

Emergency Services Records Retention Schedule (Draft)

This schedule lists records commonly found in the county Emergency Services office. 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 Historical Society 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.

Alerts- Notifications of possible impending emergencies.	Until no longer of administrative value.
Annexes to Plans- address specific activities critical to emergency response and short-term recovery efforts that support the basic plan.	Until Superseded
Homeland Security Records- Related to use of Homeland Security funds or records that are required to be retained by the Homeland Security agency.	Until superseded
Local Emergency Planning Committee drills and exercises- Records of drills that prepare for hazardous material emergencies.	Permanent
Plans- Emergency Response Plans are created to prepare for whenever a crisis, man-made or natural, disrupts operations, threatens life, or creates major damage within the county.	Until Superseded
SERC Extremely Hazardous Substance Facility Filings and Non-Extremely Hazardous Substance Facility Filings- chemical inventory annual reporting form required by the State Emergency Response Commission	5 years
Standard Operating Procedures	Until Superseded