



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

OHIO HISTORY CONNECTION

JUNE 22 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

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 Unit

WOOD COUNTY

(Local Government Entity)

ALL COUNTY

(Unit)

(Signature of Responsible Official)

Andrew S. KALMAR

(Name)

County Administrator

(Title)

6/21/2022

(Date)

Section B: Records Commission

Wood County

(Local Government Entity)

Records Commission

419-354-9100

(Telephone Number)

1 Courthouse Square

(Address)

Bowling Green

(City)

43402

(Zip Code)

WOOD

(County)

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

bransom@woodcountyohio.gov

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.

Records Commission Chair Signature

6-21-22

Date

Section C: Ohio History Connection - State Archives

2022.07.06

Signature

Title

Date

Section D: Auditor of State

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 this form.

Records RETENTION SCHEDULE (RC-2) Part 2

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WOOD COUNTY

ALL COUNTY

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
AC-1	ACCIDENT REPORTS / FILES	Report of personal or property damage involving a county vehicle or occurring on county property.	Six years	Paper Electronic		<input type="checkbox"/>
AC-2	ACTIVITY REPORTS	Reports compiled to detail financial, statistical, and/or operational data.	Two years	Paper Electronic		<input type="checkbox"/>
AC-3	AGENDAS	A list of items to be discussed and/or acted upon during a public meeting.	Two years	Paper Electronic		<input type="checkbox"/>
AC-4	ANNUAL INVENTORY	O.R.C. 305.18- Departmental inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Three years	Paper Electronic		<input type="checkbox"/>
AC-5	ANNUAL REPORTS	A report containing substantive information of operations, policies, procedures, and planning.	Permanent; may destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input checked="" type="checkbox"/>
AC-6	ATTENDANCE RECORD	Documents employee attendance at work including leave requests.	Permanent; may destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input type="checkbox"/>

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WOOD COUNTY (Local Government Entity)			ALL COUNTY (Unit)			
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AC-7	AUDIOVISUAL, PUBLIC RELATIONS & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until information is superseded, obsolete, or replaced. Appraise for historical value.	Paper Electronic Microfilm		<input type="checkbox"/>
AC-8	AUDIT REPORTS (FEDERAL, STATE & INTERNAL)	ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Five years	Paper Electronic		<input type="checkbox"/>
AC-9	BADGES AND IDs	Employee identification badges and keyless entry devices and related records.	Confiscate upon employment termination or when obsolete, then destroy	Paper Electronic		<input type="checkbox"/>
AC-10	BIDS (Successful)	Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding info, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file. O.R.C. 2305.06	Retain with contract	Paper Electronic		<input type="checkbox"/>
AC-11	BIDS (Unsuccessful)	Bids not awarded.	Two years after letting of the contract.	Paper Electronic		<input type="checkbox"/>

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ALL COUNTY

(Local Government Entity)

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AC-12	BLANK FORMS/ TEMPLATES	Obsolete, unneeded, or superseded forms stock.	Until obsolete or superseded; HR two years after obsolete or superseded.	Paper Electronic		<input type="checkbox"/>
AC-13	BLUE PRINTS / VELLUMS / DRAWINGS / TRACINGS / MYLARS	Drawings created in the course of public business.	Until updated, superseded or obsolete. Appraise for historical value.	Paper Electronic Microfilm		<input checked="" type="checkbox"/>
AC-14	BOND DOCUMENTS	Records of bonds issued for long-lived capital projects, such as for roads, bridges, etc.	IRS rule 5.70. Retain for three 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.	Paper Electronic		<input type="checkbox"/>
AC-15	BOND REGISTER	Register containing listing of outstanding bonds.	Seven years after final maturity of notes or bonds	Paper Electronic		<input type="checkbox"/>
AC-16	BUDGET, ANNUAL DEPARTMENTAL/ OFFICE	Fiscal allocation to a department or office for fiscal year.	Three years	Paper Electronic		<input type="checkbox"/>
AC-17	BUDGET PREPARATION DOCUMENTS (Working Papers)	Preparation documents used to create annual budgets.	Two years	Paper Electronic		<input type="checkbox"/>

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Section E: Table of Records to be Disposed

WOOD COUNTY

ALL COUNTY

(Local Government Entity)

(Unit)

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AC-18	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-19	COMMERCIAL DRIVER'S LICENSE (CDL)	49 CFR 382.401. Pre-employment screenings, positive alcohol or controlled substance tests, refusal documentation, evaluations and referrals, agreements for services, policies and procedures.	Five years	Paper Electronic		<input type="checkbox"/>
AC-20	COMMUNICATION RECORDS (CORRESPONDENCE)	Messages sent and received in any media, including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper Electronic		<input type="checkbox"/>
	A) Transient	Routine communications which convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
	B) General	Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.	One year	Paper Electronic		<input type="checkbox"/>

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	C) Executive	Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters	Three years; file with related records if content requires longer retention; appraise for historical value.	Paper Electronic Microfilm		<input type="checkbox"/>
AC-21	COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies.	Five years	Paper Electronic		<input type="checkbox"/>
AC-22	CONTINUING EDUCATION CERTIFICATIONS/ CLASS/ SEMINARS/ TRAINING ATTENDANCE RECORDS	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file	Paper Electronic		<input type="checkbox"/>
AC-23	CONTRACTS	(ORC 2305.06) Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Six years after termination of contract (SB 13, 134th GA)	Paper Electronic		<input type="checkbox"/>
AC-24	COPIES OF RECORDS	Additional copies of records or images which are no longer required and serve no useful purpose.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-25	DELIVERY SLIPS / PACKING SLIPS	Documents received when accepting goods from a carrier or vendor.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-26	DESK/APPOINTMENT CALENDARS	Calendars, planners, etc., used to manage schedules, meetings, projects, etc.	Three months after useful life	Paper Electronic		<input type="checkbox"/>

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AC-27	DIRECTORIES / LISTS / ROSTERS	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced	Paper Electronic		<input type="checkbox"/>
AC-28	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	Paper Electronic		<input type="checkbox"/>
AC-29	DISCIPLINARY HEARINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.				<input type="checkbox"/>
	A) Audio and video recordings		One year	Electronic		<input type="checkbox"/>
	B) Report of proceedings		Place in personnel file	Paper Electronic		<input type="checkbox"/>
	C) Transcripts		Five years	Paper Electronic		<input type="checkbox"/>
AC-30	DRAFTS / TRANSIENT RECORDS	Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of admin- istrative value	Paper Electronic		<input type="checkbox"/>

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AC-31	EMPLOYMENT APPLICATIONS / RESUMES- SUCCESSFUL	Application submissions by individuals chosen for employment.	Place in personnel file	Paper Electronic		<input type="checkbox"/>
AC-32	EMPLOYMENT APPLICATIONS/ RESUMES UNSUCCESSFUL - NOT HIRED	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Two years	Paper Electronic		<input type="checkbox"/>
AC-33	EEO DATA SHEETS & EEO-4 REPORT	29 CFR 1602.30, 29 CFR 1602.31. Records required by Equal Employment Opportunity Commission.	Three years	Paper Electronic		<input type="checkbox"/>
AC-34	EMPLOYEE EVALUATIONS	Records used to measure employee work performance.	Place in personnel file	Paper Electronic		<input type="checkbox"/>
AC-35	EQUIPMENT MAINTENANCE RECORDS	Files documenting ownership, warranties, routine maintenance and repair of county owned equipment.	Life of the equipment	Paper Electronic		<input type="checkbox"/>
AC-36	FAMILY MEDICAL LEAVE ACT RECORDS	29 CFR 825.500; Disclosure and correspondence to employees utilizing leave under FMLA.	Three years	Paper Electronic		<input type="checkbox"/>
AC-37	FEE SCHEDULES	Fees for goods or services provided by the county.	Until updated, superseded, or obsolete	Paper Electronic		<input type="checkbox"/>
AC-38	FINANCIAL RECORDS	Records pertaining to financial transactions including accounts receivable and accounts payable.	Three years provided audited	Paper Electronic	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.	<input type="checkbox"/>

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AC-39	FRINGE BENEFIT REPORTS	Quarterly reports and records related to taxable fringe benefits received by county employees. Used to determine and collect taxes due as required by the IRS.	Five years	Paper Electronic		<input type="checkbox"/>
AC-40	FUEL USAGE RECORDS	Records detailing fuel used by county vehicles in the course of business.	Three years	Paper Electronic		<input type="checkbox"/>
AC-41	GRANT APPLICATION (Not Funded)	Unsuccessful applications for grant funding.	One year	Paper Electronic		<input type="checkbox"/>
AC-42	GRANT FILES	Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Paper Electronic		<input type="checkbox"/>

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AC-43	GRIEVANCES	Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or employer.	Three years after union contract expires or resolution or final response.	Paper Electronic		<input type="checkbox"/>
AC-44	PHOTOGRAPHS AND IMAGE FILES	Visual documentation of a person, place, or event on various media. Media may include, but not is not limited to, phototgraphs, digital files, slides, negatives, etc.	Until no longer of administrative value. Appraise for historical value	Paper Electronic		<input type="checkbox"/>
AC-45	IMMIGRATION FORMS & I-9's	8 CFR 274a.2; Employment and Eligibility Verification Form I-9 verifies employee's identification and authorization to work in the United States.	Three years after date of hire or one year after termination, whichever is later	Paper Electronic		<input type="checkbox"/>
AC-46	INSURANCE POLICIES	Documents listing terms and conditions between county and insurance providers.	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)	Paper Electronic		<input type="checkbox"/>

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AC-47	INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies.	Two years after expiration of associated policy, provided all claims settled and appeals exhausted (ORC 2305.10)	Paper Electronic		<input type="checkbox"/>
AC-48	IT BACKUP DATA	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data	Paper Electronic		<input type="checkbox"/>
AC-49	IT OPERATING & SYSTEM HARDWARE CONVERSION PLANS	Documentation of plan and procedures followed to move data and programs to new systems and/or hardware.	One year after successful conversion	Paper Electronic		<input type="checkbox"/>
AC-50	IT SYSTEM OPERATING PROCEDURES	Guidelines for operation of computer system or application.	Until superseded, obsolete, or replaced	Paper Electronic		<input type="checkbox"/>
AC-51	IT SYSTEM SPECIFICATIONS	Documents how computer system or application is set up and maintained.	Three years after dis- continued or data transferred to new system	Paper Electronic		<input type="checkbox"/>

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AC-52	JOB DESCRIPTIONS	Documents detailing the classification, needed experience / education / physical requirements, and duties by position title.	Two years after superseded or classification abolished	Paper Electronic		<input type="checkbox"/>
AC-53	JOB POSTING & INTERVIEW FILES	Advertisements, lists of applicants, questions, test materials, score sheets, sample letter to unsuccessful applicants, etc.	Two years	Paper Electronic		<input type="checkbox"/>
AC-54	LAYOFF RECORDS, EMPLOYEE RETENTION POINTS	ORC 124.321- 124.328, OAC 124-7-01, ODAS 123:1-41; Documents ranking employees to determine potential layoffs and displacement rights to other positions.	Six years	Paper Electronic		<input type="checkbox"/>
AC-55	LEAVE REQUESTS	Requests to use sick leave or vacation time during defined pay period.	Three years	Paper Electronic		<input type="checkbox"/>
AC-56	LEGAL ADVERTISEMENTS / NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	One year or until superseded	Paper Electronic		<input type="checkbox"/>
AC-57	LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency.	Two years after expiration	Paper Electronic		<input type="checkbox"/>

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AC-58	LITIGATION RECORDS	Records related to legal claims against an office and subsequent legal actions and court proceedings.	Five years after case is closed and appeals are exhausted	Paper Electronic		<input type="checkbox"/>
AC-59	LOGS	Listings of actions taken by the office. Can include fax logs, telephone logs, visitor logs, etc.	One year provided no action pending.	Paper Electronic		<input type="checkbox"/>
AC-60	MAILING LISTS	List of individuals and addresses for mail distribution.	Until updated, superseded or obsolete.	Paper Electronic		<input type="checkbox"/>
AC-61	MANAGEMENT AND OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Five years	Paper Electronic		<input type="checkbox"/>
AC-62	MANUALS, HANDBOOKS	Documents related to activities and operations of a department, office or agency. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced/ appraise for historical value	Paper Electronic Microfilm		<input type="checkbox"/>
AC-63	MATERIAL SAFETY DATA SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	30 years. (OSHA Standard 29 CFR 1910.1020)	Paper Electronic		<input type="checkbox"/>

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AC-64	MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	One year	Paper Electronic		<input type="checkbox"/>
AC-65	MEETING RECORDS - DEPARTMENTAL/ INTERNAL	Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Destroy when no longer admin- istratively necessary.	Paper Electronic		<input type="checkbox"/>
AC-66	MEETING RECORDS - PUBLIC MEETINGS	Records of meetings that are open to the public per the ORC.				<input type="checkbox"/>
	a) Minutes	Complete and accurate record of the public meeting.	Permanent; may destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input checked="" type="checkbox"/>
	b) Recordings	Recording of the proceedings of the public meeting.	Retain until the minutes are approved.	Paper Electronic		<input type="checkbox"/>
AC-67	OATHS OF OFFICE OF ELECTED OR APPOINTED OFFICIALS	Oaths of office given and sworn to by elected official upon taking office. (ORC 3.24)	Ten years after leaving office. Appraise for historical value.	Paper Electronic Microfilm		<input type="checkbox"/>
AC-68	OFFICIALS' BONDS	Surety bond filed by county officials to help ensure responsible execution of job duties.	Ten years after expiration	Paper Electronic		<input type="checkbox"/>

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AC-69	ORGANIZATIONAL CHART (TABLE OF ORGANIZATION)	A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded. Review for historical value.	Paper Electronic Microfilm		<input type="checkbox"/>
AC-70	PAYROLL RECORDS (WAGE & HOUR)	Department copies including but not limited to time sheets, overtime documentation records, and timecards. (ORC 4111.14)	Three years	Paper Electronic		<input type="checkbox"/>
AC-71	PERSONNEL FILES					<input type="checkbox"/>
	A) Employment files	Documentation of service throughout the duration of an individual's employment, such as application, evaluations, discipline, certifications, etc.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records ten years after separation.	Paper Electronic Microfilm		<input type="checkbox"/>
	B) Employee Medical Records	Records pertaining to employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information.	Seven years	Paper Electronic		<input type="checkbox"/>

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AC-72	PLATS AND MAPS	Renderings noting locations and/or boundary lines.	Permanent; may destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input checked="" type="checkbox"/>
AC-73	PRESS / NEWS RELEASES	Information disseminated to the public through media outlets, including social media.	Until no longer of administrative value. Appraise for historical value.	Paper Electronic Microfilm		<input type="checkbox"/>
AC-74	PROFESSIONAL ASSOCIATION RECORDS	Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-75	PROJECT PLANS / DRAWINGS	Written plan or pictorial diagrams for a work related project or program.	Life of project or until obsolete. Appraise for historical or operational value	Paper Electronic Microfilm		<input type="checkbox"/>
AC-76	PUBLIC RECORDS REQUESTS	ORC 149.43 - Requests to inspect and review public records.	Three years	Paper Electronic		<input type="checkbox"/>
AC-77	PUBLIC RECORDS REQUESTS LOGS	Listings of public records requests received by a public office and the actions taken to respond to the requests.	Three years	Paper Electronic		<input type="checkbox"/>

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AC-78	PUBLICATIONS (created by the local government)	Brochures and promotional material created by county agencies to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently	Paper Electronic Microfilm		<input type="checkbox"/>
AC-79	QUOTES, PROPOSALS (successful)	Requests to vendors to provide pricing for services, merchandise, equipment, vehicles, etc., when an official bid is not required.	Retain for period of service offered, life of merchandise/ equipment/ vehicle, plus one year	Paper Electronic		<input type="checkbox"/>
AC-80	QUOTES, PROPOSALS (unsuccessful)	Quotes and proposals not accepted.	Two years	Paper Electronic		<input type="checkbox"/>
AC-81	RESEARCH RECORDS	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Until no longer of admin- istrative, fiscal, or legal value	Paper Electronic		<input type="checkbox"/>
AC-82	RESOLUTIONS	Official written motion documenting policy development and decisions.	Permanent; may destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input checked="" type="checkbox"/>
AC-83	RETIREMENT BENEFITS	Records related to employee eligibility, service credit, payout, etc. of pension benefits.	75 years after employment termination; destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input type="checkbox"/>

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AC-84	SCRAPBOOKS	Compilation of materials for retention of institutional memory.	Appraise for historical value	Paper Electronic Microfilm		<input checked="" type="checkbox"/>
AC-85	SERVICE REQUESTS	Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-86	SIGN-IN SHEETS	Registers or logs used to track arrivals and departures from offices or meetings. Includes Visitor Sign-Sheets, Participant Sign-In Sheets, etc.	One year provided no action pending.	Paper Electronic		<input type="checkbox"/>
AC-87	SPECIAL ACCOUNTING RECORDS	Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D).	Four years	Paper Electronic		<input type="checkbox"/>
AC-88	SPECIAL PROGRAMS	Annual or special one-time events such as county picnic and safety fair, Youth Olympics, calendar contest, Spirit of Wood County Awards, etc.	Until no longer of administrative value; retain if of historical value may destroy paper and/or electronic if microfilmed.	Paper Electronic Microfilm		<input type="checkbox"/>
AC-89	SPEECHES / PRESENTATIONS	Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value/ appraise for historical value.	Paper Electronic Microfilm		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
AC-90	STATEMENTS OF QUALIFICATIONS	Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66.	Two years	Paper Electronic		<input type="checkbox"/>
AC-91	STATISTICAL REPORTS	Compiling statistics specific to office activities, projects, etc., for us in analyzing efficiency, trends, etc.	Monthly and quarterly: until incorporated into annual report; consultant: Five years	Paper Electronic		<input type="checkbox"/>
AC-92	SURVEILLANCE RECORDINGS	Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then reuse provided no action pending	Paper Electronic		<input type="checkbox"/>
AC-93	SURVEYS & QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-94	TELEPHONE RECORDS					<input type="checkbox"/>
	A) Messages for recipients received via telephone		Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
	B) Logs- track incoming call		Six months	Paper Electronic		<input type="checkbox"/>
						<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

WOOD COUNTY

ALL COUNTY

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
AC-95	TRAINING FILES	Documentation of employee training provided, including materials, subject matter, registration, schedule, evaluations, etc.	Five years or until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
AC-96	TRAVEL REQUESTS / EXPENSE REPORTS	Requests for reimbursement for employee travel.	Three years	Paper Electronic		<input type="checkbox"/>
AC-97	UNIFORM RECORD	Records tracking the management of uniforms provided by the county.	Three years	Paper Electronic		<input type="checkbox"/>
AC-98	UNION CONTRACTS	Documents terms of agreement between county entity and employee union	Three years after expiration, provided no activity	Paper Electronic		<input type="checkbox"/>
AC-99	VEHICLE MAINTENANCE RECORDS	Records noting repairs to and routine maintenance of county-owned vehicles.	Until vehicle sold or disposed of	Paper Electronic		<input type="checkbox"/>
AC-100	VEHICLE MILEAGE RECORDS	Log of mileage and expenses incurred in county-owned vehicles.	Until vehicle sold or disposed of	Paper Electronic		<input type="checkbox"/>
AC-101	WORK ORDERS	Requests asking for maintenance, assistance and/or services.	One year	Paper Electronic		<input type="checkbox"/>
AC-102	WORK SCHEDULES	Schedules noting working hours for employees.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>

This schedule lists records commonly found in many offices and departments. Local governments may enact a General Schedule that covers all departments or each department may enact its own schedule that incorporates these records. 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 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.

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