

County Commissioners Records Retention Schedule (Draft)

This schedule lists records commonly found in the Commissioners' office. Local governments may also enact a General Schedule that covers this department. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. 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 adopted within this schedule that the content most closely fits. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

Record Series	Description	Retention Period
Agendas	A list of items to be discussed in the Commissioners' meetings.	2 year
Annexation Files	Petition for annexation and related files to change boundary lines of township and municipal governments.	Permanent
Annual Budget	Annual fiscal allocation to county offices and departments .	10 years
Annual Budget Work Papers	Records created exclusively for the preparation of budgets, including budget requests, justification statement and similar documents.	2 years
Anonymous or Unfounded Complaints		Retain until no longer of administrative value
Bed Tax Records	Records detailing the receipt and dispersal of revenue from the county's excise tax on lodging. ORC 5739.09 (C)(1), ORC 351.021(D)	7 years
Bids (Successful)	Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file.	8 years (O.R.C. 2305.06)
Bids (Unsuccessful)	Bids not awarded.	2 years after letting of the contract.
Board Appointments	Appointments to and resignations from county boards, commissions, and agencies.	10 years

Record Series	Description	Retention Period
Bond Documents		3 years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired. (IRS rule 5.70)
Bond Register		7 years after final maturity of notes or bonds
Calendar		3 months after end of calendar year
Commissioners' Journal	Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, and other operations of the county.	Permanent
Commissioners' Journal Index	Indexes by volume and page number all matters brought before the board, including a brief synopsis of the proceedings.	Permanent
Cost Allocation	Assignment of indirect costs between departments and agencies.	7 years
County Auction Records	Record of all property sold at auction.	3 years after audited
Credit Card Usage Approval Forms by Department	Approval forms prepared by the Departments for credit card usage which are approved by the Board of Commissioners.	3 years provided audited
Deeds to County Property		Permanent
Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)	Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Until updated or superseded
Ditch Files	All official records and correspondence relating to ditch petitions.	Permanent
Dog Warden Weekly Reports	ORC 955.12 Weekly report, in writing, from Dog Warden to the Board of Commissioners of all dogs seized, impounded, redeemed, and destroyed and of all claims for damage to animals inflicted by dogs.	2 years
Financial Records	Accounts receivables and payables (copies) for Board of Commissioners.	3 years provided audited
Fund Reports	Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund.	Until no longer of administrative value

Record Series	Description	Retention Period
Grant Application (Not funded)		1 year
Grant Files	Documents the application, evaluation, awarding, and monitoring of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal tracking of audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.
Hazardous Materials Files	Records pertaining to hazardous materials used by County.	30 years
Healthcare Enrollment Forms		2 years after policy becomes inactive
Image File	Visual documentation of a person, place, or event.	Until no longer of administrative value
Industrial Revenue Bond Records		3 years after loan paid and all obligations fulfilled
Internships	Records of students that participate in internship programs. May include reports to interns' instructors, summaries of assignments and evaluations.	3 years
Invitation to Bid	Request for proposals, request for information & informal bids.	5 years if not incorporated into bid project files
Labor Negotiation Records		5 years after contract expires
Legal Advertisements	Advertisements published pursuant to the Codified Ordinances and/or Ohio Revised Code.	2 years
Legal Opinions	Written opinions rendered as guidance to Commissioners' by a legal advisor to the Board.	Permanent
Levy Certifications	A resolution or ordinance from the Commissioners to the county auditor requesting that the county auditor certify to the Board the total current tax valuation of the county and the number of mills required to generate a specified amount of revenue	Life of levy + 1 year
Liquor License Files	Documents the issuance, transfer of ownership, or transfer of location of a permit to sell alcohol.	GRANTED-1 year after final expiration, including all renewals
		DENIED-1 year after denial

Record Series	Description	Retention Period
Litigation Records	Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted
Mail Log	List of incoming mail.	1 year
Meeting Notices		1 year
Minutes of Meetings	Official copy of proceedings of regular and special meetings.	
	A) Official Copy	Permanent
	B) Audio and video recordings	Retain until transcribed into hard copy and approved. Appraise for historical value
Personnel Policy & Procedure Manual	Documents policies and procedures regarding employment.	Until 5 years after revised or superseded. Appraise for historical value.
Petitions	Petitions signed by the Public to Commissioners.	5 years. Appraise for historical value
Project/Building Files	Records relating to constructions projects including renovations and new structures.	Permanent
Public Record Requests		2 year
Real Estate Records	Records documenting the ownership of land owned by the Board of County Commissioners.	Permanent
Resolutions	Written motions considered by the board of Commissioners officially documenting certain actions.	Permanent in Commissioners' Journal
Road and Bridge Files	All official records and correspondence relating to roads and bridges, vacations, and alleys.	Permanent
Streets & Alleys Vacation Records	Petition to vacate a county or township street or alley or any portion thereof.	Permanent
Subdivision Files	Records detailing Commissioners' actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes.	Permanent
Subject Files	Informational records from departments, agencies and the public.	10 years. Appraise for historical value
Vehicle Titles	A secure document issued by the Bureau of Motor Vehicles which represents Board of Commissioner ownership of a motor vehicle. Includes e-check documentation.	Until superseded or vehicle sold