

## PUBLIC RECORDS REQUEST

Portage County is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. Our office is under no obligation to create records to meet public record requests but will prepare and make available those records which do comply with your request. If we cannot reasonably identify what public records you are requesting, you may revise your request and we will explain to you the manner in which the office's records are maintained

*To be completed by employee if not completed by the requester based on nature of the request.*

<b>Name of Requester*</b>		<b>Today's Date</b>
<b>Street Address</b>	<b>City, State, ZIP</b>	
<b>Phone Numbers (please indicate cell, land line or pager)</b>	<b>E-mail Address</b>	
<p><b>INFORMATION REQUESTED: <i>Please be specific.</i></b> Records sought must be identified with sufficient clarity in order to allow this office to identify, retrieve and review the records. The records custodian is available to assist by advising you of the manner in which records are kept.  <i>Please Print.</i>  <b>Type of Record Requested</b> _____ <b>Relevant Date(s)</b> _____  <b>Description</b>          _____          _____          _____</p>		
For additional space, please use the reverse side of this form.		
COMPLETED RESPONSE		
<b>Date Requester Notified</b> _____		<b>By:</b> _____ <b>Via:</b> _____ <small>(Employee) (Phone #, mail, e-mail)</small>
<b>Date Response Mailed, Picked Up or Inspected (Circle one)</b> _____		
<b>Total Cost \$</b> _____ <b>including actual postage cost of \$</b> _____		
<b>Number of copies requested</b> _____ <b>@ \$.05 Per Page</b> First Five (5) Copies are Free of Charge		<b>Total fee \$</b> _____
<b>Copies of other materials</b> _____ <b>@</b>		<b>Total fee \$</b> _____

**I. RECORDS RETENTION SCHEDULE FOR GENERAL RECORDS (RC-2) FOR THE BOARD OF COUNTY COMMISSIONERS' OFFICE AND BOARD OF COMMISSIONERS' DEPARTMENTS (3/15/2012, rev. 5/3/2012, rev. 3/3/2020).**

Records Retention Schedules specific to each Board of Commissioner department shall be completed and retained in the department. When a Commissioner department's Records Retention Schedule is silent on the retention period for a record series, the department is to follow the Board of Commissioners' RC-2 below.

**Records Retention Forms:**

- **RC-1** - Forms are used for a One Time Disposal of Obsolete Records that are no longer created or maintained. After a One-Time Disposal of Obsolete Records (RC-1) has been reviewed by the State Archives-LGRP and approved by the Auditor of State, you will no longer be required to send in an RC-3 prior to disposal.
- **RC-2** - Forms are the Retention Schedules. The RC-2 dictates how long each record series is going to be retained. RC-2 forms should include a brief description for each records series so that State Archives-LGRP may more accurately determine which records series will require a RC-3 form.
- **RC-3** - Form is a Certificate of Disposal for records identified on a RC-2 form.

**Records Retention Procedure:**

1. RC-1, RC-2 and RC-3 forms should be sent to the Board of Commissioners' (BOC) Clerk to present to the Records Commission for review.
2. The Records Commission meets twice a year. The BOC Clerk will notify departments when the Records Commission is meeting so the appropriate forms can be forwarded to the Clerk prior to the meeting.
3. The Records Commission will review and consider the RC forms. Once the RC forms are approved by the Records Commission, the Clerk will forward the forms to the State Archives for review and signature.
4. Once reviewed and signed by the State Archives, the forms are returned to the local government via email, if one is provided, or by mail.
5. The BOC Clerk will forward the copy to the appropriate department.

**BOC RECORDS RETENTION SCHEDULE:**

(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
12-1	Accident Reports  Bodily injury to non-employee  Employee injury reports  Damage to county vehicle	6 years provided no action pending Place in personnel file  6 years provided no action pending	Paper		<input type="checkbox"/>
12-2	Accounts Receivable Ledger and Documents	3 years provided audited	Paper		<input type="checkbox"/>
12-3	Activity Reports	2 years	Paper		<input type="checkbox"/>
12-4	Agendas – Hard Copy Scanned Agendas	2 years 2 years	Paper Electronic		<input type="checkbox"/>

(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
12-5	Annual County Budgets	Permanent	Paper Microfilm		<input checked="" type="checkbox"/>
12-6	Annual Department/Office Budgets	5 years	Paper		<input type="checkbox"/>
12-7	Annual Reports	Permanent	Paper		<input checked="" type="checkbox"/>
12-8	Applications for employment	1 year after receipt	Paper		<input type="checkbox"/>
12-9	Attendance Reports/Records	3 years	Paper		<input type="checkbox"/>
12-10	Audiovisual, PR & Training Materials	Until information is superseded Appraise for historical value	Paper		<input checked="" type="checkbox"/>
12-11	Audit reports (federal, state and internal)	5 years	Paper		<input type="checkbox"/>
12-12	Automatic data processing and electronic data processing media	Erase when no longer of administrative value/No RC-3 required	Tape and/or digital		<input type="checkbox"/>
12-13	Badges and IDs	Turn in upon termination of employment			<input type="checkbox"/>
12-14	Bank deposit receipts	3 years provided audited	Paper		<input type="checkbox"/>
12-15	Bank statements	3 years provided audited	Paper		<input type="checkbox"/>
12-16	Blank forms	Until obsolete or superseded/No RC-3 required	paper		<input type="checkbox"/>
12-17	Blue prints/vellums	Until updated or obsolete Appraise for historical value/No RC-3 required	paper		<input type="checkbox"/>
12-18	Bids (successful)	A. Copies of successful bids to provide goods and services – 3 years after expiration of contract  B. Original, if made part of contract and filed with contract – 15 years after expiration of contract	Paper		<input type="checkbox"/>
12-19	Bids (unsuccessful)	2 years after letting of the contract	paper		<input type="checkbox"/>

(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
12-20	Bond coupons	2 years provided audited	Paper		<input type="checkbox"/>
12-21	Bond registers	20 years after issue called or redeemed	Paper		<input type="checkbox"/>
12-22	Bonds (redeemed)	2 fiscal years after redeemed, provided audited	Paper		<input type="checkbox"/>
12-23	Budget preparation documents (working papers)	4 years	Paper		<input type="checkbox"/>
12-24	Bulletins, posters and notices to employees	Until no longer administratively necessary/No RC-3 required	Paper		<input type="checkbox"/>
12-25	Calibration records	5 years	Paper		<input type="checkbox"/>
12-26	Cancelled checks	3 years provided audited	Paper		<input type="checkbox"/>
12-27	Cash books/journals	3 years provided audited	Paper		<input type="checkbox"/>
12-28	Check registers	3 years provided audited	Paper		<input type="checkbox"/>
12-29	Claims and litigation records	5 years after case is closed and appeals are exhausted	Paper		<input type="checkbox"/>
12-30	Collective Bargaining Agreement/Union Contract	15 years after expiration	Paper		
12-31	Compliance reports	5 years	Paper		<input type="checkbox"/>
12-32	Continuing education certificates/Class seminars/Training attendance records	Place in personnel file	Paper		<input type="checkbox"/>
12-33	Contracts/agreements	15 years after expiration	Paper		<input type="checkbox"/>
12-34	Copies of records	Destroy when no longer of administrative value/No RC-3 required	Paper		<input type="checkbox"/>
12-35	Correspondence Routine form letters General Executive	1 year 2 years 5 years	Paper		<input type="checkbox"/>

(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
12-36	Delivery/packing slips	2 years	Paper		<input type="checkbox"/>
12-37	Desk/appointment calendar	3 months after end of calendar year	Paper		<input type="checkbox"/>
12-38	Disaster plans  COOP (Continuity of Operations Plan)	Until updated or superseded/No RC-3 required Until updated or superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-39	Dispatcher radio/telephone calls/audit recordings	30 days, erase and reuse providing no action is pending/No RC-3 required	Tape and/or digital		<input type="checkbox"/>
12-40	Dog Warden Weekly Reports	Until audited	Paper		
12-41	Drafts	Until no longer administratively necessary/No RC -3 required	Paper		<input type="checkbox"/>
12-42	Drawings, tracings, Mylars	Until superseded or obsolete. Appraise for historical value/No RC-3 required	Paper		<input type="checkbox"/>
12-43	<b>Electronic mail (E-Mail)</b>  Non-record materials Personal Correspondence i.e. "let's do lunch"  Non-state publications: i.e. electronic newsletters, advertisements  Intermediate retention: i.e. general correspondence, informative letters & memos that do not affect policy  Routine correspondence i.e. referral letters, requests for information Weekly or monthly reports  Executive Correspondence	Retain according to content  Delete Immediately/No RC -3 required  Delete immediately/No RC -3 required  Retain in accordance with correspondence guidelines (12-34) /No RC -3 required  Six months 1 year for ongoing projects  Retain in accordance with correspondence guidelines (12-34)	Paper/ Electronic		
12-44	Equipment inventories	3 years	Paper		<input type="checkbox"/>
12-45	Equipment maintenance records	Life of equipment	Paper		<input type="checkbox"/>

(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
12-46	Expense records	3 years	Paper		<input type="checkbox"/>
12-47	Fax Logs Messages	1 year Treat as correspondence	Paper		<input type="checkbox"/>
12-48	Federal grant files, supporting documents, and financial records	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims and audit findings resolved	Paper		<input type="checkbox"/>
12-49	Flow charts (operations)	2 years	Paper		<input type="checkbox"/>
12-50	Fuel usage records	3 years	Paper		<input type="checkbox"/>
12-51	General orders, directives, policies, rules, regulations or procedures	Until superseded Retain one copy until audited	paper		<input type="checkbox"/>
12-52	Hearings Audio and video recordings  Report of proceeding Transcripts	1 year  Permanent 5 years	Tape and/or digital  Paper Paper		<input checked="" type="checkbox"/>
12-53	Insurance policies	2 years after expiration, provided all claims are settled	Paper		<input type="checkbox"/>
12-54	Inventories (Annual of county property)	3 years provided audited	Paper		<input type="checkbox"/>
12-55	Invoices (paid)	County Auditor record copy -3 years  Duplicate copies – 2 years	Paper		<input type="checkbox"/>
12-56	Job descriptions	Until superseded or classification abolished	Paper		<input type="checkbox"/>
12-57	Lawsuits – Claims and Litigation	5 years after case is closed and appeals exhausted	Paper		
12-58	Leases Equipment Real estate	2 years after expiration 5 years after expiration provided audited	Paper		<input type="checkbox"/>
12-59	Leave requests (Sick and Vacation)	3 years provided audited	Paper		<input type="checkbox"/>
12-60	Licenses, permits and certifications	1 year after expiration	Paper		<input type="checkbox"/>

(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
12-61	Mail  Unsolicited mail  Postal records	Until no longer administratively necessary/No RC -3 required  2 years	Paper		<input type="checkbox"/>
12-62	Mailing lists	Until updates, superseded or obsolete/No RC-3 required	Paper		<input type="checkbox"/>
12-63	Management and operations reports  Monthly/Quarterly/Semiannual  Annual Consultant	Until incorporated in an annual report 5 years 5 year	Paper		<input type="checkbox"/>
12-64	Manuals, handbooks, and directives	Until superseded, obsolete or replaced Retain one copy – 5 years	Paper		<input type="checkbox"/>
12-65	Material safety sheets	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-66	Meeting notices	1 year	Paper		<input type="checkbox"/>
12-67	Memoranda	Handle as correspondence (see schedule #12-35)	Paper		<input type="checkbox"/>
12-68	Minutes of meetings Official copy Audio and visual recordings  Drafts/Notes	Permanent 1 year provided the meeting minutes are approved by the Board of Commissioners  Until official minutes are approved/No RC-3 required	Paper Tape and/or digital  Paper		<input checked="" type="checkbox"/>
12-69	911 System Documentation Logs Printouts  Recording Tapes	Life of System 3 years 1 year  30 days then reuse provided no action is pending/No RC-3 required	Tapes, digital, electronic and/or paper		<input type="checkbox"/>
12-70	Oaths of office of elected officials	10 years after leaving office	Paper		<input checked="" type="checkbox"/>
12-71	Officials' bonds	10 years after expiration	Paper		<input checked="" type="checkbox"/>

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12-72	Ohio Department of Liqueur Control Notices	1 year	Paper		
12-73	Organizational Charts	Until superseded/No RC-3 required	Paper		
12-74	Pay-ins to Treasury Records	3 years provided audited	Paper		<input type="checkbox"/>
12-75	Personnel files	2 years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balance	Paper		<input type="checkbox"/>
12-76	Petty cash records	3 years provided audited	Paper		<input type="checkbox"/>
12-77	Plats and maps	Permanent	Paper		<input checked="" type="checkbox"/>
12-78	Photo file	Until information is no longer current/No RC -3 required Appraise for historical value.	Paper		<input checked="" type="checkbox"/>
12-79	Preliminary drafts of letters, memoranda, worksheets, reports, and the preparation of recorded information	Destroy when no longer of administrative value to the office/No RC -3 required	Paper		<input type="checkbox"/>
12-80	Press/news releases	3 years	Paper		<input checked="" type="checkbox"/>
12-81	Printing orders	3 years	Paper		<input type="checkbox"/>
12-82	Professional Association records	Destroy when no longer of administrative value/No RC -3 required	Paper		<input type="checkbox"/>
12-83	Project plans and drawings	Life of project or when obsolete. Appraise for historical value	Paper		<input type="checkbox"/>
12-84	Publication stock	30 days after obsolete/No RC-3 required	Paper		<input type="checkbox"/>
12-85	Publications created by local government	Until superseded or obsolete. Retain one copy permanently	Paper		<input checked="" type="checkbox"/>
12-86	Purchase orders	3 years provided audited	Paper		<input type="checkbox"/>
12-87	Receipt documents	2 years provided audited	Paper		<input type="checkbox"/>



(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
12-88	Receiving documents	3 years	Paper		<input type="checkbox"/>
12-89	Records of accrued fees	3 years provided audited	Paper		<input type="checkbox"/>
12-90	Records of receipts and expenditures	10 years	Paper		<input type="checkbox"/>
12-91	Records requests	2 years	Paper		<input type="checkbox"/>
12-92	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper		<input type="checkbox"/>
12-93	Reference library materials	Until superseded, obsolete or replaced/No RC-3 required	Paper		<input type="checkbox"/>
12-94	Requisitions	3 years	Paper		<input type="checkbox"/>
12-95	Research files	5 years	Paper		<input type="checkbox"/>
12-96	Roster/directories	1 year after obsolete or superseded/No RC-3 required	paper		<input type="checkbox"/>
12-97	Scrapbooks/Yearbooks	Appraise for historical value/No RC -3 required	Paper		<input checked="" type="checkbox"/>
12-98	Speeches/Presentations	3 years	Paper		<input type="checkbox"/>
12-99	State grant files, supporting documents, and financial records	5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims and audit findings resolved	Paper		<input type="checkbox"/>
12-100	Statistical reports  Monthly/quarterly/semi-annual  Annual Consultant produced	Until incorporated into annual report  5 years 5 years	Paper		<input type="checkbox"/>

(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
12-101	Surveying field notes	Permanent	Paper		<input checked="" type="checkbox"/>
12-102	Surveillance tapes/videos	30 days then reuse provided no action is pending/No RC-3 required	Tape and/or digital		<input type="checkbox"/>
12-103	Table of organization/organizational charts	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-104	Tape recordings and video recordings	1 year after minutes are transcribed or approved	Tape and/or digital		<input type="checkbox"/>
12-105	Telephone records Messages  Charges/bills Documentation Service record System equipment	Until no longer administratively necessary/No RC -3 required 2 years provided audited Life of system 2 years Continually updated – retain superseded data 1 year			<input type="checkbox"/>
12-106	Time cards, time sheets, payroll sign in sheets	3 years provided audited	Paper		<input type="checkbox"/>
12-107	Training material/lesson plans	Until superseded/No RC-3 required	Paper		<input type="checkbox"/>
12-108	Transient records Post-it notes Text messages Instant messages	Until no longer administratively necessary/No RC -3 required	Paper and Electronic		<input type="checkbox"/>
12-109	Travel expense reports	3 years provided audited	Paper		<input type="checkbox"/>
12-110	Uniform records	3 years provided audited	Paper		<input type="checkbox"/>
12-111	Vehicle maintenance records	Until vehicle sold	Paper		<input type="checkbox"/>
12-112	Vehicle mileage records	Until vehicle sold	Paper		<input type="checkbox"/>
12-113	Vehicle mileage logs (departmental record)	1 year	Paper		<input type="checkbox"/>
12-114	Visitor log or sign-in sheets	1 year	Paper		<input type="checkbox"/>
12-115	Voice mail Messages	Until no longer administratively necessary/No RC -3 required  Life of system			<input type="checkbox"/>

(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
	System documentation				
12-116	Voucher registers	3 years provided audited	Paper		<input type="checkbox"/>
12-117	Vouchers	3 years provided audited	Paper		<input type="checkbox"/>
12-118	Warrant registers/journals	3 years provided audited	Paper		<input type="checkbox"/>
12-119	Warrants (paid)	3 fiscal years provided audited	Paper		<input type="checkbox"/>
12-120	Work orders	2 years	Paper		<input type="checkbox"/>
12-121	Work schedules	1 year after schedule changed	Paper		<input type="checkbox"/>
12-122	Warranties Equipment Systems Service Parts	Life of the warranty plus one year	Paper		<input type="checkbox"/>
20-01	Social Media Posts & Records (Primary)  Information posted or received that is considered to be an original record.	Refer to departmental or general schedule for corresponding record series and cite those schedule numbers when completed an RC-3.	Paper and/or electronic		<input type="checkbox"/>
20-02	Social Media Posts & Records (Secondary)  Copy of a record(s); does not include original information.	Until no longer of administrative value.	Paper and/or electronic		<input type="checkbox"/>
20-03	Social Media Account Records  Records may include information on Account ID, User Name(s), password information, authorized users list, content editors list, date account was established and/or terminated; authorizing representative, account creator(s), site terms & use agreement & updates, etc.	1 year after account is terminated; provided no action pending.	Paper and/or electronic		<input type="checkbox"/>

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or OHS- LGRP</b>	<b>(6) RC-3 Required by OHS- LGRP</b>
	<p>This schedule covers records common to the Commissioners' Office and Board of Commissioners' departments. It is provided to authorize the disposal of records that have no further value to the agency and/or the county once their usefulness is terminated and the retention requirement has been met.</p>				<input type="checkbox"/>

