

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Washington County

Family &amp; Children First

(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 LGRP	(6) RC-3 Required by LGRP
10-001	Personnel Files	5 Years after Termination	Paper		<input type="checkbox"/>
10-002	Payroll Records	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-003	Attendance Records	3 Years, provided audited	Paper /Electronic		<input type="checkbox"/>
10-004	Personal Leave Reports	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-005	Activity Reports	2 Years	Paper/ Electronic		<input type="checkbox"/>
10-006	Travel Expense Reports	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-007	Job Descriptions	Until Superseded or Classification is Abolished No RC3 Required	Paper Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State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.	<input type="checkbox"/>
10-008	Desk/Appointment Calendars	3 Months after useful life	Paper		<input type="checkbox"/>
10-009	Applications for Employment (Unsuccessful/Not Hired)	1 Year after receipt	Paper		<input type="checkbox"/>
10-010	Annual Budgets	Permanent	Paper /Electronic		<input type="checkbox"/>
	Departmental/Office Budgets	Five Years	Paper/ Electronic		<input type="checkbox"/>
	Budget Preparation Documents	Four Years	Paper /Electronic		<input type="checkbox"/>
10-011	Annual Financial Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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10-012	Account Ledger	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-013	Expense Ledger	3 Years, provided audited	Paper /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.	<input type="checkbox"/>
10-014	Vouchers (copies)	3 Years, provided audited	Paper		<input type="checkbox"/>
10-015	Receipt Ledger	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-016	Pay-Ins to County Treasurer (copies)	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-017	Invoices (copies) Original sent to County Auditor	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-018	Purchase Orders, Requisitions and other documents related to Purchase of Goods or Services	3 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-019	Quarterly/Monthly/Semianual Reports	Until Final Year End Report is Processed, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-020	Annual Reports	5 Years	Paper/ Electronic		<input checked="" type="checkbox"/>
10-021	Meeting Minutes Official Copy  Audio Recordings	Permanent  One Year after transcribed to official copy	Paper/ Electronic		<input checked="" type="checkbox"/> (for official copy)

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10-022	Contracts	15 Years after expiration	Paper		<input type="checkbox"/>
10-023	Maintenance Agreements on Equipment	During Life of Equipment plus 1 year after audited	Paper		<input type="checkbox"/>
10-024	Leases	2 Years, provided audited	Paper	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.	<input type="checkbox"/>
10-025	Annual Inventory Report	3 Years, provided audited	Paper		<input type="checkbox"/>
10-026	Federal or State Grant Files, Supporting Financial Records & Documents	5 Years, provided audited	Paper/ Electronic		<input type="checkbox"/>
10-027	Bids / Proposals (Successful)	15 Years after Expiration of Contract	Paper		<input type="checkbox"/>
10-028	Bids / Proposals (Unsuccessful)	2 Years after letting of the contract, provided audited	Paper		<input type="checkbox"/>
10-029	Correspondence	1 – 5 Years at Discretion of Office Supervisor No RC3 Required	Paper		<input type="checkbox"/>
10-030	Memoranda	Treat as Correspondence No RC3 Required	Paper		<input type="checkbox"/>

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10-031	Copies of Records	Until no longer of Administrative Value, No RC3 Required	Paper		<input type="checkbox"/>
10-032	Blank Forms	Until Obsolete or superseded, No RC3 Required	Paper/ Electronic		<input type="checkbox"/>
10-033	Preliminary Drafts	Until No Longer of Administrative Value, No RC3 Required	Paper/ Electronic		<input type="checkbox"/>
10-034	Delivery Slips/Packing Slips	Until No Longer of Administrative Value, No RC3 Required	Paper		<input type="checkbox"/>
10-035	Telephone Messages	Until No Longer of Administrative Value, No RC3 Required	Paper/ Electronic		<input type="checkbox"/>
10-036	Voicemail	Until No Longer of Administrative Value, No RC3 required	Electronic		<input type="checkbox"/>
10-037	Fax Logs Messages	1 Year Treat as Correspondences, No RC3 Required	Paper Paper		<input type="checkbox"/>

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10-038	Notes	Until No Longer of Administrative Value, No RC3 Required	Paper		<input type="checkbox"/>
10-039	Bulletins, Posters, and Notices to Employees	Until No Longer of Administrative Value, No RC3 Required	Paper/ Electronic		<input type="checkbox"/>
10-040	Directives, Manuals, and Handbooks	Retain until superseded, obsolete, or replaced No RC3 Required	Paper/ Electronic		<input type="checkbox"/>
10-041	Policies, Rules, Regulations, or Procedures	Retain until superseded, obsolete, or replaced No RC3 Required	Paper/ Electronic		<input type="checkbox"/>
10-042	Unsolicited Mail	Until No Longer of Administrative Value, No RC3 Required	Paper		<input type="checkbox"/>
10-043	Non-Records Electronic Mail	May be Disposed of at Any Time, No RC3 Required	Electronic		<input type="checkbox"/>
10-044	Transient Retention Electronic Mail	Until No Longer of Administrative Value, No RC3 Required	Electronic		<input type="checkbox"/>
10-045	Intermediate Retention Electronic Mail	1 Year	Electronic		<input type="checkbox"/>

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10-046	Permanent Retention Electronic Mail	2 Years, Print out and keep in appropriate file or electronic mail may be deleted as soon as permanent copy is printed and kept.	Paper		<input type="checkbox"/>
10-047	Client Records for Washington County Help Me Grow Home Visiting	6 Years from the date of receipt of payment for the service	Paper/ Electronic		<input type="checkbox"/>
10-048	Client Records for Washington County Family & Children First	5 Years after Case File is Closed or Determined Inactive	Paper/ Electronic		<input type="checkbox"/>
10-049	Client Records for Washington County Help Me Grow Early Intervention	Until the child's/Client's ninth birthday	Paper/ Electronic		<input type="checkbox"/>



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

### Section A: Local Government Unit

Washington County

Family & Children First

(local government entity)

(unit)

*Cindy Davis*  
 (signature of responsible official)

Cindy Davis  
 (name)

Council Director  
 (title)

9-12-19  
 (date)

### Section B: Records Commission

Washington County Records Commission

(740) 376-6623

(telephone number)

1115 Gilman Ave.  
 (address)

Marietta  
 (city)

45750  
 (zip code)

Washington  
 (county)

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

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.

*[Signature]*  
 Records Commission Chair Signature

10/22/20  
 (date)

### Section C: Ohio History Connection - State Archives

*[Signature]*  
 Signature

Local Government Records Analyst  
 Title

11/24/2020  
 Date

### Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks  
 Date: 2020.12.03 15:58:08 -05'00'

Records Manager

Signature

Title

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**