



JUL - 2 2014

RECORDS RETENTION SCHEDULE (RC-2)
 STATE AND LOCAL GOVERNMENT RECORDS

See instructions before completing this form.

Section A: Records Retention Schedule

Hamilton County Engineer's Office
 (local government entity)

General Schedule
 (unit)


 (signature of responsible official)

Theodore B. Hubbard
 (name)

County Engineer
 (title)

June 25, 2014
 (date)

Section B: Records Commission

Hamilton County
 Records Commission

513-946-5622
 (telephone number)

1000 Main Street, Room B-25
 (address)

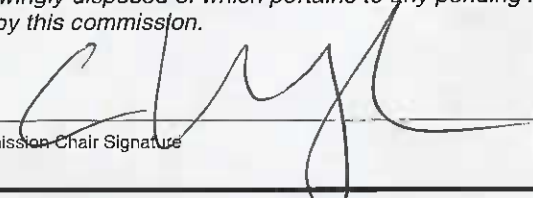
Cincinnati
 (city)

45202
 (zip code)

Hamilton
 (county)

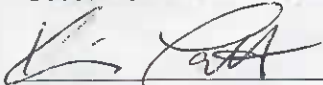
To have this form returned to the Records Commission electronically, include an email address: ahaas@cms.hamilton-co.org

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

6/25/14
 (date)

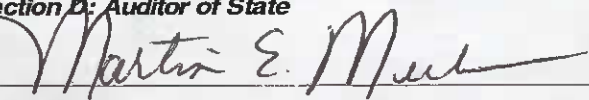
Section C: Ohio Historical Society - State Archives


 Signature

Government Records Archivist
 Title

7/21/2014
 (date)

Section D: Auditor of State


 Signature

8-1-14
 (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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Page 2 of 24
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Section E: Records Retention Schedule

Hamilton County Engineer's Office

General Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
GENERAL-14-02	<u>Accident Reports</u> (includes all reports of accidents including First Report of Injury Forms where a workers compensation claim was not filed)	2 Years, provided audited	Paper until converted to electronic, then destroy		<input type="checkbox"/>
GENERAL-14-01	<u>Accident Reports</u> (includes all reports of accidents including First Report of Injury Forms where a workers compensation claim was not filed)	2 years provided audited	Electronic		<input type="checkbox"/>
SURVEY-14-01	<u>Aerial Records</u> (photographic and digital imagery of aerial photography, orthophotography, oblique photography and pictometry)	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
PERSNL-14-01	<u>Agreements and Contracts</u> (Non-Purchasing agreements) (i.e., Bargaining Unit Agreements, Service Agreements with other County Departments, Benefits Plan Documents)	10 Years after expiration	Paper and or electronic		<input type="checkbox"/>
GENERAL-14-03	<u>Agreements and Contracts</u> Agreements, amended agreements, contracts, amended contracts (Ohio Revised Code 2305.6)	15 years	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-04	<u>Agreements and Contracts</u> (Purchasing) (these are copies of original documents maintained by County Purchasing Department and the County Commissioners)	Until no longer of administrative value	Paper and or Electronic		<input type="checkbox"/>



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BUDGET-14-02	<u>Allotment and Plan Adjustment</u> <i>Worksheets used for proposed budgets, legislative testimony and related documents.</i>	Retain until budget is in effect, then destroy.	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-05	<u>Annual Report</u> <i>(also includes other published periodic reports on agency activities)</i>	Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value.	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-02	<u>Bargaining Agreement Negotiation Files</u> <i>(including draft and final agreements; fact-finding and conciliation files)</i>	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
PERSNL-14-03	<u>Bargaining Agreement Negotiation Files</u> <i>(including draft and final agreements; fact-finding and conciliation files)</i>	Until no longer of Administrative Value	Electronic		<input type="checkbox"/>
BRIDGE-14-02	<u>Bridge Records</u> <i>(load rating information; soil investigations / borings / geotechnical reports)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>
BRIDGE-14-01	<u>Bridge Records</u> <i>(contract documents and plans used to construct or rehabilitate a bridge)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>



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BUDGET-14-03	<u>Budget Detail Records</u> <i>Detail information supporting departmental input to the Budget for the County Engineer's Office</i>	3 Years after current budget approved	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-04	<u>Budgets</u> <i>Annual forecast of expenditures for fiscal year. (Originals maintained by County Auditor)</i>	Retain until budget is in effect, then destroy.	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-04	<u>CDL Collection Process Documents</u> <i>(random list from lab) (These are copies, originals held by County Human Resources Department)</i>	2 Years	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-05	<u>CDL Results of Negative on Controlled Substances & Less than 0.02 alcohol</u> <i>(These are copies, originals held by County Human Resources Department)</i>	1 Year	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-05	<u>Cellular Telephone Bills</u> <i>Cellular Telephone Bills for phones used by employees issued by County</i>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-06	<u>Claims and Litigation Records</u> <i>(personnel related records, i.e., OCRC and EEOC Charges, worker's compensation and liability claims, Court appeals, etc.)</i>	5 Years after case is closed and appeals exhausted	Paper and or Electronic		<input type="checkbox"/>



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GENERAL-14-06	<u>Claims and Litigation Records</u> <i>(information related to legal issues claims and lawsuits)</i>	5 Years after case is closed and appeals exhausted	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-07	<u>Classification Plan Documents</u> <i>(classification specifications, job audits, reclassifications files, compensation plan and schedules)</i>	Until no longer of Administrative Value	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-08	<u>Commercial Drivers' License (CDL) Recordkeeping Documents</u> <i>(random DOT audits, test results for positive alcohol, positive controlled substances, refusals, driver evaluations & referrals) (These are copies, originals held by County Human Resources Department)</i>	5 Years	Paper and or Electronic		<input type="checkbox"/>
CONSTR-14-01	<u>Construction Records</u> <i>(records including but not limited to plans, bid documents, project correspondence, material testing reports, shop drawings, validation books, pay estimates, prevailing wage, and inspectors daily reports, etc.)</i>	Retain 2 Years after project has been completed	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-07	<u>Copies of Records</u> <i>Extra carbon, photocopies, duplicate tracings, mylars, etc.</i>	Until no longer of administrative value	Paper / Mylar / Linen / Electronic		<input type="checkbox"/>
GENERAL-14-08	<u>Correspondence (Administrative)</u> <i>Response Letters to written correspondence received from the public (Log Letters)</i>	2 Years provided audited	Paper and or Electronic		<input type="checkbox"/>

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GENERAL-14-09	<u>Correspondence (Executive)</u> <i>Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, procedures, program, fiscal and personnel matters.</i>	4 Fiscal Years. Review by Ohio Historical Society (OHS) for possible transfer. Destroy if of no historical value.	Paper and or Electronic		<input checked="" type="checkbox"/>
GENERAL-14-10	<u>Correspondence (Standard form letters)</u> <i>Includes correspondence from various individuals including internal, companies, and organizations requesting information pertaining to agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).</i>	1 Year, then destroy	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-11	<u>Correspondence, Routine</u> <i>Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.</i>	1 Year, then destroy	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-12	<u>Directives, Manuals, and Handbooks</u> <i>Publications produced by an agency detailing operations, regulations, and/or procedures of an agency. (i.e. policy manuals, employee handbooks, administrative regulations, procedures and guidelines, etc.)</i>	Until superseded or no longer of administrative value	Paper and or Electronic		<input type="checkbox"/>
IT-14-01	<u>Disaster Preparedness and Recovery Plans</u> <i>(records related to the protection and re-establishment of data processing services, equipment and data (back up files) in case of disaster.</i>	Retain until superseded by revised plan, then destroy.	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-09	<u>Discipline, Grievance, Arbitration and State Personnel Board of Review Appeal Files</u> <i>(supporting documentation, hearing and investigation notes)</i>	5 Years after closed and appeals exhausted	Paper and or Electronic		<input type="checkbox"/>



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GENERAL- 14-13	<u>Drafts</u> <i>Drafts of letters, memoranda, worksheets, reports and preparation of recorded information</i>	Until no longer of administrative value	Paper and or Electronic		<input type="checkbox"/>
SOTRM-14- 02	<u>Drainage Complaint Records</u> <i>(information regarding citizen complaints for flooding or drainage related problem)</i>	Permanent	Paper or Electronic		<input type="checkbox"/>
SURVEY- 14-02	<u>Drug Surveys</u> <i>(information pertaining to survey requests by Prosecutor's Office involving drug related prosecutions)</i>	Retain for 2 Years after date of subpoena, then destroy.	Paper and or Electronic		<input type="checkbox"/>
PERSNL- 14-10	<u>EEO-4 Reports and Supporting Documentation</u>	3 Years	Electronic		<input type="checkbox"/>
IT-14-02	<u>Email</u> <i>Non-record and transitory record messages (sent or received, including meeting notices, calendar invites, drafts, personal messages, publically available publications, list serve messages, etc.)</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
IT-14-03	<u>Email</u> <i>Non-record and transitory record messages (sent or received, including meeting notices, calendar invites, drafts, personal messages, publically available publications, list serve messages, etc.)</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>



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PERSNL-14-11	<u>Employee Applications and Resumes</u> <i>(Employment application of hired applicants kept permanent in personnel file)</i>	2 Years	Electronic (Applicant Tracking System)		<input type="checkbox"/>
PERSNL-14-13	<u>Employee Benefits Documents</u> <i>Copies of benefits information (i.e. annual enrollment, fine arts fund, United Way elections, COBRA, transportation reimbursement, tuition reimbursement, etc.) Originals held by appointing authority</i>	5 Years	Paper		<input type="checkbox"/>
PERSNL-14-12	<u>Employee Benefits Documents</u> <i>(i.e., annual enrollment, COBRA, transportation reimbursement, tuition reimbursement, etc.) (These are copies, originals held by County Human Resources Department)</i>	5 Years	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-14	<u>Employment Applications, Cover Letters, and Resumes</u> <i>(Employment application of hired applicants kept permanent in personnel file)</i>	2 Years	Electronic (Applicant Tracking System)		<input type="checkbox"/>
FLT&EQUIP-14-01	<u>Equipment Records</u> <i>(records for small and heavy equipment; records involving personal protective equipment; etc.)</i>	Until asset no longer owned	Paper or Electronic		<input type="checkbox"/>
IT-14-04	<u>Equipment Records</u> <i>(records related to the purchase, service, warranty, etc. of computers, servers, printers, scanners, smart phones, cellular phones and other information technology related equipment)</i>	Retain until equipment no longer owned.	Paper and or Electronic		<input type="checkbox"/>



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PERSNL-14-15	<u>Ethics Forms</u> (Disclosures; Verification of License, Registration or Certification; and Financial Disclosure Statements)	3 Years after separation	Paper and or Electronic		<input type="checkbox"/>
FACLT-14-01	<u>Facilities Maintenance Records</u> (records indicating maintenance performed on facilities, i.e. sprinkler testing records, repair records, etc.)	Retain 2 Years after audited	Paper and or Electronic		<input type="checkbox"/>
FACLT-14-02	<u>Facilities Records</u> (information pertaining to buildings or structures operated by the Hamilton County Engineer's Office - i.e. lease agreements, repair work, janitorial records, gate entry records etc.)	Retain 2 years after audited	Paper and or Electronic		<input type="checkbox"/>
MAINT-14-01	<u>FEMA Disaster Records</u> (FEMA recovery information and reimbursement records; Emergency Recovery Event documentation)	2 Years after audited	Paper and or Electronic		<input type="checkbox"/>
FLT&EQUIP-14-02	<u>Fuel Records</u> (fuel usage records)	Retain 2 Years after audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-16	<u>General Human Resources Files</u> (county departmental information, compensation and benefits surveys, wage studies, etc.)	Until no longer of Administrative Value	Paper and or Electronic		<input type="checkbox"/>



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SPCLPRJ-14-02	<u>Hamilton County Transportation Improvement District Records</u> (Copies of Transportation Improvement District (TID) documents) Original documents kept by the appointing authority (Board of County Commissioners)	4 Years, provided audited	Paper and / or Electronic		<input type="checkbox"/>
PERSNL-14-17	<u>Human Resources Training Records</u> (safety training, student transcripts, course registration, confirmation, and sign-in sheets)	Until No longer of Administrative Value	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-18	<u>I-9 Employment Eligibility Forms</u>	3 Years from date of hire or 1 Year from date of separation, whichever is longer	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-14	<u>Index Records</u> (i.e. index to bridges, culverts, ditches, etc.)	Retain until converted to Electronic media; Electronic to be Permanent	Paper and / or Electronic		<input type="checkbox"/>
GENERAL-14-15	<u>Inspection Records</u> (documents related to assets; construction activity, or condition assessment or similar functions. i.e. bridge, culvert, ditch, road, etc.)	Until superseded by next inspection or 1 Year after project completion.	Paper and / or Electronic		<input type="checkbox"/>
GENERAL-14-16	<u>Insurance Policies</u> (Ohio Revised Code 2305.10)	2 Years after expiration, provided all claims have been settled	Paper and or Electronic		<input type="checkbox"/>



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GENERAL-14-17	<u>Inventory</u> <i>(official copy is filed annually with County Commissioners' and Auditor's Office)</i>	Until no longer of Administrative Value	Electronic		<input type="checkbox"/>
GENERAL-14-18	<u>Inventory</u> <i>(annual or periodic accounting of public property / assets)</i>	3 Years provided audited	Paper		<input type="checkbox"/>
PERSNL-14-19	<u>Job Descriptions</u>	Until superseded or classification abolished	Paper		<input type="checkbox"/>
PERSNL-14-20	<u>Job Posting Files - Recruitment</u> <i>(may contain employment applications, resumes, background checks of applicants not hired, interview notes)</i>	2 Years	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-21	<u>Lay-off Files</u> <i>(employee documentation)</i>	7 Years	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-06	<u>Leases</u>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>



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PERSNL-14-22	<u>Leave Records</u> (Time off requests; doctors' statements and Family Medical Leave (FML) documentation)	4 Years Provided Audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-23	<u>Leave Requests</u> (Sick and Vacation)	4 Years, provided audited	Paper and or Electronic		<input type="checkbox"/>
FLT&EQUIP-14-03	<u>Maintenance Records</u> (warranty, extended warranty, replacement guarantee information, etc.)	Until expiration of warranty or guarantee	Paper and or Electronic		<input type="checkbox"/>
FLT&EQUIP-14-04	<u>Maintenance Records</u> (records of service for vehicles and or equipment i.e. testing and inspection records for bucket trucks and overhead cranes, etc.)	Until asset is no longer owned	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-19	<u>Officials' Bonds</u> (Ohio Revised Code 2305.12)	10 Years after expiration provided audited	Paper and or Electronic		<input type="checkbox"/>
SPCLPRJ-14-03	<u>Ohio Public Works Commission Records</u> (Copies of Ohio Public Works Commission (OPWC) documents) Original documents forwarded to OPWC Commission	2 Years after project completion and audit by Commission	Paper and / or Electronic		<input type="checkbox"/>



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TRAFFIC-14-01	<u>Painting and Striping Records</u> <i>(records of centerline, and edge pavement striping; traffic marking identification such as cross walk, stop bars, school crossing, etc.)</i>	Retain 4 Years	Paper and or Electronic		<input type="checkbox"/>
FLT&EQUIP-14-05	<u>Parts Inventory</u> <i>(listing of service repair parts for equipment)</i>	Retain 2 Years after Audited	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-01	<u>Pay-Ins</u> <i>Accounts Receivable Detail</i>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-24	<u>Payroll Files</u> <i>(worksheets and documentation used to input payroll information for bi-weekly payroll and payroll journals) (sick / vacation payouts upon retirement)</i>	3 Years Provided Audited	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-08	<u>Payroll Records</u> <i>Originals held by County Auditor or Chief Fiscal Officer</i>	Permanent	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-07	<u>Payroll Records</u> <i>Copies of payroll records held by Appointing Authority</i>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>



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CONSTR-14-02	<u>Permit Records</u> (records pertaining to permits for work performed in the road right-of-way, open cut, driveway, excavation, etc.)	5 Years after audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-25	<u>Personnel Files</u> (employment application and appointment documentation, personnel actions, position descriptions, performance evaluations, Federal and State withholding forms, background checks)	Electronic - retain portions used to verify employment, retirement, or OPERS contributions	Electronic		<input type="checkbox"/>
PERSNL-14-26	<u>Personnel Files</u> (employment application and appointment documentation, personnel actions, position descriptions, performance evaluations, Federal and State withholding forms, background checks)	50 Years (Paper copy destroyed 6 Years after separation and file converted to Electronic)	Paper		<input type="checkbox"/>
PERSNL-14-27	<u>Personnel Files</u> (employment application and appointment documentation, personnel actions, position descriptions, performance evaluations, Federal and State withholding forms, background checks)	50 Years (Paper copy destroyed after conversion to Electronic)	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-09	<u>Phone Records</u> Telephone and cellular bills and long distance logs	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-28	<u>Policy Manuals, Administrative Regulations, Procedures and Guidelines</u> (revisions and supporting documentation)	Until superseded and No Longer of Administrative Value	Paper and or Electronic		<input type="checkbox"/>



800 E. 17th Avenue
 Columbus, Ohio 43211-2497

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PERSNL- 14-29	<u>Policy Manuals, Administrative Regulations, Procedures and Guidelines</u>	Until superseded or no longer of administrative value	Electronic		<input type="checkbox"/>
PERSNL- 14-30	<u>Position Descriptions and supporting Documentation, FLSA test files</u>	Until Superseded	Paper and or Electronic		<input type="checkbox"/>
GENERAL- 14-20	<u>Professional Association Records</u> <i>records associated with professional associations (i.e. County Engineer's Association of Ohio, etc.)</i>	Until no longer of administrative value	Paper and or Electronic		<input type="checkbox"/>
PL&DSGN- 14-02	<u>Project Contract Documents</u> <i>(final design documents prepared in house or by consultant, i.e. plans, specifications, estimates, studies, calculations, etc.)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>
GENERAL- 14-21	<u>Prosecutor's Opinions</u> <i>(requests for legal guidance, correspondence with County Prosecuting Attorney on matters of County business - Note attorney client privilege documents)</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
GENERAL- 14-22	<u>Public Records Requests</u>	2 Years	Paper and or Electronic		<input type="checkbox"/>



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BUDGET-14-10	<u>Purchase Orders</u>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-23	<u>Recordings</u> <i>(audio, video recordings and short hand notes of meetings used for creation of meeting minutes)</i>	30 days after transcribed or minutes approved	Electronic		<input type="checkbox"/>
GENERAL-14-24	<u>Records Retention and Disposition Documents</u> <i>Departmental copies of RC-1, RC-2, RC-3, and other locally developed forms documenting the retention and disposition of public records. (Original held permanently by County Records Commission).</i>	Until superseded, provided audited	Paper and / or Electronic		<input type="checkbox"/>
PERSNL-14-31	<u>Reports - Statistical</u> <i>(Sick Leave Usage, Employee turnover, benefits, etc.)</i>	5 Years	Paper and or Electronic		<input type="checkbox"/>
PL&DSGN-14-03	<u>Right-of-Way Records</u> <i>(information pertaining to the acquisition of right-of-way due to project planning and construction)</i>	Permanent	Paper and or Electronic		<input type="checkbox"/>
RRECDS-14-01	<u>Road Records</u> <i>Project File Records (records pertaining to projects established by the Hamilton County Engineer's Office) (Also refer to Construction Records, Planning and Design Records, Bridge Records, and Culvert Records)</i>	Until no longer of administrative use	Paper and or Electronic		<input type="checkbox"/>



Section E: Records Retention Schedule

Hamilton County Engineer's Office

General Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
RRECDS-14-02	<u>Road Records</u> <i>Office File Records (records pertaining to business practices of the Office of the County Engineer including but not limited to records documenting interaction with outside agencies such as ODOT, OKI, Townships, Municipalities, Consultants, etc.)</i>	Until no longer of administrative use	Paper and or Electronic		<input type="checkbox"/>
RRECDS-14-03	<u>Road Records</u> <i>(records pertaining to County roads including but not limited to easement, establishment, dedication, vacation, maintenance, transfer, etc.) (Also refer to Survey Records)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>
PERSNL-14-32	<u>Sick / Vacation Payouts upon retirement</u>	2 Years	Paper		<input type="checkbox"/>
SWALK-14-01	<u>Sidewalk Records</u> <i>(records pertaining to the installation and maintenance of sidewalks, including but not limited to correspondence, permits, bid information, schedule, inventory and inspection records, installation requests, complaints, and assessment records)</i>	Retain 7 Years until 6-Year sidewalk schedule is complete.	Paper and or Electronic		<input type="checkbox"/>
CONSTR-14-03	<u>Sight Distance Studies</u> <i>(records indicating evaluation of proper sight distance for vehicular traffic at intersections)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>
TRAFFIC-14-03	<u>Sign Inventory</u> <i>(database containing sign inventory indicating location, type, material, condition, etc.)</i>	Permanent	Paper and or Electronic		<input type="checkbox"/>



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Section E: Records Retention Schedule

Hamilton County Engineer's Office
 (local government entity)

General Schedule
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TRAFFIC-14-04	<u>Sign Shop Records</u> <i>(Foreman reports, sign installation, sign repairs, etc.)</i>	Permanent	Paper and or Electronic		<input type="checkbox"/>
TRAFFIC-14-05	<u>Signal Shop Records</u> <i>(Signal inspection and maintenance reports, etc.)</i>	Permanent	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-25	<u>Sign-in Records</u> <i>Sign-in sheets (Ohio Revised Code 2305.11 and 4111.14)</i>	3 Years, provided audited	Paper and or Electronic		<input type="checkbox"/>
IT-14-05	<u>Software</u> <i>Program Installation media - Discs, CD's, DVD's, SSD's, etc. used for OS installation and drivers etc.</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
SUBDIV-14-02	<u>Subdivision Records</u> <i>Administrative documents used in the acceptance process for public streets. (i.e. transmittals, utility coordination, and review process documentation)</i>	Until no longer of administrative value	Paper and / or Electronic		<input type="checkbox"/>
GENERAL-14-26	<u>Surveillance Tapes / Videos</u> <i>Footage documenting daily actions of individuals within its office and on its grounds for security purposes</i>	Until no longer of administrative value, provided no action pending	Audio and / or video tapes or Electronic Recording		<input type="checkbox"/>



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SURVEY-14-07	<u>Survey Records</u> (survey monument information including but not limited to benchmarks, section corners, witnesses, state line monumentation, etc.)	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
SURVEY-14-08	<u>Survey Records</u> (plat records including but not limited to annexation, dedication, vacation, corporation line, easement records, etc.)	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
SURVEY-14-09	<u>Survey Records</u> (Record of surveys in the County including but not limited to plats, surveyor notes, field books, etc.)	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
SURVEY-14-04	<u>Survey Records</u> (official survey records - may include Virginia Military surveys, Between the Miami's surveys, Miami River surveys, etc.)	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
SURVEY-14-03	<u>Survey Records</u> (plats and maps indicating property boundary information)	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
SURVEY-14-06	<u>Survey Records</u> (records of surveys in the County conducted by private surveyors)	Until no longer of Administrative Use	Paper, Linen, Mylar, and or Electronic		<input type="checkbox"/>



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SURVEY-14-05	<u>Survey Records</u> <i>(master files may include but not limited to project related survey requests, right-of-way marking requests, job records, research for annexations, dedications, vacations, etc.)</i>	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
IT-14-06	<u>System Backup Files</u> <i>(copies of master files or databases, application software, directories, and other records necessary to restore a system in case of a disaster or inadvertent destruction.</i>	Retain for a minimum of 6 backup cycles, then destroy.	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-33	<u>Table of Organization</u>	Used until Superseded and no longer of Administrative Value	Electronic		<input type="checkbox"/>
SURVEY-14-11	<u>Tax Map Records</u> <i>(Plats and old index sheets indicating parcel dimensions used for taxing purposes)</i>	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
SURVEY-14-10	<u>Tax Map Records</u> <i>(surveys and records prepared for transfer of property, including but not limited to consolidations, cut-ups, annexation, dedications, vacations, etc.)</i>	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
GENERAL-14-27	<u>Time Cards</u> <i>(Ohio Revised Code 2305.11 and 4111.14)</i>	Permanent	Paper (prior to 12/31/06) until converted to electronic		<input type="checkbox"/>



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Section E: Records Retention Schedule

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GENERAL-14-28	Time Cards <i>(Ohio Revised Code 2305.11 and 4111.14)</i>	Permanent	Electronic (Timecard database and Paycor System)		<input type="checkbox"/>
PERSNL-14-34	Timesheets / Overtime Authorization Forms	3 Years Provided Audited	Paper and or Electronic		<input type="checkbox"/>
SURVEY-14-12	Topographic Records <i>(contours produced indicating the terrain of the land)</i>	Permanent	Paper, Linen, Mylar, and or Electronic		<input checked="" type="checkbox"/>
TRAFFIC-14-06	Traffic Counts <i>(Record of traffic volume per location)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>
TRAFFIC-14-07	Traffic Intersection Files <i>(Files on intersections examined or reviewed)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>
TRAFFIC-14-08	Traffic Route Files <i>(Complete files on routes)</i>	Permanent	Paper and or Electronic		<input checked="" type="checkbox"/>



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IT-14-07	<u>Training Information</u> <i>(material created to provide training to employees - memoranda, flyers, catalogues, registration forms, rosters, tests, Microsoft Power Point or Adobe PDF how to guides, etc.)</i>	Retain until no longer of administrative value to agency, then destroy.	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-29	<u>Transient Documents</u> <i>Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.</i>	Until no longer of administrative value	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-35	<u>Travel Expense Records</u> <i>(reports and forms for reimbursement)</i>	3 Years Provided Audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-36	<u>Unemployment Records</u>	4 Years after date of final payment	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-30	<u>Vehicle Maintenance Records</u> <i>Records related to the repair and routine maintenance of County owned vehicles.</i>	3 Years, provided audited	Paper / and or Electronic		<input type="checkbox"/>
FLT&EQUIP-14-06	<u>Vehicle Records</u> <i>(records associated with vehicles, registration numbers, VIN numbers, etc.)</i>	Until asset no longer owned	Paper and or Electronic		<input type="checkbox"/>



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TRAFFIC-14-09	<u>Vehicular Accident Reports from Law Enforcement</u> <i>(traffic accident reports from law enforcement agencies)</i>	Retain 4 Years	Paper and or Electronic		<input type="checkbox"/>
GENERAL-14-31	<u>Vehicular Mileage Records</u> <i>Log of mileage and expenses incurred in county-owned vehicles.</i>	Until vehicle sold or removed from inventory	Paper and / or Electronic		<input type="checkbox"/>
BUDGET-14-11	<u>Vendor Files</u> <i>(copies of paid invoices and purchase orders. Originals maintained by County Auditor)</i>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-12	<u>Voucher Registers or Journals</u>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
BUDGET-14-13	<u>Vouchers</u> <i>Accounts Payable Detail</i>	2 Years after being audited	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-37	<u>W-2 records</u> <i>Year end earnings statements</i>	4 Years, provided audited	Paper		<input type="checkbox"/>



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PERSNL-14-38	<u>W-2 records</u> Year end earnings statements	4 Years, provided audited	Electronic (Paycor System)		<input type="checkbox"/>
MAINT-14-02	<u>Work Assignment Records</u> (force account records, daily labor reports, foreman's reports, journals, work logs, etc.)	Retain until no longer of administrative use	Paper and or Electronic		<input type="checkbox"/>
PERSNL-14-39	<u>Worker's Compensation Claim Files and PERRP (OSHA) Incident Reports</u> (including State and Self-Insured Claims) (Copies, Originals held by County Human Resources)	10 Years from date of injury	Electronic		<input type="checkbox"/>