



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: _____

JUL 02 2019

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

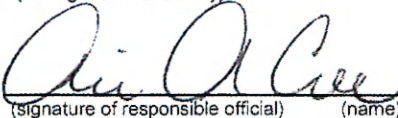
(To complete this form online, use "tab" key to jump from box to box.)

WOOD COUNTY

ADAMHS Board

(local government entity)

(unit)


(signature of responsible official) (name)

Interim Exec. Director
(title)

6-19-19
(date)


To have this form returned to the Records Commission electronically, include
an email address: bransom@co.wood.oh.us

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.

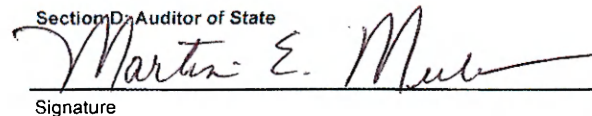

Records Commission Chair Signature

6-25-19
Date

Section C: Ohio Historical Society - State Archives

 Local Government Records Archivist
Signature Title Date 7/8/19

Section D: Auditor of State


Signature

7-18-19
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.



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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 OHS-LGRP	(6) AC-3 Required by OHS-LGRP
ADAMH-1	Accident Reports Arranged chronologically; report of personal injury or property damage involving a County vehicle or occurring on County property.	6 years	Electronic Paper		<input type="checkbox"/>
ADAMH-2	Agency/Auditor Survey Results Licenses, Medicaid, Audits arranged by Fiscal Year	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-3	Agency Reports Arranged by fiscal year, then Agency. Reports compiled to detail financial, statistical, and/or operational data.	Annual- 7 years Monthly/Quarterly- until incorporated into Annual Reports; if microfilmed then paper/ electronic may be destroyed. paper version of annual reports	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-4	Agendas Arranged by body, then chronologically. Records items to be presented and/or discussed at meeting of a governmental body, including boards, agencies, departments, divisions, committees, etc.	2 years	Electronic Paper		<input type="checkbox"/>
ADAMH-5	Annual Dinner File/Report Arranged by fiscal year. Annual Dinner File includes: Annual Report, Agenda and Minutes.	Permanent - if microfilmed then paper/ electronic may be destroyed.	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-6	Annual Inventory Departmental inventory of County financial assets, including accounts receivable, grants, cash, employee compensated absences, consumables, pay-ins, leases, capital assets, etc.	3 years (submitted to Auditor for inclusion in annual CAFR)	Electronic Paper		<input type="checkbox"/>
ADAMH-7	Audits Arranged by Fiscal Year, then by Agency.	7 years	Electronic Paper		<input type="checkbox"/>

SAC 2006 (224-101) Revised July 2011

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ADAMH-8	Annual Reports Arranged by subject, then chronologically; activity, statistical, financial, etc., reports showing governmental unit's efforts throughout calendar or fiscal year. Reports submitted to another agency become official record of that agency unless otherwise specified.	Permanent - if microfilmed then paper/ electronic may be destroyed; if an official record of another agency, until no longer of administrative value	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-9	Applications for Employment (unsuccessful/not hired) Arranged by position if applicable; otherwise by date received or alphabetically, depending on filing system. Applications, resumes, etc., of individuals seeking employment who were not selected as candidate for interview process.	2 years	Electronic Paper		<input type="checkbox"/>
ADAMH-10	Attendance Records Arranged by employee, then chronologically; includes: Attendance Roster - shows number of hours worked, accrual and use of compensatory time, identifi-fiscal yearing information, etc. Leave Requests - signed requests to use compensatory time during defined pay period. Payroll Reports - shows hours worked, compensatory time earned and/or used, employee information, etc. Time Sheets - Signed accounting of hours worked and any compensatory time taken during defined pay period.	Permanent ; if microfilmed paper/ electronic may be destroyed 3 years (if no attendance roster, permanent) 3 years (if no attendance roster, permanent) 3 years (if no attendance roster, permanent)	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-11	Audio, Video, Photo Files (not specific to any other records series) Created to document events or functions of governmental unit - may be filed with planning files, activity files, publications, office files, etc. Administrative.	Retain until no longer current, then appraise for historical value	Electronic (analog or digital) Paper		<input type="checkbox"/>
ADAMH-12	Board Appointments Applications, attendance reports, resumes, correspondence arranged by current/past and then alphabetical order.	Permanent	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-13	Board Assurances Legal document assuring to follow laws. Arranged by fiscal year and date.	Permanent	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-14	Board Packet/Minutes/Board Retreat (Agendas) Arranged by correspondence to Board by fiscal year.	Permanent	Electronic Paper Microfilm		<input type="checkbox"/>



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ADAMH-15	Forensic Client Files Court documents, client files, legal background, committee. Arranged by client name.	Permanent	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-16	Bidding Documents Arranged by project; includes requests for proposals, requests for qualifications, specifications, addresses/contact information, etc., for purchasing, construction, services, etc.	Goods: 5 years; Services: incorporate into contract file	Electronic Paper		<input type="checkbox"/>
ADAMH-17	Bids Arranged by project/subject; documents presented by potential contractors - bonding information, specification sheets, bid forms and amounts, references, etc.	Successful: incorporate into contract file; Unsuccessful: 3 years provided audited	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-18	Budget Working Papers Arranged chronologically; annual appropriation request documents including supporting information submitted to County Commissioners for approval.	5 years	Electronic Paper		<input type="checkbox"/>
ADAMH-19	Bulletins, Posters, Notices Arranged chronologically; communications posted to inform public and/or staff of events, policies, contact information, etc., of governmental units.	Until no longer of administrative value	Electronic Paper		<input type="checkbox"/>
ADAMH-20	Certification Reports Arranged by fiscal year, then alphabetical by Agency.	3 years once renewed	Electronic Paper		<input type="checkbox"/>
ADAMH-21	Claims and Litigation Arranged by subject; records pertaining to legal claims and court cases involving County. May include correspondence, investigative materials, notes, contacts, copies of transcripts and depositions, etc.	7 years after case closed and all appeals exhausted	Electronic Paper		<input type="checkbox"/>
ADAMH-22	Clients Rights Files Requirments, grievances, resolutions and database. Arranged by fiscal year.	7 years	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-23	Committee Packet/Minutes Correspondence, agenda, documents, recordings, and resolutions. Arranged by fiscal year and then committee type.	Permanent	Electronic Paper Microfilm		<input checked="" type="checkbox"/>
ADAMH-24	Community Plans Plan documents, sorted by Bi-Annually.	Permanent	Electronic Paper Microfilm		<input checked="" type="checkbox"/>

SAO/LGRP-RC2-(Inst.) Revised May 2019

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ADAMH-25	Contracts Arranged by fiscal year, agency, subject; legal documents setting forth services to be completed, specifications and requirements of work, dates of completion, correspondence, concerns and corrective action, if applicable, bidding documents of winning bidder, etc.	15 years after expiration; for County buildings, life of ownership and appraise for historical value	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-26	Copies Duplicates of official records held elsewhere; may be maintained as convenience, or used for transitory informational purposes.	Until no longer of administrative value	Electronic Paper		<input type="checkbox"/>
ADAMH-27	Correspondence Letters, memorandums, faxes, e-mail messages, voicemail, communications, etc.: <u>Transient</u> - telephone messages, drafts, reminders, and other limited documents which convey information of temporary importance in lieu of oral communication. <u>Routine</u> - referrals, requests for routine information or publications; standard form letters. <u>General</u> - requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. <u>Executive</u> (Agency and State level)- dealing with significant aspects of administration; concerning policy, procedures, program, fiscal, and personnel matters.	Retain according to content, ensure metadata retained Until no longer of administrative value 6 months 1 year 2 years; file with related records if content requires longer retention	Electronic Paper		<input type="checkbox"/>
ADAMH-28	Data Documentation/System Specifications Arranged by system/applications; documents how electronic system or application is set up and maintained. Contains system specifications, configurations, information on installation, upgrades, corrective actions, maintenance, etc. Administrative, legal.	3 years after discontinuance of system or application and until data is destroyed or transferred to a new structure or format	Electronic Paper		<input type="checkbox"/>
ADAMH-29	Data Processing Operating Procedures Arranged by system/application; guidelines for operation of electronic system or application. May include schedule for maintenance, upgrades, backups, testing, etc.	Until superseded, obsolete, or replaced	Electronic Paper		<input type="checkbox"/>
ADAMH-30	Delivery/Packing Slips Arranged by type and chronologically; slips received relating shipping information for equipment, supplies, etc., sent or received.	Until no longer of administrative value	Electronic Paper		<input type="checkbox"/>
ADAMH-31	Desk/Appointment Calendars Arranged Chronological by month/fiscal year; calendars, planners, etc., used to manage schedules, meetings, projects, etc.	3 months after useful life	Electronic Paper		<input type="checkbox"/>

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ADAMH-32	Directives, Manuals, Handbooks Arranged by subject; documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced	Electronic Paper		<input type="checkbox"/>
ADAMH-33	Directories/Lists Arranged by subject; informational lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules, etc.	Until superseded, obsolete, or replaced	Electronic Paper		<input type="checkbox"/>
ADAMH-34	Disaster/Business Continuity Plans Guidelines for responding to a natural or manmade disaster and ongoing operation throughout period when regular locations or facilities are not available. Includes contact information for contractors and supplies, job duties of responders, etc.	Until superseded, obsolete, or replaced; retain documents related to an actual disaster permanently in original or microfilm format.	Electronic Paper		<input type="checkbox"/>
ADAMH-35	Dispute Regulations/Laws Client grievance rights. Arranged by fiscal year.	Permanent	Electronic Paper		<input type="checkbox"/>
ADAMH-36	Equipment Inventory Equipment database. Arranged by calendar year.	3 years	Electronic Paper		<input type="checkbox"/>
ADAMH-37	Equipment Maintenance Records Arranged by equipment; records related to operation and upkeep of equipment. May include usage logs, maintenance schedules, service records, etc.	Life of Equipment	Electronic Paper		<input type="checkbox"/>
ADAMH-38	Financial Records Records pertaining to accounts receivable and accounts payable; including bank statements, pay-in to treasury records, purchase orders, invoices, warrants/billbacks, bill schedules (listings of warrants to be paid), detail reports (checks written during month, cash journals, deposits, expense reports, current line item balances), cash and account books, receipts, canceled checks, vouchers, general ledger, etc.	3 years provided audited	Electronic Paper		<input type="checkbox"/>
ADAMH-39	Forms and Templates Blank forms and templates created for ease of re-creating regularly used formats such as memos, letters, mailing labels, fax cover pages, etc.	Until superseded, obsolete, or replaced	Electronic Paper		<input type="checkbox"/>
ADAMH-40	Grant Files, Supporting Financial Records and Documents Arranged by grant and subject; files relating to projects and work funded by state, federal, or other grants. Includes financial records, grant request and award paperwork, etc.	Maintain records as required by grant; if retention unspecified, 5 years provided all audits completed, reports issued, and any claims or audit findings resolved	Electronic Paper		<input type="checkbox"/>
ADAMH-41	Health Insurance Records Arranged by employee.	7 years provided no activity	Electronic Paper		<input type="checkbox"/>

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ADAMH-42	Hearing Records <u>Audio & Visual Recordings</u> - Electronic recordings of client grievance hearings; used for creation of transcripts, minutes, and/or reports. <u>Reports, Minutes</u> - Official summary of proceedings. <u>Transcripts</u> - Partial or complete written telling of hearing as taken from recording or stenography. <u>Drafts/Notes</u> - Taken for purpose of completing minutes or report.	1 year provided report of proceedings or minutes completed and approved Permanent; may microfilm and destroy paper/ electronic 5 years Until minutes or report of proceedings completed and approved	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-43	HIPAA Privacy Records Policies, procedures, and forms. Arranged by date.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-44	Indigent Driver Files Invoices, client records, correspondence, policies and procedures. Arranged by fiscal year then court.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-45	Insurance Policies Agreements/contracts and documentation of active coverage. Arranged by fiscal year.	2 years provided no claims pending	Electronic Paper		<input type="checkbox"/>
ADAMH-46	Insurance Reports Correspondence, policies, and reports. Arranged by fiscal year.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-47	Job Descriptions/Evaluations Arranged by position; outlines requirements and responsibilities of job.	Permanent	Electronic Paper		<input type="checkbox"/>
ADAMH-48	Leases - Equipment Legal documents setting forth rights and limitations for the use of equipment . Arranged by fiscal year.	Equipment - 2 years after expiration	Electronic Paper		<input type="checkbox"/>
ADAMH-49	Licenses, Permits, Certifications Documents affirming requirements being met as ascribed by issuing agency. Arranged by fiscal year.	2 years after expiration	Electronic Paper		<input type="checkbox"/>
ADAMH-50	Material Safety Data Sheets (MSDS) Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	30 years	Electronic Paper		<input type="checkbox"/>



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ADAMH-51	Meeting Minutes Record of all agency, staff, committee, etc., meetings. Arranged by fiscal year, month, and group.	2 years- Permanent copy at Agency	Electronic Paper		<input type="checkbox"/>
ADAMH-52	Meeting Notices Notices posted publicly showing the time, place, and subject of upcoming meetings of board, commission, agencies, etc. Arranged by fiscal year/committee.	1 year	Electronic Paper		<input type="checkbox"/>
ADAMH-53	Assurance Forms Arrange by fiscal year and date.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-54	Ohio MHAS Adult Care Facility Files Arranged electronically by client.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-55	Organizational Charts Visual representation of government lines of authority and responsibility.	Until superseded	Electronic Paper		<input type="checkbox"/>
ADAMH-56	Pay-ins Arranged by fiscal year and then date.	3 years	Electronic Paper		<input type="checkbox"/>
ADAMH-57	Personnel - Medical Records Arranged by employee; records pertaining to employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPAA, FMLA information.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-58	Personnel Files Arranged by employee. Individual records of employment maintained throughout period of service. Includes application/resume, sign-off sheets, training certifications, wage memos, evaluations, disciplinary documents, eligibility for unemployment, tax information, retirement records, attendance roster, letter of resignation, change of status forms, exit interviews, leave balance letters, letters of commendation, proof of prior service letters, etc.	Permanent	Electronic Paper Microfilm		<input type="checkbox"/>

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ADAMH-59	Personnel Policies and Procedures Correspondence and Manual. Arranged by date and updates.	2 years after superceded	Electronic Paper		<input type="checkbox"/>
ADAMH-60	Pharmacy Contract (BCWC) Correspondence, Invoices, Reports. Arranged by fiscal year.	2 years- keep year end for monthly break down	Electronic Paper		<input type="checkbox"/>
ADAMH-61	Postal Records Arranged chronologically; records related to transfer or shipment of packages and communications.	1 year	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-62	Preliminary Drafts of Letters, Memos, Worksheets, Reports, Preparation of Recorded Information Drafts and working papers for preparation of official documents and files.	Until no longer of administrative value	Electronic Paper		<input type="checkbox"/>
ADAMH-63	Publications (produced by Local Government) Reports, books, etc., imparting information relating to functions, policies, etc., of governmental unit.	Until superseded, obsolete, or replaced; appraise for historical value	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-64	Recordings Audio clips of meetings. Arranged by fiscal year and meeting name.	Until meeting minutes are approved	Electronic Paper Microfilm		
ADAMH-65	Records Requests ORC 149.43 - (RC1-3) Logs, communications, and documentation of verbal and written public records requests. Arranged by date.	2 years	Electronic Paper		<input type="checkbox"/>
ADAMH-66	Resolutions Outcomes. Arranged by fiscal year and name.	Permanent	Electronic Paper Microfilm		<input checked="" type="checkbox"/>
ADAMH-67	Request for Proposals Agencies RFP's Arranged by fiscal year.	7 years	Electronic Paper		
ADAMH-68	Scrapbooks and Yearbooks Collections and publications related to activities of governmental entity. May be informal or an official publication.	Appraise for historical value	Electronic Paper Microfilm		<input checked="" type="checkbox"/>
ADAMH-69	Speeches and Presentations Written and/or recorded materials related to public speaking engagements, press conferences, meetings, etc. Arranged by date.	Until no longer of administrative value; appraise for historical value	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-70	Statistical Reports Reports compiling statistics specific to office activities, projects, etc., for use in analyzing efficiency, trends, etc. Administrative. <u>Monthly, Quarterly, Semi-annual</u> <u>Annual</u> <u>Consultant</u>	Until incorporated into annual report 5 years 5 years	Electronic Paper		<input type="checkbox"/>

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ADAMH-71	System Backup Files Computer system backup designed to protect and make accessible records in the event of electronic failure. Arranged by date.	1 year	Electronic Paper		<input type="checkbox"/>
ADAMH-72	Time Sheets Employees log hours worked. Arranged by fiscal year and Employee.	3 Years	Electronic Paper		
ADAMH-73	Title XIX & XX Contract, invoice, statements, BiAnnual Report. Arranged by Fiscal Year.	7 years	Electronic Paper		<input type="checkbox"/>
ADAMH-74	Training Files Documentation of employee training provided, including materials, subject matter, registration information, schedule, evaluations, etc. Arranged by employee/type/date.	5 years or until no longer of administrative value	Electronic Paper		<input type="checkbox"/>
ADAMH-75	Travel Requests/Expense Reports Written requests for appropriation of funds to travel, including mileage, meals, lodging, registration, etc. Includes mileage calculation sheets, registration materials, receipts, etc., collected in process of travel. Administrative, fiscal. Arranged by fiscal year then date.	3 years provided audited	Electronic Paper Microfilm		<input type="checkbox"/>
ADAMH-76	W-2 Forms IRC 6051, 6109 - Documents listing individual employee's annual income for tax purposes. Arranged by fiscal year.	6 years	Electronic Paper		
ADAMH-77	W-4 Forms IRC 3402(f)(2), 6109 - Employee tax information collected at time of employment; filing status may be updated. Arranged by fiscal year.	Until superseded or 5 years after employee terminated	Electronic Paper		<input type="checkbox"/>
ADAMH-78	Work Schedules Lists and schedules of employee work hours, job assignments, etc. Arranged by employee and date.	2 years	Electronic Paper		<input type="checkbox"/>
ADAMH-79	Workers Compensation Claims ORC 4123 - Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc. Arranged by employee and date of incident.	10 years after last activity	Electronic Paper		<input type="checkbox"/>
					<input type="checkbox"/>

SAO/LGRP-RC2-(Inst.) Revised May 2019

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.