



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

614.297.2553
 localrecs@ohiohistory.org
 www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government

Grandview Heights Public Library General Library Records

(Local Government Entity) (Unit)

Ryan P McDonnell Ryan McDonnell Director 06 / 17 / 2020

(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records

Grandview Heights Public Records Commission 614-486-2951

(Local Government Entity) (Telephone Number)

1685 W. First Avenue Columbus 43212 Franklin

(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address

RMcDonnell@ghpl.org

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.

E R King

06 / 17 / 2020

Records Commission Chair Signature Date

Section C: Ohio History

Digitally signed by Amanda Rindler
 DN: cn=Amanda Rindler, o=State Archives, email=arindler@ohiohistory.org, c=US
 Date: 2020.06.29 13:27:49 -04'00'

Amanda Rindler Local Government Records Archivist 6/29/2020

Signature Title Date

Section D: Auditor of State

Martin E. Meeks
 Digitally signed by Martin E. Meeks
 Date: 2020.07.06 10:23:55 -04'00'

Records Manager

Signature Title Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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Section E:

**Table of
Records to
be Disposed**

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
	(Local Government Entity)	(Unit)			
ADM-ANN-001	Public Notices	7 Years	Digital		<input type="checkbox"/>
ADM-ANN-002	Public Notices	7 Years	Print		<input type="checkbox"/>
ADM-ANN-003	Staff Announcements	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ADM-BRD-001	Board Agendas	5 Years	Digital		<input type="checkbox"/>
ADM-BRD-002	Board Bylaws	Until superseded	Digital		<input type="checkbox"/>
ADM-BRD-003	Board Correspondences	5 Years	Digital		<input type="checkbox"/>
ADM-BRD-004	Board Financial Reports (Monthly)	Until Audited	Digital		<input type="checkbox"/>
ADM-BRD-005	Board Levy Files	Life of Levy plus 5 Years	Digital		<input type="checkbox"/>
ADM-BRD-006	Board Levy Files	Life of Levy plus 5 Years	Print		<input type="checkbox"/>
ADM-BRD-007	Board Meeting Packets	5 Years	Digital		<input type="checkbox"/>
ADM-BRD-008	Board Minutes	Permanent	Digital		<input checked="" type="checkbox"/>
ADM-BRD-009	Board Minutes	Permanent	Print		<input checked="" type="checkbox"/>
ADM-BRD-010	Board Policies	Until superseded	Digital		<input type="checkbox"/>
ADM-BRD-011	Board Resolutions	5 Years	Digital		<input type="checkbox"/>
ADM-BRD-012	Board Roster	Until superseded	Digital		<input type="checkbox"/>
ADM-BRD-013	Board Updates	5 Years	Digital		<input type="checkbox"/>
ADM-BRD-014	Board Year End Financial Reports	Permanent	Digital		<input checked="" type="checkbox"/>
ADM-CON-001	Cooperative Purchasing Memberships and Reports	3 Years	Digital		<input type="checkbox"/>
ADM-CON-002	Professional Services Agreements	3 Years	Print		<input type="checkbox"/>
ADM-CON-003	Professional Services Agreements	3 Years	Digital		<input type="checkbox"/>
ADM-GEN-001	General Correspondence	Until superseded or no longer necessary	Print		<input type="checkbox"/>
ADM-GEN-002	General Correspondence	Until superseded or no longer necessary	Digital		<input type="checkbox"/>

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	General Correspondence	Until longer necessary	Digital		<input type="checkbox"/>
ADM-INS-001	Insurance Policies-EPLI & Directors and Officers- Achived	10 years after expiration provided all claims have been settled	Print		<input type="checkbox"/>
ADM-INS-002	Insurance Policies-EPLI & Directors and Officers- current	1 year then moved to archive	Print		<input type="checkbox"/>
ADM-INS-003	Insurance Policies- PopUp Driver Sheet	Until Superseded	Digital		<input type="checkbox"/>
ADM-INS-004	Insurance Policies- Property & Liab. Current	10 years after expiration provided all claims have been settled	Digital		<input type="checkbox"/>
ADM-INS-005	Insurance Policies- Property & Liab.- Archived	10 years after expiration provided all claims have been settled	Print		<input type="checkbox"/>
ADM-INS-006	Insurance Policies- Property & Liab.- Current	1 year then moved to archive	Print		<input type="checkbox"/>
ADM-INS-004	Insurance Policies- Property & Liab. Archived	10 years after expiration provided all claims have been settled	Digital		<input type="checkbox"/>
ADM-LEG-001	Legal Files	10 years after case closed, appeals exhausted or no longer of administrative value	Digital		<input type="checkbox"/>
ADM-LEG-002	Legal Files	10 years after case closed, appeals exhausted or no longer of administrative value	Print		<input type="checkbox"/>
ADM-PROC-001	Admin Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ADM-PROC-002	FO Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ADM-PROJ-001	Projects files -Archived	5 Years	Digital		<input type="checkbox"/>
ADM-PROJ-002	Projects files -Current	1 year then moved to archive	Digital		<input type="checkbox"/>
ADM-RPTS-001	Annual reports (General)	Permanent	Digital		<input checked="" type="checkbox"/>
ADM-RPTS-002	Consultant Reports	7 Years	Digital		<input type="checkbox"/>
ADM-RPTS-003	Donation Records	5 Years	Print		<input type="checkbox"/>
ADM-RPTS-004	Donation Records	5 Years	Digital		<input type="checkbox"/>

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	(Local Government Entity)	(Unit)			
ADM-RPTS-005	Donor or Sponsor Summary Report	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ADM-RPTS-006	Estate Giving Documents	10 years provided no pending action	Digital		<input type="checkbox"/>
ADM-RPTS-007	Incident Reports	7 years provided no pending action	Digital		<input type="checkbox"/>
ADM-RPTS-008	Library history Files	Permanent	Print		<input checked="" type="checkbox"/>
ADM-RPTS-009	Office Orders	Until superseded or no longer necessary	Print		<input type="checkbox"/>
ADM-RPTS-010	Property Deed Records	Permanent	Print		<input checked="" type="checkbox"/>
ADM-RPTS-011	Real Property Acquisition Records	Permanent	Print		<input checked="" type="checkbox"/>
ADM-RPTS-012	State Library Annual Reports	5 Years	Digital		<input type="checkbox"/>
ADM-RPTS-008	Library history Files	Permanent	Digital		<input checked="" type="checkbox"/>
ALL-GEN-001	Calendars	2 Years	Digital		<input type="checkbox"/>
ALL-GEN-002	Contact Info: Vendors, Staff, Volunteers, Community People	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ALL-OTT-001	General Tasks	2 Years	Digital		<input type="checkbox"/>
ALL-PER-001	Leave Calendar	2 Years	Digital		<input type="checkbox"/>
ALL-PROC-001	Basement Code of Conduct	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ALL-PROC-002	Emergency & Safety Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
ALL-PROC-003	Policy Handbook	Until Superseded	Digital		<input type="checkbox"/>
CD-BDG-001	CD Budget	2 Years	Digital		<input type="checkbox"/>
CD-CON-001	Database Contracts	3 Years	Digital		<input type="checkbox"/>
CD-PROC-001	Collection Development Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
CD-PROJ-001	Project Files -Archived	5 Years	Digital		<input type="checkbox"/>
CD-PROJ-002	Project Files -Current	5 Years	Digital		<input type="checkbox"/>
CD-RPTS-001	CD Budget Reports	2 Years	Digital		<input type="checkbox"/>
CD-SCH-001	Ordering schedule	1 year	Digital		<input type="checkbox"/>
CD-SCH-002	Weeding schedule	1 year	Digital		<input type="checkbox"/>
CLC-ANN-001	Discourse Posts	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
CLC-BDG-001	Budget Docs	Until Audited + 1 year	Digital		<input type="checkbox"/>
CLC-BDG-002	Member Invoices	Until Audited + 1 year	Digital		<input type="checkbox"/>

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CLC-BDG-003	Purchase Orders	2 Years	Digital		<input type="checkbox"/>
CLC-CON-001	CLC Accession Agreements	Permanent	Digital		<input type="checkbox"/>
CLC-CON-002	CLC Accession Agreements	Permanent	Print		<input type="checkbox"/>
CLC-CON-003	CLC Contracts	3 Years	Digital		<input type="checkbox"/>
CLC-CON-004	CLC Contracts	3 Years	Print		<input type="checkbox"/>
CLC-OTT-001	Helpdesk tickets	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
CLC-PROC-001	CLC Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
CLC-PROJ-001	Project files -Archived	5 Years	Digital		<input type="checkbox"/>
CLC-PROJ-002	Project files -Current	5 Years	Digital		<input type="checkbox"/>
CLC-RPTS-001	CLC Director Reports	5 Years	Digital		<input type="checkbox"/>
CLC-RPTS-002	CLC Governing Council Monthly Packets	5 Years	Digital		<input type="checkbox"/>
CLC-RPTS-003	CLC history	Permanent	Digital		<input checked="" type="checkbox"/>
CLC-RPTS-004	CLC Membership	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
CLC-RPTS-005	Governing Council Agendas	5 Years	Digital		<input type="checkbox"/>
CLC-RPTS-006	Governing Council Minutes	Permanent	Digital		<input type="checkbox"/>
CLC-RPTS-007	Meeting & Event Files	5 Years	Digital		<input type="checkbox"/>
FAC-CON-001	Building Services Contracts	5 Years	Digital		<input type="checkbox"/>
FAC-CON-002	Building Services Contracts	5 Years	Print		<input type="checkbox"/>
FAC-CON-003	Maintenance & Preventive Maintenance receipts	5 Years	Digital		<input type="checkbox"/>
FAC-CON-004	Utility Contracts	5 Years	Digital		<input type="checkbox"/>
FAC-INV-001	Furniture & Equipment Inventory	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FAC-OTT-001	Facilities Tasks	5 Years	Digital		<input type="checkbox"/>
FAC-PROC-001	Facilities Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FAC-PROJ-001	Architect of Record and Qualification Files	Until Superseded	Digital		<input type="checkbox"/>
FAC-PROJ-002	Capital -Archived	Life of equipment or building	Digital		<input type="checkbox"/>

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FAC-PROJ-003	Capital -Current	Life of equipment or building	Digital		<input type="checkbox"/>
FAC-PROJ-004	Prevailing Wage Records	5 Years provided audited	Print		<input type="checkbox"/>
FAC-PROJ-005	Project files	5 Years provided audited	Print		<input type="checkbox"/>
FAC-RPTS-001	Building Blueprints & Floorplans	Permanent	Digital		<input checked="" type="checkbox"/>
FAC-RPTS-002	Building Blueprints & Floorplans	Permanent	Print		<input checked="" type="checkbox"/>
FAC-RPTS-003	BWC Reports	7 Years pending no action	Digital		<input type="checkbox"/>
FAC-RPTS-004	BWC Reports	7 Years pending no action	Print		<input type="checkbox"/>
FAC-RPTS-005	Fire or Tornado Drill Reports	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-006	Inspections-Backflow	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-007	Inspections-Bedbug	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-008	Inspections-Boiler	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-009	Inspections-Elevator & Dumbwaiter	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-010	Inspections-Fire Alarm	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-011	Inspections-Lift	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-012	Inspections-Others	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-013	Inspections-Sprinkler	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-014	Key Inventory	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FAC-RPTS-015	MSDS Sheets	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FAC-RPTS-016	Security Check Notice	5 Years	Digital		<input type="checkbox"/>
FAC-RPTS-017	Security System Log	2 Years	Print		<input type="checkbox"/>
FAC-SCH-001	Cleaning Schedules and Log	1 year	Digital		<input type="checkbox"/>
FAC-SCH-002	Preventative Maintenance Schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FO-BDG-001	Annual Tax Budget	10 years after expiration provided all claims have been settled	Digital		<input type="checkbox"/>
FO-BDG-002	Annual Tax Budget	10 years after expiration provided all claims have been settled	Print		<input type="checkbox"/>
FO-BDG-003	Appropriations (Temp and Perm)	5 Years provided audited	Digital		<input type="checkbox"/>

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FO-BDG-004	Appropriations (Temp and Perm)	Permanent	Print		<input type="checkbox"/>
FO-BDG-005	Budget Drafts (Board)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FO-BDG-006	Budget Forecasts	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FO-BDG-007	Budgets Filed with Co. Budget Commission	Until Audited	Digital		<input type="checkbox"/>
FO-BDG-008	Budgets Filed with Co. Budget Commission	Until Audited	Print		<input type="checkbox"/>
FO-BDG-009	Certificates of Available Resources Docs	5 Years provided audited	Print		<input type="checkbox"/>
FO-BDG-010	Certificates of Total Amount From Sources Available for Expenditures	3 Years	Print		<input type="checkbox"/>
FO-BDG-011	PLF Distribution Reports	Permanent	Digital		<input type="checkbox"/>
FO-BDG-012	PLF Distribution Reports	3 Years	Print		<input type="checkbox"/>
FO-GEN-001	General Correspondence	5 Years	Digital		<input type="checkbox"/>
FO-ACT-001	Accounting Records non-specified	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FO-ACT-002	Accounting Records non-specified	Until superseded or no longer necessary	Print		<input type="checkbox"/>
FO-ACT-003	Accounting Reports	10 years	Digital		<input type="checkbox"/>
FO-ACT-004	Accounts Receivable Documentation	5 Years provided audited	Print		<input type="checkbox"/>
FO-ACT-005	Annual Financial Report to Auditor of State	Permanent	Digital		<input type="checkbox"/>
FO-ACT-006	Annual Financial Report to Auditor of State	Permanent	Print		<input type="checkbox"/>
FO-ACT-007	Annual Financial Report to Auditor of State Worksheets	Until Audited + 1 year	Digital		<input type="checkbox"/>
FO-ACT-008	Audit Reports from Auditor of State	Permanent	Digital		<input checked="" type="checkbox"/>

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FO-ACT-009	Audit Reports from Auditor of State	Permanent	Print		<input checked="" type="checkbox"/>
FO-ACT-010	Audit Reports Management Letters	3 Years	Digital		<input type="checkbox"/>
FO-ACT-011	Audit Reports Management Letters	3 Years	Print		<input type="checkbox"/>
FO-ACT-012	Bank Analysis Report	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FO-ACT-013	Bank Deposit Receipts	Until Audited	Print		<input type="checkbox"/>
FO-ACT-014	Bank Depository Agreements	5 years provided audited	Print		<input type="checkbox"/>
FO-ACT-015	Bank Monthly Account Analysis Statement	5 years provided audited	Print		<input type="checkbox"/>
FO-ACT-016	Bank Statements, Reconciliations & Canceled Checks	Until Audited	Print		<input type="checkbox"/>
FO-ACT-017	Change Fund Worksheet	Until Superseded	Digital		<input type="checkbox"/>
FO-ACT-018	Check Register	Until Audited	Print		<input type="checkbox"/>
FO-ACT-019	Credit Card Compliance Officer Check Form	Until Audited	Print		<input type="checkbox"/>
FO-ACT-020	Credit Card Processing Documents	Until Superseded	Digital		<input type="checkbox"/>
FO-ACT-021	Credit Card Responsibility and Use Document Signed	Until Superseded	Print		<input type="checkbox"/>
FO-ACT-022	Credit Card Signout log	Until Audited	Print		<input type="checkbox"/>
FO-ACT-023	Daily Cash Credit Card Worksheet	Until Audited	Digital		<input type="checkbox"/>
FO-ACT-024	Daily Count Cash Drawer Reports	Until audited	Print		<input type="checkbox"/>
FO-ACT-025	Debt Service Records - Archived	10 years after expiration provided all claims have been settled	Print		<input type="checkbox"/>
FO-ACT-026	Fiscal Bonds	10 years after expiration provided all claims have been settled	Print		<input type="checkbox"/>
FO-ACT-027	Franklin County Auditor Worksheets and Reports	Until Audited + 1 year	Digital		<input type="checkbox"/>

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FO-ACT-028	Invoices (Library Issued)	Until Audited + 1 year	Digital		<input type="checkbox"/>
FO-ACT-029	Misc Receipt Documentation	Until Audited + 1 year	Print		<input type="checkbox"/>
FO-ACT-030	Purchase Orders - Open	Until Closed or Paid	Print		<input type="checkbox"/>
FO-ACT-031	Purchase Orders with Voucher & Invoices - Current	1 year then moved to archive	Print		<input type="checkbox"/>
FO-ACT-032	Purchase Orders with Voucher & Invoices + Archived	5 years provided audited	Print		<input type="checkbox"/>
FO-ACT-033	Receipt Worksheet	Until Audited + 1 year	Digital		<input type="checkbox"/>
FO-ACT-034	Retail Sales Report	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
FO-ACT-035	Utility Usage Worksheet	5 Years	Digital		<input type="checkbox"/>
FO-LEV-001	Levy & Property Tax Worksheet	7 Years	Digital		<input type="checkbox"/>
FO-LEV-002	Levy Request for Advance	Until Audited	Digital		<input type="checkbox"/>
FO-LEV-003	Levy Resolution Accepting Rates & Amounts	7 Years	Digital		<input type="checkbox"/>
FO-LEV-004	Levy Settlement Summaries	7 Years	Print		<input type="checkbox"/>
FO-LEV-005	Pilot (Payment in Lieu of Taxes) Documents	Permanent	Digital		<input type="checkbox"/>
FO-LEV-006	Pilot (Payment in Lieu of Taxes) Documents	Permanent	Print		<input type="checkbox"/>
FO-PAY-001	Deferred Compensation Invoice/Bill	5 Years provided audited	Print		<input type="checkbox"/>
FO-PAY-002	Federal & Medicare Tax Payment Report Worksheet	Until Audited then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-003	IRS 1099 Misc Income	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-004	IRS 1099 Misc Income-Annual Summary Transmission	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>

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FO-PAY-005	IRS Form 941 and Schedule B Employers Quarterly Federal Tax Return	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-006	IRS Form 941 worksheet	Current then Moved to Tax Filing Summary Docs	Digital		<input type="checkbox"/>
FO-PAY-007	IRS W-3 Transmittal of Wage and Tax Statements with IRS W-2 - Archived	7 Years	Print		<input type="checkbox"/>
FO-PAY-008	IRS W-3 Transmittal of Wage and Tax Statements with IRS W-2 - Current	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-009	OH IT 3 Transmittal of Wage and Tax Statements	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-010	OH IT 941 Annual Reconciliation of Income Tax Witheld & Documentation	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-011	OH IT-501 Payment of Income Tax Withheld	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-012	OH SD 101 Payment of School District Income Tax Withheld with Documentation	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-013	OH SD 141 Annual reconciliation of School District Income Tax Withheld with documentation	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-014	Ohio Bureau Workers' Compensation Payment Worksheet	7 Years	Digital		<input type="checkbox"/>
FO-PAY-015	Ohio State Employment Relations Board -Public Employer Annual Information Report	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>

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FO-PAY-016	Ohio Unemployment Compensation Quarterly Report for Unemployment Insurance Tax and Documentation	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-017	OPERS Independent Contractor Acknowledgment Form	7 Years	Print		<input type="checkbox"/>
FO-PAY-018	Payroll Records	Permanent	Digital		<input type="checkbox"/>
FO-PAY-019	Payroll Registers	Permanent	Digital		<input type="checkbox"/>
FO-PAY-020	Payroll Registers	10 years	Print		<input type="checkbox"/>
FO-PAY-021	Payroll Reports	10 years	Digital		<input type="checkbox"/>
FO-PAY-022	Payroll Reports	Until Audited	Print		<input type="checkbox"/>
FO-PAY-023	RITA FORM 11 Employer Municipal Tax Withholdings Statement with Documentation	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-024	RITA FORM 17 Reconciliation of Return of income Tax Withheld with Documents	Current then Moved to Tax Filing Summary Docs	Print		<input type="checkbox"/>
FO-PAY-025	Time Sheets	5 Years provided audited	Print		<input type="checkbox"/>
FO-PROJ-001	Bids - Successful	7 years provided audited	Print		<input type="checkbox"/>
FO-PROJ-002	Bids - Unsuccessful	7 years provided audited	Print		<input type="checkbox"/>
FO-TAX-001	City, School & State Tax Worksheet	Permanent	Digital		<input type="checkbox"/>
FO-TAX-002	IRS W-9 Request for Taxpayer ID Form	Permanent	Digital		<input type="checkbox"/>
FO-TAX-003	IRS W-9 Request for Taxpayer ID Form	Permanent	Print		<input type="checkbox"/>
FO-TAX-004	Ohio Department of Taxation Sales Tax Vendor's Lic	7 Years	Digital		<input type="checkbox"/>
FO-TAX-005	Ohio Department of Taxation Sales Tax Vendor's Lic	7 Years	Print		<input type="checkbox"/>
FO-TAX-006	Ohio Vendor's License and Documentation	Permanent	Print		<input type="checkbox"/>

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FO-TAX-007	Tax Filing Summary Documents	Permanent	Print		<input type="checkbox"/>
FO-TAX-008	Tax filings (Federal, State, City)	Permanent	Print		<input type="checkbox"/>
FO-TAX-009	UST-1 Ohio Sales Tax Report	7 Years	Print		<input type="checkbox"/>
HR-CON-001	BWC Certificates	Permanent	Digital		<input type="checkbox"/>
HR-CON-002	HR Service Contract	5 Years	Digital		<input type="checkbox"/>
HR-FRM-001	Blank HR Forms-For Staff	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-FRM-002	Blank HR Forms-Masters	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-INS-001	Dental Insurance (Admin Files)	2 Years	Digital		<input type="checkbox"/>
HR-INS-002	Dental Insurance (Staff Files)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-INS-003	Dental Insurance Application	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-INS-004	Life Insurance (Admin Files)	2 Years	Digital		<input type="checkbox"/>
HR-INS-005	Life Insurance (Staff Files)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-INS-006	Life Insurance Application	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-INS-007	Medical Insurance (Admin Files)	2 Years	Digital		<input type="checkbox"/>
HR-INS-008	Medical Insurance (Staff Files)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-INS-009	Medical Insurance Application	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-INS-010	Medical Insurance Employer Plan Documents	5 Years	Print		<input type="checkbox"/>
HR-INS-011	Vision Insurance (Admin Files)	2 Years	Digital		<input type="checkbox"/>
HR-INS-012	Vision Insurance (Staff Files)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-INS-013	Vision Insurance Application	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-LEG-001	HR Legal Files	Permanent	Digital		<input type="checkbox"/>
HR-LEG-002	HR Legal Notes	Until superseded or no longer necessary	Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form. Must be submitted with PART 1

**Section E:
Table of
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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
HR-PER-001	Affordable Care Act acknowledgement	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-002	Background Checks	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-003	Background Consent Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-004	COBRA Documents (Admin Files)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PER-005	Conference Attendance Request	5 Years	Print		<input type="checkbox"/>
HR-PER-006	Emergency Contact Form	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-007	Employee Benefits Payment Expense Breakout by Account	5 Years	Digital		<input type="checkbox"/>
HR-PER-008	Employee Benefits Summary Worksheet	5 Years	Digital		<input type="checkbox"/>
HR-PER-009	Employee Direct Deposit Form	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-010	Employee Email Paystub Form	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-011	Employee School District Tax Withholding Information	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-012	Employee Warnings or Write-Ups	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-013	Employment applications-hired	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-014	Employment applications-nonhired	2 Years	Digital		<input type="checkbox"/>
HR-PER-015	Exit Interview Reports	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-016	Fraud Reporting Acknowledgment - Auditor of State	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-017	I-9 Immigration Verification Forms	7 Years after termination of employment	Print		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
Table of
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be Disposed**

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
HR-PER-018	Insurance Acknowledgment Form	1 year	Print		<input type="checkbox"/>
HR-PER-019	Insurance Applications/Change Forms	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-020	Interview Notes	Until superseded or no longer necessary	Print		<input type="checkbox"/>
HR-PER-021	Interview Questions	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PER-022	IRS W4 Employee's Withholding Allowance Certificate	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-023	Leave Request Donation Docs	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-024	Leave Requests (Short)	2 Years	Digital		<input type="checkbox"/>
HR-PER-025	Medicare Part D Notice Document	5 Years	Digital		<input type="checkbox"/>
HR-PER-026	New Employee Form	Until superseded or no longer necessary	Print		<input type="checkbox"/>
HR-PER-027	New Hire Checklist	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-028	Offer Letters & Templates	Until Superseded	Digital		<input type="checkbox"/>
HR-PER-029	Offer Letters-Accepted	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-030	OH Driver's License information	Until superseded or no longer necessary	Print		<input type="checkbox"/>
HR-PER-031	Ohio Bureau Workers' Compensation 3rd Party Administrator Reports	10 Years after the date of final payment	Print		<input type="checkbox"/>
HR-PER-032	Ohio Bureau Workers' Compensation Certificate	10 Years after the date of final payment	Digital		<input type="checkbox"/>
HR-PER-033	Ohio Bureau Workers' Compensation Certificate	10 Years after the date of final payment	Print		<input type="checkbox"/>
HR-PER-034	Ohio Bureau Workers' Compensation Claims	10 Years after the date of final payment	Print		<input type="checkbox"/>
HR-PER-035	Ohio Bureau Workers' Compensation Misc Reports	10 Years after the date of final payment	Print		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
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be Disposed**

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
HR-PER-036	Ohio Bureau Workers' Compensation Payroll Reporting	10 Years after the date of final payment	Print		<input type="checkbox"/>
HR-PER-037	Ohio Bureau Workers' Compensation True-Up Filling	10 Years after the date of final payment	Print		<input type="checkbox"/>
HR-PER-038	Ohio Bureau Workers' Employer Statement for Groups Experience Rating Program	10 Years after the date of final payment	Print		<input type="checkbox"/>
HR-PER-039	Ohio Department of Job and Family Services - Determination of Employmnt Compensation Benenefits-Approved	Current then moved to Personnel File	Print		<input type="checkbox"/>
HR-PER-040	Ohio Department of Job and Family Services - Determination of Employmnt Compensation Benenefits-Denied	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-041	Ohio Department of Job and Family Services - Notice of Benefits Paid and Charged to Employer	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-042	Ohio Employees Exemption Certificate (IT4)	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-043	Ohio Ethics Acknowledgement Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-044	Ohio New Hire Reporting Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-045	OPERS Form A	Permanent	Print		<input type="checkbox"/>
HR-PER-046	OPERS Monthly Report- Archived	Permanent	Print		<input type="checkbox"/>
HR-PER-047	OPERS Monthly Report- Current	Permanent	Print		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form. Must be submitted with PART 1

**Section E:
Table of
Records to
be Disposed**

	(Local Government Entity)	(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
HR-PER-048	OPERS Plan documents	Until superseded or no longer necessary	Print		<input type="checkbox"/>
HR-PER-049	OPERS Rehire Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-050	OPERS Retirement waivers	Permanent	Print		<input type="checkbox"/>
HR-PER-051	OPERS Files (Other)	Until superseded or no longer necessary	Print		<input type="checkbox"/>
HR-PER-052	Orientation Checklist	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PER-053	Other OPERS files	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-054	Other Withholding Requests	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-055	Payroll Deduction authorizations	1 year after superseded or termination of employment	Print		<input type="checkbox"/>
HR-PER-056	Performance Reviews	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-057	Policy Handbook Acknowledgement Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-058	Position Announcements	2 Years	Digital		<input type="checkbox"/>
HR-PER-059	Position Description and announcements in employee file	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-060	Position Descriptions	Until Superseded	Digital		<input type="checkbox"/>
HR-PER-061	Position Descriptions Drafts	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PER-062	Practicum Files	2 Years	Print		<input type="checkbox"/>
HR-PER-063	Request for Payroll Change Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-064	Requests for Leave of Absence (Medical)	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-065	Requests for Leave of Absence (Non Medical)	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-066	Social Security SSA-1945 Job not covered by SS	Permanent	Print		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
Table of
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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
	(Local Government Entity)	(Unit)			
HR-PER-067	Staff Coaching and Evaluation	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-068	Staff Grievance Reports	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-069	Staff Pictures	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PER-070	Staff Resignation Letters	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-071	Staff Roster	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PER-072	Tardy Notices	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-073	TELCO Allowance Form	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-074	Unemployment Insurance Documents	7 Years after termination of employment	Print		<input type="checkbox"/>
HR-PER-075	Work Permit Minors	Until Superseded or 7 years after termination of employment	Print		<input type="checkbox"/>
HR-PER-028	Offer Letter Templates	Until Superseded	Digital		<input type="checkbox"/>
HR-PROC-001	HR Procedures and Manuals (for managers)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PROC-002	HR Procedures and Manuals (All Staff)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-PROC-003	Policy Handbook-Master Copy	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
HR-RPTS-001	Annual Employee Absence Summary	5 Years	Digital		<input type="checkbox"/>
HR-RPTS-002	OPERS Reports	Permanent	Digital		<input type="checkbox"/>
HR-RPTS-003	Pay Changes History Document	5 Years	Digital		<input type="checkbox"/>
HR-RPTS-004	Pay Salary Schedule for Employees	Until Superceded	Digital		<input type="checkbox"/>
HR-RPTS-005	Reports to Other Retirement Systems	Permanent	Digital		<input type="checkbox"/>
HR-RPTS-006	Salary Projections	Until Superceded	Digital		<input type="checkbox"/>
HR-RPTS-007	Staff Job and Pay Rate Worksheets	Until Superceded	Digital		<input type="checkbox"/>
IT-CON-008	IT Service Contract	5 Years	Digital		<input type="checkbox"/>
IT-INV-001	Furniture & Equipment Inventory	Until superseded or no longer necessary	Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
Table of
Records to
be Disposed**

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
	(Local Government Entity)	(Unit)			
IT-OTT-001	IT Tasks	2 Years	Digital		<input type="checkbox"/>
IT-PROC-001	IT Procedures and Manuals (for managers)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-PROC-002	IT Procedures and Manuals (All Staff)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-PROJ-001	Projects files-Archived	5 Years	Digital		<input type="checkbox"/>
IT-PROJ-002	Projects files-Current	1 year then moved to archive	Digital		<input type="checkbox"/>
IT-RPTS-001	Alarm Code (TO BE DELETED)	Until Superseded	Digital		<input type="checkbox"/>
IT-RPTS-002	IT Recycling Certificate	5 Years	Digital		<input type="checkbox"/>
IT-RPTS-003	Password Manager Database	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-SCH-001	Finance Server Backup Cloud	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-SCH-002	Finance Server Backup Tapes	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-SCH-003	Hardware and Software Maintenance Schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-SCH-004	IT Yearly Checklist	1 year	Digital		<input type="checkbox"/>
IT-SCH-005	Network and Server Admin Schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
IT-SCH-006	Server Backups	9 months after document deleted from network	Digital		<input type="checkbox"/>
IT-SCH-007	Technology Plan	5 Years	Digital		<input type="checkbox"/>
MT-BDG-001	Audit Trails	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
MT-BDG-002	Budget Drafts (MT)	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
MT-RPTS-001	MT Agendas & Minutes	5 Years	Digital		<input type="checkbox"/>
MT-RPTS-002	MT Reports and Monthly Updates	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
MT-SCH-001	Strategic Planning Records	10 years	Digital		<input type="checkbox"/>
PR-ANN-001	Advertisements	5 Years	Digital		<input type="checkbox"/>
PR-ANN-002	Historic Press Files	Permanent	Print		<input checked="" type="checkbox"/>
PR-ANN-003	Newsletters	5 Years	Digital		<input type="checkbox"/>
PR-ANN-004	Social Media posts	Until superseded or no longer necessary	Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
Table of
Records to
be Disposed**

(Local Government Entity)	(Unit)
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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
PR-ANN-005	Website posts	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PR-CON-001	Movie License	3 Years	Digital		<input type="checkbox"/>
PR-FRM-001	Sponsorship forms	3 Years	Digital		<input type="checkbox"/>
PR-OTT-001	Graphic Design Tasks	5 Years	Digital		<input type="checkbox"/>
PR-PROC-001	PR Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PR-PROJ-001	Projects files -Archived	5 Years	Digital		<input type="checkbox"/>
PR-PROJ-002	Projects files -Current	1 year then moved to archive	Digital		<input type="checkbox"/>
PR-SCH-001	Marketing Plan	2 Years	Digital		<input type="checkbox"/>
PS-BDG-001	Programming Expense Worksheet	2 Years	Digital		<input type="checkbox"/>
PS-BDG-002	Programming Supply Requests	2 Years	Digital		<input type="checkbox"/>
PS-BDG-003	PS Program Budget Docs	2 Years	Digital		<input type="checkbox"/>
PS-BDG-004	Vendor Orders	2 Years	Digital		<input type="checkbox"/>
PS-CON-001	Voter Register Agreements	3 Years	Digital		<input type="checkbox"/>
PS-FRM-001	Assignment notifications from teachers	2 Years	Digital		<input type="checkbox"/>
PS-FRM-002	Blank Patron Forms	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-FRM-003	Materials Purchase Suggestion forms	2 Years	Digital		<input type="checkbox"/>
PS-FRM-004	Materials Purchase Suggestion forms	2 Years	Print		<input type="checkbox"/>
PS-FRM-005	Notary Public Log	3 Years	Print		<input type="checkbox"/>
PS-FRM-006	Patron Feedback and Suggestions with Responses	2 Years	Digital		<input type="checkbox"/>
PS-FRM-007	Photo Release forms	Permanent	Digital		<input type="checkbox"/>
PS-FRM-008	Proctoring Agreements	2 Years	Digital		<input type="checkbox"/>
PS-FRM-009	Program Evaluations	2 Years	Digital		<input type="checkbox"/>
PS-FRM-010	Program Release Form & Permission Form	2 Years	Digital		<input type="checkbox"/>
PS-FRM-011	Public Records Requests	10 years	Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
PS-FRM-012	Teacher collection forms	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-FRM-013	Building Door Signs	2 Years	Digital		<input type="checkbox"/>
PS-FRM-014	Building Door Signs	2 Years	Print		<input type="checkbox"/>
PS-OTT-001	Email Reference	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-OTT-002	LibAnswers	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-OTT-003	PS Tasks	2 Years	Digital		<input type="checkbox"/>
PS-OTT-004	Reference Responses-Mail	2 Years	Print		<input type="checkbox"/>
PS-PROC-001	Circulation (Non-Polaris) Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-PROC-002	Circulation (Polaris) Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-PROC-003	Nonfiction Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-PROC-004	Programming & Events Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-PROC-005	Youth Services Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-PROG-001	Archived Program Docs	5 Years	Digital		<input type="checkbox"/>
PS-PROG-002	Current Program Docs	1 year then moved to archive	Digital		<input type="checkbox"/>
PS-PROG-003	Event and room booking registrations	2 Years	Digital		<input type="checkbox"/>
PS-PROG-004	Proctoring Files	Until superseded or no longer necessary	Print		<input type="checkbox"/>
PS-PROG-005	Storytime Props and Flannel Boards Inventory	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-PROJ-001	Grants-Archived	7 Years	Digital		<input type="checkbox"/>
PS-PROJ-002	Grants-Current	1 year then moved to archive	Digital		<input type="checkbox"/>
PS-PROJ-003	Projects files -Archived	5 Years	Digital		<input type="checkbox"/>
PS-PROJ-004	Projects files -Current	1 year then moved to archive	Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
PS-RPTS-001	Circulation and Usage Statistics	10 years	Print		<input type="checkbox"/>
PS-RPTS-002	Circulations and Usage Statistics - Monthly	2 Years	Digital		<input type="checkbox"/>
PS-RPTS-003	Circulations and Usage Statistics - Yearly Summery	10 years	Digital		<input type="checkbox"/>
PS-RPTS-004	Homebound Delivery Statistics	10 Years	Digital		<input type="checkbox"/>
PS-RPTS-005	Librarian Meeting Agenda and Minutes	3 Years	Digital		<input type="checkbox"/>
PS-RPTS-006	Library Associates Agenda and Minutes	3 Years	Digital		<input type="checkbox"/>
PS-RPTS-007	Library Materials Reconsideration Form with Responses	2 Years	Digital		<input type="checkbox"/>
PS-RPTS-008	Monthly Report of Material types cataloged	2 Years	Print		<input type="checkbox"/>
PS-RPTS-009	Patron Account Records	3 years after inactive	Digital		<input type="checkbox"/>
PS-RPTS-010	Polaris Item Lists	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-RPTS-011	Polaris Record sets	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-RPTS-012	Polaris Reports	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-RPTS-013	Programing Stats	10 years	Digital		<input type="checkbox"/>
PS-RPTS-014	Summer Reading Club Stats	10 years	Digital		<input type="checkbox"/>
PS-RPTS-015	Unique Management Patrons Reports	3 years after inactive and resolved	Digital		<input type="checkbox"/>
PS-RPTS-016	Banned and Suspended Patrons List	Until Superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-RPTS-017	YS Agenda and Minutes	3 Years	Digital		<input type="checkbox"/>
PS-SCH-001	Automatic Holds Release Schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-002	YS Craft Table Schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
	(Local Government Entity)	(Unit)			
PS-SCH-003	YS Display case schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-004	NF Display Schedule & Files	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-005	Program / Event Calendar	5 Years	Digital		<input type="checkbox"/>
PS-SCH-006	Program Schedule	5 Years	Digital		<input type="checkbox"/>
PS-SCH-007	PS Daily Checklist	1 year	Digital		<input type="checkbox"/>
PS-SCH-008	PS Monthly Checklist	1 year	Digital		<input type="checkbox"/>
PS-SCH-009	PS Staff Schedule	2 Years	Digital		<input type="checkbox"/>
PS-SCH-010	PS Weekly Checklist	1 year	Digital		<input type="checkbox"/>
PS-SCH-011	PS Yearly Checklist	1 year	Digital		<input type="checkbox"/>
PS-SCH-012	Shelf Reading Schedule	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-013	Teen Display Schedule & Files	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-014	YS activity table rotation	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-015	YS Kiosk rotation & associated activities	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
PS-SCH-016	YS Seasonal Display Schedule & Files	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
TS-BDG-001	Amazon Orders	Until superseded or no longer necessary	Print		<input type="checkbox"/>
TS-PROC-001	Tech Services Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
TS-RPTS-001	Statistics	2 Years	Digital		<input type="checkbox"/>
VOL -PER-001	Current (active) volunteers	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
VOL -PER-002	Current (active) volunteers	Until superseded or no longer necessary	Print		<input type="checkbox"/>
VOL -PER-003	Inactive volunteers	1 year after inactive	Digital		<input type="checkbox"/>
VOL -PER-004	Volunteen confidentially form	Until superseded or no longer necessary	Print		<input type="checkbox"/>
VOL -PER-005	Volunteen permission slip	Until superseded or no longer necessary	Print		<input type="checkbox"/>
VOL -PER-006	Volunteer applications- rejected	2 Years	Print		<input type="checkbox"/>
VOL -PER-007	Volunteer applications- selected	1 year after inactive	Print		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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**Section E:
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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
VOL -PER-008	Volunteer coaching and evaluation	1 year after inactive	Print		<input type="checkbox"/>
VOL -PER-009	YS Volunteer master list	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
VOL -PROC-001	Volunteer Procedures and Manuals	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
VOL -RPTS-001	Adult volunteer hours and job done notebook	2 Years	Print		<input type="checkbox"/>
VOL -RPTS-002	Volunteer hours and job done	2 Years	Print		<input type="checkbox"/>
VOL -SCH-001	Volunteer Calendar	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
VOL -SCH-002	Volunteer Calendar	Until superseded or no longer necessary	Digital		<input type="checkbox"/>
VOL -SCH-004	Volunteer Schedule	Until superseded or no longer necessary	Digital		<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