



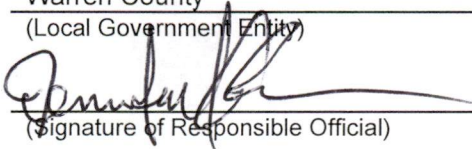
Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only	
Date Reviewed:	OHIO HISTORY CONNECTION FEBRUARY 01 2024
Form Scanned:	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 *(To complete this form online, use "tab" key to jump from box to box.)*

Warren County (Local Government Entity)	General Retention Schedule (Unit)		
 (Signature of Responsible Official)	Jen Haney Conover (Name)	County Records Manager (Title)	1/4/2023 (Date)

Section B: Records Commission

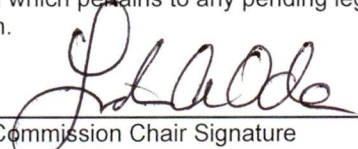
Warren County (Records Commission)	513-695-1815 (Telephone Number)		
406 Justice Drive, Room 052 (Address)	Lebanon (City)	45036 (Zip Code)	Warren (County)

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

Jennifer.haney@co.warren.oh.us

This General Retention Schedule applies to all county departments and agencies under the jurisdiction of the Warren County Records Commission. It neither modifies nor supersedes any specific departmental or agency schedule already approved by this commission.

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	1-29-2024 Date
---	-------------------

Section C: Ohio History Connection – State Archives

	Government Records Archivist	2/6/2024
Signature	Title	Date

Section D: Auditor of State

Signature	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



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Warren County

General Retention Schedule

(Local Government Entity)

(Unit)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-1	Accident Reports/Files Description: Report of personal injury or property damage involving a county vehicle or occurring on county property.	6 years provided no action pending. Maintain one copy of employee injury report in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-2	Accrual/Usage Reports Description: Report of vacation, sick, compensatory, and personal time balance by employee. (Departmental copy, original held by Auditor.)	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-3	Agendas Description: A list of items to be discussed and/or acted upon during a public meeting.	2 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-4	Annual Reports Description: Report containing substantive information of operations, policies, procedures, and planning.	Until Microfilmed.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-4a	Annual Reports Description: Report containing substantive information of operations, policies, procedures, and planning.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-5	Applications for Employment – Unsuccessful/Not Hired Description: Application submissions for open job positions not chosen for employment, including unsolicited resumes.	1 year, after receipt.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-6	Audiovisual, Public Relations & Training Materials Description: Materials and resources compiled or created for presentations, public relations events, and/or training exercises.	Until superseded, obsolete, or replaced. Appraise for historical value. No RC-3 required if not of historical value.	Paper and/or electronic and/or audio/video tape.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-7	Audit Reports (Federal, State, Internal) Description: Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies, or conducted internally per O.R.C. 117.26.	5 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-8	Authorization Forms Description: Departmental copy of forms authorizing employee use of e-mail, internet, telephone, fuel cards, etc.	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-9	Background Checks Description: Records documenting criminal records checks performed on individuals either for prospective employment or volunteer opportunities.	6 years after termination for hired employees, and place with personnel file. 2 years if not employed.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-10	Back-up Data Description: Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Retain for 7 days, then delete, erase or destroy data.	Electronic and/or tape		<input type="checkbox"/>	<input type="checkbox"/>
GRS-11	Badges & IDs Description: Employee identification badges, keyless entry devices, and related records.	Confiscate upon termination of employment, and then destroy.	Paper and/or plastic and/or electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-12	Bids (Original – Successful) Description: Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, that require a contract. Incorporate into contract file. See O.R.C. 2305.06.	No less than 6 years, after expiration of contract, as per ORC 2305.06	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-12a	Prevailing Wage Documentation Description: Documentation including but not limited to payroll records, collective bargaining agreements, sales and purchase records, timecards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages related to the contracts requiring prevailing wages.	1 year after completion as per ORC 4115.07	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-12b	Bids (Original – Successful – No Contract) Description: Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. that do not require a contract.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 5 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-13	Bids (Unsuccessful) Description: Bids not awarded.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 2 years.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-14	Blank Forms Description: Obsolete, unneeded, unused or superseded forms.	Until obsolete or superseded.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-15	Blueprints, Vellums, Drawings, Tracings, Mylars Description: Pictorial records not listed on departmental retention schedule.	Non-historical materials retain until information is superseded, obsolete, or replaced. Appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/> (Historical)	<input checked="" type="checkbox"/>
GRS-16	Budget, Annual Departmental/Office Description: Annual fiscal allocation to department or agency – office copy, original with OMB.	If original is paper, keep until digitized and becomes official copy. Keep official copy for 3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-17	Budget Preparation Documents Description: Preparation documents used to create annual budget.	If original is paper, keep until digitized and becomes official copy. Keep official copy for 2 years.	Paper and/or Electronic		<input type="checkbox"/>	<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	(7) RC-3 Required by Warren County Records Commission
GRS-18	Bulletins, Posters, Notices Description: Announcements and informal notices including unsolicited information related to job functions.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-19	Calendars Description: Desk and appointment calendars used to keep track of scheduled meetings and events.	3 months	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-20	Cell Phone Records Description: County-issued cellular phone logs, statements, reports, etc.	3 years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-21	Compliance Reports Description: Standard reports required to be filed by regulatory agencies.	5 years, provided audited*.	Paper and/or Electronic	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		
GRS-22	Continuing Education Records Description: Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file.	Paper and/or Electronic			
GRS-23	Contracts, Agreements & Leases Description: Legal agreements with individuals, organizations, or entities to procure goods and/or services. See O.R.C. 2305.06	No less than 6 years, after expiration of contract, as per ORC 2305.06	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-23a	Prevailing Wage Documentation Description: Documentation including but not limited to payroll records, collective bargaining agreements, sales and purchase records, timecards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages related to the contracts requiring prevailing wages.	1 year after completion as per ORC 4115.07	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-23b	Unfair Labor Practices Description: Documentation retaining to Unfair Labor Practice charges	5 years after resolution	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-24	Cookies (Computer) Description: Small text files containing a unique ID tag placed on a user's computer by a website.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-25	Copies of Records Description: Additional copies of records or images which are no longer required and serve no useful purpose.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-26	Correspondence (Transient) Description: Communication which conveys information of temporary importance in lieu of oral communication, (i.e. drafts, meeting notices, referral letters, requests for routine information or publications which are answered by standard form letter.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-27	Correspondence (General) Description: This includes both internal and external correspondence, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative and does not attempt to influence agency policy.	2 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-28	Correspondence (Executive) Description: This includes correspondence of the heads of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal, and personnel matters.	5 years, and until no longer of administrative, fiscal, or legal value. Appraise for historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-29	Cost Center Summary Report Description: Report listing payroll fund transfers from various department funds to the payroll rotary fund. (Departmental copy, original held by OMB.)	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-30	Delinquent Tax and Assessment Collection Fund Records (O.R.C. 149.38D)	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-31	Departmental/Staff Meeting Records Description: This includes meeting notes/minutes; reports; working papers; agendas; and related documentation.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-32	Directories/Rosters Description: Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.	Until superseded, obsolete, or replaced.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-33	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) Description: Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Until Superseded.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-34	Disciplinary Hearings (Audio and Video Recordings) Description: A proceeding where an issue of employee discipline is heard, and evidence is presented.	1 Year	Audio and/or Video Tape		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-35	Disciplinary Hearings (Report of Proceedings) Description: A proceeding where an issue of employee discipline is heard and evidence is presented.	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-36	Disciplinary Hearings (Transcripts) Description: A proceeding where an issue of employee discipline is heard and evidence is presented.	5 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-37	Drafts/Informal Notes/Transient Communications Description: Preliminary documents which serve to convey information of temporary importance, including but not limited to electronic messages (chat, text, email, etc), memorandum, letters	Until no longer of administrative value	Paper, Electronic and/or Audiovisual		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-38	<p>Electronic Mail (E-mail) - Non-Record Messages</p> <p>Description: Electronic messages that do not meet the definition of a record, as defined in the Ohio Revised Code.</p>	Purge any time, unless e-mail message becomes part of an official record as the result of special circumstances.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-39	<p>Electronic Mail (E-mail) - Transient Messages</p> <p>Description: Drafts and other documents that do not set policy, do not establish guidelines or procedures, do not certify a transaction, or do not become a receipt. These messages serve to convey information of temporary importance in lieu of oral communication.</p>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-40	<p>Electronic Mail (E-mail) - Intermediate Messages</p> <p>Description: Message with significant administrative, legal, and/or fiscal value.</p>	Refer to departmental or general retention schedule for corresponding record series and cite those schedule numbers when submitting RC-3, if required.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-41	<p>Electronic Mail (E-mail) - Permanent Messages</p> <p>Description: Messages with permanent or historical value. Refer to corresponding record series on General or Departmental Retention Schedule.</p>	Retain one (1) copy off-line with metadata and attachments and file with appropriate record series; then purge electronic record. Cite departmental or general retention schedule number for corresponding record series when submitting RC-3 for destruction of source documents that have been microfilmed.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-42	<p>Employee Maintenance Forms</p> <p>Description: Records used to adjust employee information, pay rate, and leave hours.</p> <p>(Departmental Copy, original held by Auditor.)</p>	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-43	<p>Equipment Maintenance Records</p> <p>Description: Files documenting ownership, warranties, routine maintenance, repair of county owned equipment.</p>	Life of equipment or until removed from inventory.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-44	<p>Evaluations</p> <p>Description: Records used to measure employee work performance.</p>	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-45	<p>Fax Documentation</p> <p>Description: Fax machine generate cover sheets, confirmation notices, and buffer sheets.</p>	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-46	<p>Fax Logs</p> <p>Description: Register of fax messages send and received.</p>	1 Year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-47	<p>Fax Messages</p> <p>Description: Communications sent and received using a fax machine.</p>	Treat as correspondence and cite those schedule numbers when submitting RC-3, if required.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-48	Financial Records & Reports Description: Records and reports pertaining to departmental financial transactions including but not limited to: Account Receipts Reports, Adjustment of Expense Records, Appropriation Adjustments, Bank Deposit Receipts, Bank Statements, Cancelled Checks, Cash Books & Journals, Charity Campaign Records, Check Registers, Commute Summary Report, Expense Records, Invoices, Monthly Expenditures Report, Pay-Ins to Treasury Records, Payroll Vouchers, Pension/Medicare Posting, Petty Cash Records, Purchase Orders, Receipts & Receipt Books, Then and Now Records, Uniform & Meal Fringe Report, Vendor Forms, Vouchers, Warrants, etc.**	<p>If original is paper, keep until digitized. Keep for 3 years, provided audited*.</p> <p>**If Auditor's Office maintains official copy, keep office copy until no longer of administrative value.</p>	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-49	FMLA Records Description: Employee Family and Medical Leave Act Records.	<p>If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 3 years.</p>	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-50	Furtherance of Justice Allocations to the Sheriff (O.R.C. 149.38D) and/or County Prosecuting Attorney	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-51	Furtherance of Justice Allocations to the County Prosecuting Attorney (O.R.C. 149.38D)	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-52	Grant Files, Federal and/or State (Supporting Financial Records and Documents) Description: Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	<p>Maintain records as required by granting agency; if retention is unspecified, retain records five years, provided all State or Federal audits have been conducted, the audit reports released, and all litigation, claims, or audit findings have been resolved.</p>	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-53	Grievances and Investigations Description: Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or employer; includes unfounded complaints, investigation reports and pre-disciplinary conference records	3 years after complaint settled, if unfounded or no disciplinary action taken. If action taken, place with personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-54	Insurance Policies & Records Description: Documents listing the terms and conditions between county and insurance providers, as well as fiscal and administrative records generated in the administration of the policies. See O.R.C. 2305.10.	2 years after expiration, provided all claims settled and appeals exhausted.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-55	Inventories (Annual of County Property) Description: Departmental inventory of all materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department per O.R.C. 305.18.	3 years, provided audited*	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-56	Invoices (Agency Generated) Description: A bill created by an office or agency to the buyer of good and services indicating prices, quantities, and products purchased.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 3 years after payment, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-57	Job Descriptions Description: Documents detailing the classification, needed experience, education, physical requirements, and duties by position title.	Until superseded or classification abolished.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-57a	Classification Files Description: Records evaluation the duties, responsibilities, tasks and authority level of a job. Used to determine pay or salary of position.	Until revised, superseded, or obsolete	Paper and/or Electronic		<input type="checkbox"/>	<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	(7) RC-3 Required by Warren County Records Commission
GRS-58	Job Postings Description: An advertisement, with requirements and position descriptions, for an open employment opportunity.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-59	Leave Requests Description: Requests by employee for sick, vacation, and/or compensatory time.	If original is paper, keep until digitized and becomes official copy. Keep official copy for 3 years*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-60	Licenses, Permits, Certifications Description: Documents affirming requirements being met as prescribed by issuing agency.	1 year after expiration.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-61	Litigation Records Description: Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-62	Mail (Unsolicited) Description: Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-63	Mailing Lists Description: Lists of individuals and addresses for mail distribution.	Until updated, superseded, or obsolete	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-64	Manuals, Handbooks Description: 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. Appraise for historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-65	Material Safety Data Sheets (MSDS) Description: Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-66	Meeting Notices Description: Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-67	Memoranda Description: Internal communication between staff, departments, or agencies.	Treat as correspondence and cite those schedule numbers when submitting RC-3, if required.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-68	Minutes of Meetings (Official Record) Description: Official copy of proceedings or regular and special meetings.	Until Microfilmed	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-68a	Minutes of Meetings (Official Record) Description: Official copy of proceedings or regular and special meetings.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-68b	Minutes of Meetings (Recording) Description: Transient notes, drafts and audio/video records taken during official/executive meetings.	Retain until data is transcribed into hard copy is approved, with exception to Commissioner's Meeting Minutes (regular and special sessions): audio recording part of permanent record.	Paper, Electronic, Audio and/or Video Tape or Electronic Recording		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-69	Oaths of Office of Elected Officials Description: Oaths of office given and sworn to by elected official upon taking office.	10 years, after leaving office. Send to Archives to appraise for historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-70	Oaths of Non-Elected Officials and Volunteers Description: Oaths of office given and sworn to for non-elected officials and/or volunteers upon taking office.	10 years, after leaving office. Send to Archives to appraise for historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-71	Organizational Charts Description: A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-72	Personnel Files Description: Documentation of service throughout the duration of an individual's employment.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Destroy official extraneous records 6 years after employee terminates. Retain retirement waiver, service record, and leave balance for 75 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-73	Policies, Orders, Directives, Rules, Regulations, and Procedures Description: Guiding principles used to set organizational direction.	Until superseded, retain one copy until audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-74	Press/News Releases Description: Information disseminated to the public through media outlets.	Until no longer of administrative value. Appraise for historical value. No RC-3 required if of no historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-75	Professional Association Records Description: Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-76	Project Plans/Drawings Description: Written plan or pictorial diagrams for a work-related project or program.	Life of project, or until obsolete. Appraise for historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-77	Publications – Created by Local Government Description: Brochures and promotional material created by county agencies to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently.	Paper and/or Electronic		<input checked="" type="checkbox"/> (Permanent)	<input checked="" type="checkbox"/>
GRS-78	Real Estate Assessment Fund Records (O.R.C. 149.38D)	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-79	Record and Information Requests Description: Requests to inspect and review public records. See O.R.C. 149.43.	2 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-80	Records of Employee Bonds Description: Insurance to protect agency assets against employee theft or fraud.	2 years, after expiration, provided all claims are settled.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-81	Records Retention & Disposition Documents Description: RC-1, RC-2, RC-3, and other locally developed forms documenting the retention and disposition of public records; Orig. held permanently by Records Commission (Departmental copy, original held by Records Center & Archives)	Until superseded	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-82	Reports Description: Statistical, agency, or consultant produced reports and/or feasibility studies created to assess functions, projects, and programs.	5 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-83	Request for Authorization to Attend Meeting Description: Forms requesting authorization to attend an association meeting, convention, or training/education session required for Commissioners' approval.	3 years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-83a	Request for Training Description: Any other request to attend not required by Commissioners' approval but required by department.	1 year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-83b	Prepayment Authorization Form Description: Documentation required for any prepayment of associated with meeting, convention, or training/education session including but not limited to travel.	1 year after attendance or repayment.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-84	Resolutions Issued by Board of Commissioners Description: Written motions officially documenting policy development and decisions. (Departmental copy, original held by Commissioners.)	3 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-85	Resolutions Issued by Statutory Boards & Commissions Description: Written motions officially documenting policy development and decisions.	Until Microfilmed	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-85a	Resolutions Issued by Statutory Boards & Commissions Description: Written motions officially documenting policy development and decisions.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-86	Shipping/Receiving Documents Description: Records related to packages sent or received, including packing and delivery slips.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-87	Social Media Posts & Records (Primary) Description: Information posted or received considered to be an original record.	Refer to departmental or general schedule for corresponding records series, and cite those schedule numbers when submitting an RC-3.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-88	Social Media Posts & Records (Secondary) Description: Copy of a record(s); does not include original information.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-89	Social Media Account Records Description: 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 and Use Agreement & Updates, etc.	1 year after account is terminated, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>	<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	(7) RC-3 Required by Warren County Records Commission
GRS-90	Speeches/Presentations Description: Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value. Appraise for historical value, no RC-3 required if no historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-91	Surveillance Tapes/Videos Description: Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Until no longer of administrative value, provided no action pending.	Audio and/or Video Tape and/or Electronic Recording		<input type="checkbox"/>	<input type="checkbox"/>
GRS-92	Surveys & Questionnaires Description: Records collected from employees or the public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-93	Tax Forms Description: Office generated tax forms and related paperwork including but not limited to 1099s, W-2s, etc.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 7 years.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-94	Telephone Records Description: Messages received via telephone, station summary reports, call logs, copies of billing statements, etc.	Until no longer of administrative value and no action pending.	Paper and/or electronic and/or audio recording		<input type="checkbox"/>	<input type="checkbox"/>
GRS-95	Temporary Files (Computer) Description: Files created by various computer programs used for a variety of purposes.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-96	Temporary Internet Files (Computer) Description: A temporary file on the computer's hard drive that a browser stores web data for every page or URL visited by the user.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-97	Timecards, Time Sheets Description: Records indicating hours worked by employees.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 3 years as per O.R.C. 4111.14.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-98	Travel Expense Reports Description: Requests for reimbursement for employee travel.	If original is paper, keep until digitized and becomes official copy. Keep official copy for 3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-99	Uniform Records Description: Records tracking the management of uniforms provided by the county.	If original is paper, keep until digitized and becomes official copy no RC-3 required. 3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-100	Vehicle Maintenance Records Description: Records related to the repair and routine maintenance of county-owned vehicles. (Departmental copy, original held by Garage.)	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-101	Vehicle Mileage Records Description: Log of mileage and expenses incurred in county-owned vehicles.	Until vehicle sold or removed from inventory.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-102	Visitor's Log or Sign-In Sheets Description: Registers or logs used to track visitors/patrons visiting an office.	1 year, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-102a	Log Forms/Sheets Description: Data collection tool for information compiled by those most closely associated with tasks.	No longer of administration value	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-103	Volunteer Records Description: Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.	3 years after termination of service.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Warren County Records Commission
GRS-104	Work Orders Description: Requests asking for maintenance, assistance, and/or services.	1 Year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-105	Work Schedules Description: Schedules noting working hours for employees.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-106	Workers Compensation Claims Description: Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements, terms and conditions, etc.	10 years after final payment, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coronavirus Relief Records – Temporary Amendment for All Departments under the General Retention Schedule						
CR-01	Coronavirus Relief Fund Payment/Refund Records Description: All documentation and financial records that support compliance with subsection 601(d) of the Social Security Act, as amended by (42 U.S.C. 801(d)) of Coronavirus Relief Fund Payments.	If original is paper, keep until digitized and becomes official copy no RC-3 required. 5 years from final payment, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
CR-02	Families First Coronavirus Response Act Leave Records Description: All documentation provided pursuant to § 826.100 regardless of whether leave was granted or denied per EFMLEA.	If original is paper, keep until digitized. Keep for 4 years, provided audited*. **If Auditor’s Office maintains official copy, keep office copy until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Audited is related to the annual county audit completed by the State Auditor’s Office.