine)	1 year	Paper/Electronic		<input type="checkbox"/>
*Items provided to the district of residence.					

Schedule of Records Retention and Disposition Continuation Sheet

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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	<u>Investigations</u>				
MUI01	Major Unusual Incident (MUI) Report	7 years	Paper/Electronic		<input type="checkbox"/>
MUI02	Original Major Unusual Incident (MUI) Form	7 years	Paper/Electronic		<input type="checkbox"/>
MUI03	Major Unusual Incident (MUI) Summary	7 years	Paper/Electronic		<input type="checkbox"/>
MUI04	Investigation Case Notes	7 years	Paper/Electronic		<input type="checkbox"/>
MUI05	Interview Notes	7 years	Paper/Electronic		<input type="checkbox"/>
MUI06	Written witness statements	7 years	Paper/Electronic		<input type="checkbox"/>
MUI07	Email and other correspondence specific to investigation	7 years	Paper/Electronic		<input type="checkbox"/>
	<u>Human Resources & Facilities Department</u>				
HRF01	Adoption, Probation, Parole proceedings/records	7 years	Paper/Electronic		<input type="checkbox"/>
HRF02	Applications/resumes for employment (Not hired/Unsolicited)	6 months after receipt	Paper/Electronic		<input type="checkbox"/>
HRF03	Job Postings/Recruitment Files (applicants not hired but tied to postings; interviews/tests; posting notices; pre-employment checklists)	2 years	Paper/Electronic		<input type="checkbox"/>
HRF04	Bureau of Criminal Investigation/FBI checks; law enforcement records, Abuser registry, nursing registry, etc. (Initial and/or periodic checks for hired employees)	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF05	Bureau of Criminal Investigation/FBI checks; law enforcement records, etc. (Non-employees)	1 year	Paper/Electronic		<input type="checkbox"/>
HRF06	Certification & Registration Working files (notices, worksheets, etc.)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
HRF07	Certifications Registrations & Licenses (copies - original with Employee)	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF08	Job Descriptions and Classification Specifications	Until superseded	Paper/Electronic		<input type="checkbox"/>
HRF09	Person-specific Job Descriptions	Permanent	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
HRF10	Claims and Litigation Records (Equal Employment Opportunity Commission Unemployment, trial preparation, lawsuits, etc.)	7 years after case is closed and appeals exhausted	Paper/Electronic		<input type="checkbox"/>
HRF11	Drivers' Abstracts (Initial)	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF12	Drivers' Abstracts (All Others)	3 years	Paper/Electronic		<input type="checkbox"/>
HRF13	Employee Benefits Enrollment Documents (if paper, originals to County HR Office)	Until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
HRF14	Records of Discipline (removed from Personnel files but retained in HR Office)	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF15	Disciplinary files and logs including pre-disciplinary conference records, notices, etc.	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF16	Equal Employment Opportunity Data Sheets (voluntary forms completed by employees upon hire)	3 years	Paper/Electronic		<input type="checkbox"/>
HRF17	Employee Emergency Contacts and Medical Information forms	Until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
HRF18	Employee Grievances	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF19	Labor Contracts	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF20	Employee Lay-off Files	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF21	Employee State Personnel Board of Review Appeals	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF22	Employee Tuition Reimbursement Applications & Payments	4 years after audit	Paper/Electronic		<input type="checkbox"/>
HRF23	Employment Verifications (for outside sources)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
HRF24	General HR Management Files	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
HRF25	HR Procedures and processes (Internal)	30 days after obsolescence	Paper/Electronic		<input type="checkbox"/>
HRF26	1-9 Employment Eligibility Files	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF27	Leave Requests/Absence Forms	10 years	Paper/Electronic		<input type="checkbox"/>
HRF28	Medical Files (Employee)	Permanent	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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
HRF29	OSHA 300 Summary (Copy — Originals at County)	2 years	Paper/Electronic		<input type="checkbox"/>
HRF30	Attendance Summaries	10 years	Paper/Electronic		<input type="checkbox"/>
HRF31	Payroll Working Files (Copies- Originals held by Auditor's Office or Chief Fiscal Officer)	10 years	Paper/Electronic		<input type="checkbox"/>
HRF32	Personnel Records: Employment Applications, Records of Discipline, Records of Commendation and other Pertinent Employment Records	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF33	Personnel Policies — Board Records	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF34	Position Audits/Fair Labor Standards Act Test Files	3 years	Paper/Electronic		<input type="checkbox"/>
HRF35	Salary Surveys	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
HRF36	Attendance Summaries (Originals to HR)	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF37	Attendance Summaries (Dept. Copies)	2 years	Paper/Electronic		<input type="checkbox"/>
HRF38	Time Sheets and Sign-in Sheets (Originals to HR)	5 years	Paper/Electronic		<input type="checkbox"/>
HRF39	Time Sheets and Sign-in Sheets (Dept. Copies)	2 years	Paper/Electronic		<input type="checkbox"/>
HRF40	Training Records and Lesson Plans — Outlines and formats of in-house provided training	3 years	Paper/Electronic		<input type="checkbox"/>
HRF41	Training Files (Verification of Attendance Lists, Department of Developmental Disabilities Training Approval Forms, etc.)	5 years	Paper/Electronic		<input type="checkbox"/>
HRF42	Unemployment Files	7 years after final payment	Paper/Electronic		<input type="checkbox"/>
HRF43	Worker's Compensation Files (Copies - Original to County)	7 years from date of injury	Paper/Electronic		<input type="checkbox"/>
HRF44	Copies - Photo Copies, Scanned etc.	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
HRF45	Correspondence - General: various letters and documents generated to and received by department employees	2 years	Paper/Electronic		<input type="checkbox"/>

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HRF46	Preliminary Drafts of Letters, Memorandums, Worksheets, Reports, Policies, Processes, Procedures, Guidelines, Informal Notes	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
HRF47	Table of Organization	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF48	Tape Recordings, Video Recordings, Notes of Meetings	Until transcribed, or minutes approved	Paper/Electronic		<input type="checkbox"/>
HRF49	Telephone/Voice Messages	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
	<u>Building/Facility Records</u>				
HRF50	Third-Party Facility Inspection Reports (Health Dept., etc.)	5 years	Paper/Electronic		<input type="checkbox"/>
HRF51	Custodian Daily Checklists	1 year	Paper/Electronic		<input type="checkbox"/>
HRF52	Maintenance Requests	5 years	Paper/Electronic		<input type="checkbox"/>
HRF53	Emergency/Safety Drill Records	5 years	Paper/Electronic		<input type="checkbox"/>
HRF54	Disaster/Crisis Plans	5 years	Paper/Electronic		<input type="checkbox"/>
HRF55	Construction Files	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF56	Building Blueprints	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF57	Building Occupancy Permits	Permanent	Paper/Electronic		<input type="checkbox"/>
HRF58	Committee Minutes (Safety)	5 years	Paper/Electronic		<input type="checkbox"/>
	<u>Early Intervention Enrollee Records</u>				
EI01	Parent copy of their rights and a copy of development milestones	6 years	Paper/Electronic		<input type="checkbox"/>
EI02	Notice and consent for screening/evaluation/assessment	6 years	Paper/Electronic		<input type="checkbox"/>
EI03	Vision Screening	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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
EI04	Hearing Screening	6 years	Paper/Electronic		<input type="checkbox"/>
EI05	Nutrition Screening	6 years	Paper/Electronic		<input type="checkbox"/>
EI06	Postnatal depression screening	6 years	Paper/Electronic		<input type="checkbox"/>
EI07	Consent to release and share information	6 years	Paper/Electronic		<input type="checkbox"/>
EI08	Dispute resolution and grievance process	6 years	Paper/Electronic		<input type="checkbox"/>
EI09	Evaluation and Assessment report	6 years	Paper/Electronic		<input type="checkbox"/>
EI10	Documentation of diagnosed condition	6 years	Paper/Electronic		<input type="checkbox"/>
EI11	Individualized Family Service Plan – for children from birth until age 3, documents a family's strengths and needs relating to the child's development and lists outcomes for the family and their child	6 years	Paper/Electronic		<input type="checkbox"/>
EI12	Battelle Developmental Inventory	6 years	Paper/Electronic		<input type="checkbox"/>
EI13	Hawaii Early Learning Profile	6 years	Paper/Electronic		<input type="checkbox"/>
EI14	Family Assessment	6 years	Paper/Electronic		<input type="checkbox"/>
EI15	Transition paperwork – preschool request for assistance form and the preschool emergency medical form from the Local Educational Agent (LEA), parent consent or denial form, transition brochure from Help Me Grow (HMG), written notification of transition planning conference, Transition Planning Conference reply letter to the LEA cover letter to the LEA outlining what is included in the transition packet	6 years	Paper/Electronic		<input type="checkbox"/>
EI16	Application	Permanent	Paper/Electronic		<input type="checkbox"/>
EI17	Medical evaluation – form goes to child's pediatrician	Permanent	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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
EI18	Medical reports from doctors or hospitals	Permanent	Paper/Electronic		<input type="checkbox"/>
EI19	Individual Information Form – required by the Department of Developmental Disabilities to track demographics of persons served by the local Developmental Disabilities board	Permanent	Paper/Electronic		<input type="checkbox"/>
EI20	Parent handbook	Permanent	Paper/Electronic		<input type="checkbox"/>
EI21	Developmental Disabilities rights folder	Permanent	Paper/Electronic		<input type="checkbox"/>
EI22	Signature page that parent/caregiver received handbook and rights folder	Permanent	Paper/Electronic		<input type="checkbox"/>
EI23	Contact sheets – case notes that the parent signs and are given a copy at the end of each home visit	Permanent	Paper/Electronic		<input type="checkbox"/>
EI24	Correspondence	Administrative – 2 years Routine – 1 year	Paper/Electronic		<input type="checkbox"/>
EI25	Birth Certificate	Permanent	Paper/Electronic		<input type="checkbox"/>
EI26	Calendar (board record)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
	<u>Community Supports & Services Enrollee Records</u>				
CSS01	Letters of Guardianship	Permanent	Paper/Electronic		<input type="checkbox"/>
CSS02	Case Notes	Permanent	Paper/Electronic		<input type="checkbox"/>
CSS03	Ohio Eligibility Determination Instrument – assessment form required by the Department of Developmental Disabilities to determine if a person is eligible for Developmental Disabilities services	Permanent	Paper/Electronic		<input type="checkbox"/>
CSS04	Social History	Permanent	Paper/Electronic		<input type="checkbox"/>

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CSS05	Assessments – Comprehensive Functional, Ohio Developmental Disabilities Profile, Acuity, Unsupervised, On Site On Call, Behavior Add On, Medical Add On	Permanent	Paper/Electronic		<input type="checkbox"/>
CSS06	Intake Files/Forms	Permanent	Paper/Electronic		<input type="checkbox"/>
CSS07	Level of Care/Waiver Documents	Initial - Permanent Subsequent - 7 years	Paper/Electronic		<input type="checkbox"/>
CSS08	Individual Services Plan – outlines services and supports determined by the individual and his/her team necessary to assure health, safety and to provide quality of life	7 years	Paper/Electronic		<input type="checkbox"/>
CSS09	Quality Assurance	7 years	Paper/Electronic		<input type="checkbox"/>
CSS10	Fiscal Records	7 years	Paper/Electronic		<input type="checkbox"/>
CSS11	Provider Contracts	7 years	Paper/Electronic		<input type="checkbox"/>
CSS12	Provider Files	If OT – Permanent Recertified – 7 years	Paper/Electronic		<input type="checkbox"/>
CSS13	Prior Authorization Documents and Approval	7 years	Paper/Electronic		<input type="checkbox"/>
CSS14	Medicaid Administrative Claiming and Random Moment Time Study Documentation	7 years	Paper/Electronic		<input type="checkbox"/>
CSS15	Correspondence	Administrative – 4 years Routine – 1 year	Paper/Electronic		<input type="checkbox"/>
	*If an individual moves out of the county send the file with them. **If an individual becomes deceased, ask guardian if they want file. If not, retain for 7 years				

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	<u>Administration</u>				
AD01	Insurance Policies	2 years after expiration or when all claims have been settled	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"/>
AD02	Inventories of County Property	3 years after audit	Paper/Electronic		<input type="checkbox"/>
AD03	Invoices (paid)	4 years after audit	Paper/Electronic		<input type="checkbox"/>
AD04	Leases	5 years after expiration provided audited	Paper/Electronic		<input type="checkbox"/>
AD05	Management Report or Feasibility Studies	5 years	Paper/Electronic		<input type="checkbox"/>
AD06	Meal Program Records	1 year after audit	Paper/Electronic		<input type="checkbox"/>
AD07	Minutes (Board Meeting)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
AD08	Office Files (related to the actions and activities of the Board)	5 years	Paper/Electronic		<input type="checkbox"/>
AD09	Officials Bonds	10 years after expiration if audited	Paper/Electronic		<input type="checkbox"/>
AD10	Board Publications	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
AD11	Copies, Extra Copies, Photocopies, etc.	Destroy when no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
AD12	Correspondence (Executive)	4 years; review by OHS for possible transfer Destroy if no historical value	Paper/Electronic		<input type="checkbox"/>
AD13	Correspondence (Administrative)	2 years provided audited	Paper/Electronic		<input type="checkbox"/>
AD14	Correspondence (Routine, Standard Form Letters)	1 year	Paper/Electronic		<input type="checkbox"/>
AD15	Federal Grant Files and Supporting Financial Records and Documents	Retain until state and federal audit reports released and all litigations, claims and findings involving records have been resolved	Paper/Electronic		<input type="checkbox"/>

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AD16	Accident Reports	2 fiscal years provided audited	Paper/Electronic		<input type="checkbox"/>
AD17	Accounts Receivable; Ledger and Documents	4 fiscal years after payment provided audited	Paper/Electronic		<input type="checkbox"/>
AD18	Annual Budgets	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
AD19	Automatic Data Processing and Electronic Data Processing Media used for Temporary Storage or Control	Erase when no longer of administrative value Separately schedule ADP or EDP media maintained as files	Paper/Electronic		<input type="checkbox"/>
AD20	Annual Cost Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
AD21	Audit Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
AD22	Blank Forms – Obsolete or Superseded	30 days after obsolesce	Paper/Electronic		<input type="checkbox"/>
AD23	Bids (Successful) Original	15 years after expiration of contract	Paper/Electronic		<input type="checkbox"/>
AD24	Bids (Unsuccessful)	3 years after letting of contract	Paper/Electronic		<input type="checkbox"/>
AD25	Pay Ins to Treasury Records	4 fiscal years provided audited	Paper/Electronic		<input type="checkbox"/>
AD26	Psychology Reports	Permanent	Paper/Electronic		<input type="checkbox"/>
AD27	Purchase Orders and Requisitions	3 years after audit	Paper/Electronic		<input type="checkbox"/>
AD28	Receipt Documents	4 fiscal years provided audited	Paper/Electronic		<input type="checkbox"/>
AD29	Transportation Reports	1 year after filing	Paper/Electronic		<input type="checkbox"/>
AD30	Travel Expense Reports	4 years after audit	Paper/Electronic		<input type="checkbox"/>
AD31	Vouchers	7 years after audit	Paper/Electronic		<input type="checkbox"/>
AD32	Voucher Registers or Journals	7 years after audit	Paper/Electronic		<input type="checkbox"/>
AD33	Warrant Registers or Journals	7 fiscal years provided audited	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.

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AD34	Professional Association Records	Until no longer of administrative value in office	Paper/Electronic		<input type="checkbox"/>
AD35	Telephone Bills/Telephone Long Distance Logs	2 fiscal years provided audited	Paper/Electronic		<input type="checkbox"/>
AD36	Telephone Messages	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
AD37	Access to Records Form	Permanent	Paper/Electronic		<input type="checkbox"/>
AD38	Authorizations/Release of Information	7 years	Paper/Electronic		<input type="checkbox"/>
AD39	Children's Ohio Eligibility Determination	Permanent	Paper/Electronic		<input type="checkbox"/>
AD40	Exit Summary	7 years	Paper/Electronic		<input type="checkbox"/>
AD41	Form for Eligibility Determination Form	Permanent	Paper/Electronic		<input type="checkbox"/>
AD42	Preliminary Draft of Letters, Memorandums, Worksheets, Reports, Policies, Processes, Procedures, Guidelines, Informal Notes	Until no longer of administrative value in office	Paper/Electronic		<input type="checkbox"/>
AD43	Table of Organization	2 years	Paper/Electronic		<input type="checkbox"/>
AD44	Tape Recordings, Video Recordings, Notes of Meetings	30 days after transcribed, or minutes approved	Paper/Electronic		<input type="checkbox"/>
AD45	Telephone/Voice Messages	Until no longer of administrative value in office	Paper/Electronic		<input type="checkbox"/>
AD46	Email	Follow document guidelines	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* on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead 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.