



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

OHIO HISTORY CONNECTION

JAN 13 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

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) <i>Cassie Stout</i>	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	Ross
(address)	(city)	(zip code)	(county)	

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

estout@crapl.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.

<i>Cassie Stout</i>	01/12/2022
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Digitally signed by Fred Previts		
Signature	State Archivist	01-20-2022
	Title	Date

Section D: Auditor of State

Martin E. Meeks	Records Manager
<small>Digitally signed by Martin E. Meeks Date: 2022.02.02 13:42:39 -05'00'</small>	
Signature	Title
<i>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</i>	

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	Audited means: the years encompassed by the records	<input type="checkbox"/>
HR-001	Accident/Incident Reports	5 years	Paper/ Electronic	have been audited by the Auditor of State and the audit report has been released	<input type="checkbox"/>
FIN-001	Accounting Computer System Backups	Until Superseded	Electronic	pursuant to Sec. 117.26 O.R.C	<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 checked="" type="checkbox"/>
ADM-002	Annual Report to State Library of Ohio	Permanent	Paper/ Electronic		<input checked="" 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"/>

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
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 checked="" 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 checked="" 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 checked="" 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"/>

Chillicothe & Ross County Public Library

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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 checked="" 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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(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
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 checked="" 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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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