

## County Engineer Records Retention Schedules (Draft)

This schedule lists records commonly found in the county Engineer's 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 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.

Record Series	Description	Retention Period
Aerial Photographs	Dated photographs taken from the air.	Permanent
Annual Road Report	Report to commissioners on the condition of county roads, bridges, ditches and culverts. Shows maintenance and construction estimates for the coming year. (ORC 5543.02 and 5543.03)	Permanent
Benchmark Records	Records having to do with the locations of markers and monuments within the county used to mark a point as an elevation reference. (ORC 6131.14)	Permanent
Bridge and Culvert Files	Records relating to the construction and repair of bridges and culverts within county showing name and number of bridge or culvert. Can include sketches and blueprints of substructure, specifications for materials, estimates of cost, bids, plans, surveys and surveyor's field notes, engineer's estimates of assessments against land owners for construction, annual inspections, inventories (ORC 5543.20), etc.	Permanent
Complaint Forms	Complaints received regarding the condition of roads, bridges, etc.	2 years
Ditch Files	Original documents relative to the establishment and maintenance of drainage ditches including ditch name and number and date established. Can include petitions, orders of hearing, orders to view and survey, viewer's and surveyor's reports, notices to bidders, bids, contracts, grades and elevations, plats of ditch and completed survey. May show drainage basins, inlets and outlets, type of construction, etc.	Permanent
Easements	Permanent easement records (ORC 6137.12)	Permanent
Estimate Records	Engineer's estimates of assessments against land owners for construction or repair of roads, bridges, ditches and culverts.	Until project is complete.
Surveyor's Field Notes	A condensed record of survey and measurement data from which plats, road, ditch, bridge and culvert plans are compiled. (ORC 315.24)	Permanent

Record Series	Description	Retention Period
Force Account Books	Record of costs of projects undertaken by force account, wherein the engineer acts as the contractor using labor employed by the county and materials owned, leased or purchased by the county as authorized by the commissioners and when project is not subject to competitive bidding. (ORC 5543.19)	10 years
Free Turnpike Records	Contains copies of petitions, surveyors' specifications, estimates of cost, notices of hearings, reports of viewers and surveyors, resolutions and commissioners' orders to levy taxes.	Permanent
Gas and Oil Well Records	Records of the locations of gas and oil wells within the county.	Permanent
GIS (Geographic Information Systems) Mapping	Data maps created using Geographic Information Systems technology. Data can include information on land ownership, zoning, transportation, addresses, election information, district boundaries, hydrology, environment, geology, demographics or aerial imagery.	Continually updated
Indices	Index of bridges, ditches, field notes, projects, roads or surveys. Includes volume and page number for all recorded documents.	Permanent
Project Working Files	Records of projects in progress. May contain contracts, correspondence, specifications and records of work completed.	8 years if contract included. If not, 3 years.
Report of Trespass on Public Lands	Report by the engineer to the prosecuting attorney of trespasses on any canal land or any lands appropriated by congress for the support of schools or for the ministerial purposes of the state. (ORC 315.37)	5 years
Right of Way Permits	Permits issued to open a road for construction; to perform work on county or township roads without opening pavement; to install utility poles or transmission lines; or to install driveways.	10 years
Road Construction Files	Contains petitions for construction improvement of a road, description of proposed work, copies of successful bids submitted for the work, cost certification by county engineer, reports of viewers, contracts, copies of commissioners' resolutions letting contracts for the work and estimates from the Ohio Department of Highways. May include profile drawings, sketches and plats of the roads in the county.	Permanent

Record Series	Description	Retention Period
Road Mileage Book/Map	Contains a record of every road, bridge and culvert in the county, including the name and number. Can include records of proceedings before the county commissioners regarding the establishment, alteration or vacation of public roads. Can also include the length of the road, where it begins and ends, which township it is in, whose responsibility it is and the number assigned by the state. (ORC 5543.04)	Permanent
Subdivision Records--	A) Engineering Construction Plans and Record of Plats- Preliminary plans or maps of proposed subdivisions or proposed improvements to subdivisions.	5 years
	B) Final Approved Plans (Plats)- Line prints consisting of Final Engineering and Construction Plans; Sedimentation and Erosion Control Plans; Driveway Construction Plans; and Roadway Drainage Improvement Plans; record plat copies; subdivider's agreements; correspondence; design calculations; and plan and plat review comments.	1 year after final "As Built" Plan is received and approved.
	C) Final Approved "As-Built" Plans (Plats)- After all proposed improvements have been made and are complete, the Subdivider submits an updated Final Engineering and Construction "as-built" plan to County Engineer.	Permanent
Survey Records	Record of surveys in the county. Contains record of all surveys made by county surveyor, county engineer or his deputies. Shows type of survey, date, location, names of property owners, names of surveyor, metes and bounds of survey and plat. May include Virginia Military Survey, Fireland, Congress, Refugee Tract, Western Reserve, etc. (ORC 315.25)	Permanent
Tax Maps	Property maps for each deeded property in the county. Used by the county auditor for taxation purposes. Also used for house numbering.	Continually updated
Township Annual Road Report	Annual estimate for the board of township trustees of each township, setting forth the amount required by the township for the construction, reconstruction, resurfacing, or improvement of the public roads within their jurisdiction. (ORC 5543.02)	3 years
Traffic Counts	Record of traffic volume per location.	10 years