



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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit Chillicothe & Ross County Public Library

| | | | |
|-------------------------------------|--------------|--------------------------------|------------------|
| (local government entity) | Cassie Stout | (unit) Chief Fiscal Officer | January 12, 2022 |
| (signature of responsible official) | (name) | (title) | (date) |

Section B: Records Commission

| | | | |
|---|------------------|-------------|--------------------|
| Chillicothe & Ross County Public Library Records Commission | | | 740-702-4159 |
| | | | (telephone number) |
| PO Box 185 | 140 S. Paint St. | Chillicothe | 45601 |
| (address) | (city) | (zip code) | Ross |
| | | | (county) |

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

cstout@crepl.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.

| | |
|------------------------------------|------|
| Records Commission Chair Signature | Date |
|------------------------------------|------|

Section C: Ohio History Connection - State Archives

| | | |
|-----------|-------|------|
| Signature | Title | Date |
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Section D: Auditor of State

| | | |
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| Signature | Title | Date |
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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

Chillicothe & Ross County Public Library

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--------------------------------|----------------------|---|---------------------------------------|
| FIN-050 | 1099 Reports | 5 years; provided audited | Paper | | <input type="checkbox"/> |
| HR-001 | Accident/Incident Reports | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-001 | Accounting Computer System Backups | Until Superseded | Electronic | | <input type="checkbox"/> |
| FIN-002 | Accounting Computer System Backups (Yearly) | Permanent | Electronic | | <input type="checkbox"/> |
| FIN-003 | Accounting Records – Not Specified | 4 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-004 | Annual Financial Report to State Auditor | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-002 | Annual Report to State Library of Ohio | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-005 | Appropriations (Annual/Supplemental/Amended Certificates) | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-006 | Audit Reports | 5 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| HR-002 | Background Checks (Employees) | 5 years after obtaining report | Paper/ Electronic | | <input type="checkbox"/> |
| HR-003 | Background Checks (Volunteers) | 5 years after obtaining report | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-007 | Bank Deposit Receipts | 5 years; provided audited | Paper | | <input type="checkbox"/> |
| FIN-008 | Bank Depository Agreements | 4 years after expiration | Paper | | <input type="checkbox"/> |
| FIN-054 | Bank Signature Cards | Until superseded | Paper | | <input type="checkbox"/> |
| FIN-055 | Quarterly Bank Collateral Reports | 2 years after audit | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-009 | Bank Statements | 5 years; provided audited | Paper | | <input type="checkbox"/> |
| FIN-045 | Bank Transfer Reports | Until bank stmt reconciliation | Paper | | <input type="checkbox"/> |
| FIN-049 | Bequest Records | 5 years after funds expended | Paper | | <input type="checkbox"/> |

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|---------------------------|---|-----------------------------------|----------------------|---|---------------------------------------|
| ADM-003 | Bids & Specifications (Accepted & Rejected) | Accepted: 15yrs Rejected: 3yrs | Paper | | <input type="checkbox"/> |
| ADM-004 | Blueprints & Plans for Completed Projects | Life of Structure | Paper | | <input type="checkbox"/> |
| FIN-010 | Board of Trustees Meeting Agenda & Packets | 1 year | Paper | | <input type="checkbox"/> |
| FIN-011 | Board of Trustees Meeting Minutes | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-012 | Board of Trustees Monthly Financial Report | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-005 | Board Policies | Until Superseded | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-013 | Budgets Filed with County Budget Commission | 10 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-006 | Building Project Records & Specifications | Life of Structure | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-014 | Cancelled Checks | 5 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-035 | Cell Phone Records/Logs | 2 years; provided audited | Paper | | <input type="checkbox"/> |
| FIN-015 | Check Registers | 5 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| CIR-001 | Circulation Manual | Until Superseded | Paper/ Electronic | | <input type="checkbox"/> |
| CIR-002 | Circulation Records & Reports | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| HR-004 | COBRA Insurance Records | 6 years from date of record | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-016 | Committee Meeting Minutes (Board of Trustees) | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-028 | Committee Meeting Minutes (Internal Library) | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-007 | Consultant Reports | 4 years | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-017 | Contracts | 15 years after expiration | Paper/ Electronic | | <input type="checkbox"/> |

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|---------------------------|---|---|----------------------|---|---------------------------------------|
| ADM-008 | Correspondence – Memos/Letters/Emails/Etc. | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-009 | Correspondence – Transitory (Phone Messages, Post-it Notes, etc.) | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-047 | Credit Card Machine Reports | 2 years; provided audited | Paper | | <input type="checkbox"/> |
| FIN-044 | Daily Fine, Sales, and Receipt Log | Until month-end balancing | Paper | | <input type="checkbox"/> |
| FIN-018 | Deeds (Property) | Permanent | Paper | | <input type="checkbox"/> |
| ADM-031 | Department Management Records & Reports | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-019 | Employee Bonds | 5 years after expiration | Paper | | <input type="checkbox"/> |
| HR-005 | Payroll Authorization Files | Until Superseded | Paper | | <input type="checkbox"/> |
| IT-004 | Employee General Work Computer Files (Reports, Data, Etc.) | UNLAV | Electronic | | <input type="checkbox"/> |
| HR-006 | Employee Personnel Files (Non-OPERS/Non-Payroll) | 2 years after termination | Paper | | <input type="checkbox"/> |
| ADM-034 | Employee Wellness Program Records | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-010 | Equipment Records (HVAC, Elevator, Autos, Copiers, Generator, Etc.) | 3 or until eqpt is no longer owned | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-022 | Federal, State, and City Income Tax Report | 25 years | Paper/ Electronic | | <input type="checkbox"/> |
| IT-002 | Firewall Logs | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-023 | Fixed Asset Inventories | Until superseded | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-011 | Flyers, Bookmarks, Program Announcements | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-024 | Grant Files | 5 yr min.; provided audited. May require longer retention. | Paper/ Electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|----------------------|---|---------------------------------------|
| HR-007 | Health Care Reform Records | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-025 | Health Reimbursement Account Records | 4 years | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-026 | Insurance Policies | 2 yrs after expiration & claims settled | Paper | | <input type="checkbox"/> |
| FIN-027 | Investment Records | 4 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| IT-001 | IT Purchase Order Requests | 1 year | Paper/ Electronic | | <input type="checkbox"/> |
| HR-009 | Job Applications & Resumes (Not Hired) | 4 years | Paper/ Electronic | | <input type="checkbox"/> |
| HR-010 | Job Descriptions | Until superseded | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-028 | Leases | 5 yrs after expiration | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-014 | Legal Opinions | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-046 | Levy/Bond Records | 5 yrs after expiration | Paper | | <input type="checkbox"/> |
| CIR-006 | Library Materials Inventories | Until superseded | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-015 | Library Publications | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-033 | Library Usage Statistics | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-016 | Litigation Records | 5 yrs after case is closed/appeals exhausted | Paper | | <input type="checkbox"/> |
| ADM-017 | Long Range Plan | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-018 | Meeting Room Applications | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| CIR-007 | Monthly Circulation Statistics | Until incorporated into year-end report | Paper/ Electronic | | <input type="checkbox"/> |

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| IT-005 | Network Drive Backups | 1 Week Cycle | Electronic | | <input type="checkbox"/> |
| FIN-029 | OH Bureau of Empl. Services Reports | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| HR-011 | OH Public Employee Risk Reduction Program Records and Reports | 5 years | Paper | | <input type="checkbox"/> |
| FIN-050 | OH Sales Tax Reports | 5 years | Paper | | <input type="checkbox"/> |
| ADM-042 | OH State Empl. Relations Board Reports | 5 years | Paper | | <input type="checkbox"/> |
| HR-012 | OH Unemployment Records | Permanent | Paper | | <input type="checkbox"/> |
| ADM-019 | Operating Procedures | Until superseded | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-030 | OPERS Reports & Files | 50 years | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-046 | OPERS Independent Contractor Determination | Permanent | Paper | | <input type="checkbox"/> |
| ADM-020 | Organizational Charts | Until superseded | Paper/ Electronic | | <input type="checkbox"/> |
| CIR-008 | Patron Library Card Records | 3 years or until superseded | Electronic | | <input type="checkbox"/> |
| ADM-032 | Patron Program Registrations and Information Requests | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-031 | Payroll Garnishments | 5 years after termination | Paper | | <input type="checkbox"/> |
| FIN-032 | Payroll Registers | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-033 | Payroll Reports: Monthly/Quarterly/Yearly | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-034 | Payroll Withholding Records | 4 years | Paper | | <input type="checkbox"/> |
| FIN-035 | Petty Cash Records | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-030 | Photos | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |

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| ADM-021 | Policies (HR, Board, Meeting Room, Vehicle, Credit Card, Cell Phone, Etc.) | Until superseded | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-036 | Prevailing Wage Records | 4 years after audited | Paper | | <input type="checkbox"/> |
| ADM-022 | Public Records Requests | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-023 | Public Relations News Releases, Records, Reports, & Letters | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-037 | Receipt and Revenue Ledgers | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-041 | Safety Inspections | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| IT-003 | Server Logs | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-024 | Sign-Up Logs for Library Services (Microfilm, Computer Use, Programs, Etc.) | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| IT-006 | Software and Media Licensing Information | Until no longer used | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-025 | Staff Schedules | 1 year | Paper/ Electronic | | <input type="checkbox"/> |
| TP-001 | Technical Processing/ Cataloging Records and Reports | UNLAV | Paper/ Electronic | | <input type="checkbox"/> |
| ADM-026 | Technology Plan | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-038 | Time Cards, Vacation/Sick Leave Records | 4 years after audited | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-043 | Vender Information Lists & Reports | 2 years | Paper/ electronic | | <input type="checkbox"/> |
| ADM-027 | Video Surveillance Records | 1 month | Electronic | | <input type="checkbox"/> |
| FIN-039 | W-2 Forms | 6 years; provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-052 | W-9 Forms | Until superseded or 2 yrs after contract expir. | Paper | | <input type="checkbox"/> |

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|---------------------------|--|--------------------------------------|----------------------|---|---------------------------------------|
| FIN-041 | Warrants/Vouchers/Invoices/Purchase Orders | 5 years after audited | Paper/ Electronic | | <input type="checkbox"/> |
| FIN-042 | Workers' Compensation Files & Reports | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| HR-013 | Workers' Compensation Claims | 7 years after termination | Paper/ Electronic | | <input type="checkbox"/> |
| HR-008 | Employee Benefit Contracts | 2 years after all claims are settled | Paper/ Electronic | | <input type="checkbox"/> |
| HR-014 | Employee FMLA Documents | 2 years after termination | Paper/ Electronic | | <input type="checkbox"/> |
| HR-015 | Employee Disability Accommodations | 2 years after termination | Paper/ Electronic | | <input type="checkbox"/> |
| HR-016 | Employee I-9 Forms | 1-year after terminations | Paper/ Electronic | | <input type="checkbox"/> |
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