

County Developmental Disabilities Services Records Retention Schedule (Draft)

This schedule lists records commonly created by the County Development Disabilities Services. 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.

Records Series	Description	Retention
Accreditation Files	Documentation of the annual accreditation of the board by the Ohio Department of Developmental Disabilities as required by ORC 5126.081.	Retain final report permanently. Retain working papers until the next accreditation period.
Annual Cost Report	Annual report of income and expenditures. Required by the Ohio Department of Developmental Disabilities per ORC 5126.12.	8 years provided audited
Client Database	Database of current client information. Can include contact information, case management notes, evaluations, individual service plans, billing reports, medical information, accident reports and incident reports.	Past data destroyed as changes occur or as data no longer has administrative value. Ensure data is migrated to any new system.
Client Records: Permanent	Documents ongoing services provided to clients. Records have value for the life of the client. Can include Behavior Support Plans, legal documents (IDs, social security card, birth certificate, medicaid care, burial, Individual Education Plans, Individual Service Plans, guardianship/custody, diagnosis) education records, significant waiver forms (enrollment, determination, initial paperwork, redetermination, ODDP, AAI, etc.) and eligibility records (enrollment, acknowledgement of eligibility, documentation of qualifying diagnosis). Can include assessments, attendance records, due process, complaints, mediation, medical and nursing files, case management records, transportation records and authorizations.	Permanent

Records Series	Description	Retention
Service Records	Documentation of services provided to clients. Records are used to conduct adjudicated audits of board services. Includes annual records of Medicaid, educational and Title XX services.	10 years
Client Records/ Working Papers	Client records that are routinely updated or incorporated into monthly or annual reports. Can	Until no longer of administrative value
Employee Certification Files	Records of employee certifications as required by ORC 5126.25.	2 years after termination.
Unusual Incidents/Major Unusual Incidents	Documentation and investigation of incidents involving clients required by ORC 5126.313. Incidents involve occurrences out of the norm. Can include witness statements, incident reports, pictures, police reports and correspondence.	4 years. Original sent to state.
Student Files	Records of students enrolled at board- operated schools. Can include enrollment and withdrawal information, grades, transcripts, attendance records, test results, incident reports, individual educational plans and home schooled student records.	Permanent

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