

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

OCT 27 2017

(1) TO: Columbiana County Records Commission      330-424-1471 Telephone Number

7989 Dickey Drive, Suite 2      Lisbon      44432      Columbiana  
(address)      (city)      (zip code)      (county)

STATE AND LOCAL  
GOVERNMENT RECORDS

(2) FROM: Columbiana County Department of Job & Family Services  
(political subdivision name)

Unit  
(unit)

*Elton Dray - Barber*

*Elton Dray - Barber*

*Director*

*9/25/2017*

(signature of responsible official)

(name)

(title)

(date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 10-18-17 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

*Jim Hoppel*

*10-18-2017*

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

*Aminda Rindler*      *11/7/17*

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

*Martin E. Maus*      *11-13-17*

For the Ohio Auditor of State

Date

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
IM-11-1	JFS Case Files – Active with no overpayments (GA, PRC, OWF, ADC, TANF, Work Activity, Medicaid, Food Stamps/SNAP)	Destroy documents more than Seven (7) Years old	Paper	
IM-11-1e	JFS Case Files – Active with no overpayments (GA, PRC, OWF, ADC, TANF, Work Activity, Medicaid, Food Stamps/SNAP)	Destroy documents more than Seven (7) Years old	Electronic	
IM-11-2	JFS Case Files – Inactive with no overpayments (GA, PRC, OWF, ADC, TANF, Work Activity, Medicaid, Food Stamps/SNAP)	Three (3) Years After Case Closed	Paper	
IM-11-2e	JFS Case Files – Inactive with no overpayments (GA, PRC, OWF, ADC, TANF, Work Activity, Medicaid, Food Stamps/SNAP)	Three (3) Years After Case Closed	Electronic	

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**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
IM-11-3	TANF Case files (Temporary Assistance for Needy Families) Files contain eligibility documents and vital statistics Effective 10-1-97, ADC files are identified as TANF files	Destroy after case has been inactive for three (3) years or after audit. The minimum retention period for active TANF cases is seven (7) years for all records except original application and vital statistic documents	Paper	
IM-11-3-e	TANF Case files (Temporary Assistance for Needy Families) Files contain eligibility documents and vital statistics Effective 10-1-97, ADC files are identified as TANF files	Destroy after case has been inactive for three (3) years or after audit. The minimum retention period for active TANF cases is seven (7) years for all records except original application and vital statistic documents	Electronic	
IM-11-4	OWF case files (as of 10-1-97, TANF case files are identified as OWF case files) Files contain eligibility documents and vital statistics	Destroy after case has been inactive for a minimum of three (3) years. The minimum retention period for active OWF case files is seven (7) years except original application and vital statistics.	Paper	
IM-11-4-e	OWF case files (as of 10-1-97, TANF case files are identified as OWF case files) Files contain eligibility documents and vital statistics	Destroy after case has been inactive for a minimum of three (3) years. The minimum retention period for active OWF case files is seven (7) years except original application and vital statistics.	Electronic	
IM-11-5	OWF case files for which a finding of recovery of overpayments have been made	Retain for one (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn or otherwise resolved	Paper	



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
IM-11-5-e	OWF case files for which a finding of recovery of overpayments have been made	Retain for one (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn or otherwise resolved	Electronic	
IM-11-6	GA/DA case files for which a finding for recovery of overpayment has been made	Retain for (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn of otherwise resolved	Paper	
IM-11-6-e	GA/DA case files for which a finding for recovery of overpayment has been made	Retain for (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn of otherwise resolved	Electronic	
IM-11-7	Food Stamp/SNAP Case Files for which a finding for recovery of overpayments has been made	Retain one (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn or otherwise resolved	Paper	
IM-11-7-e	Food Stamp/SNAP Case Files for which a finding for recovery of overpayments has been made	Retain one (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn or otherwise resolved	Electronic	
IM-11-8	Medicaid Case files for which a finding for recovery of overpayments have been made	Retain one (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn or otherwise resolved	Paper	
IM-11-8-e	Medicaid Case files for which a finding for recovery of overpayments have been made	Retain one (1) year after all legal actions have been finalized or appeals exhausted, findings paid, withdrawn or otherwise resolved	Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
IM-11-9	Interim Assistance Reimbursement Records/Attorney requests for Interim Assistance Reimbursement	Three (3) years after all actions, findings, collections or audits	Paper	
IM-11-9-e	Interim Assistance Reimbursement Records/Attorney requests for Interim Assistance Reimbursement	Three (3) years after all actions, findings, collections or audits	Electronic	
IM-11-10	Work Activities – Worksite Schedules, Inactive Folders, Work Orders & Site Rosters	Three (3) Years	Paper	
IM-11-10-e	Work Activities – Worksite Schedules, Inactive Folders, Work Orders & Site Rosters	Three (3) Years	Electronic	
IM-11-11	Public Assistance, Medicaid, and Food Stamp/SNAP, Food Assistance Overpayment & Fraud	Three (3) Years	Paper	
	a.) Reports	Seven (7) Years		
	b.) Ledger cards, file card from date paid in full, suspended, waived or recipient deceased or otherwise resolved			
IM-11-11-e	Public Assistance, Medicaid, and Food Stamp/SNAP, Food Assistance Overpayment & Fraud	Three (3) Years	Electronic	
	a.) Reports	Seven (7) Years		
	b.) Ledger cards, file card from date paid in full, suspended, waived or recipient deceased or otherwise resolved			
IM-11-12	IEVS record destruction log	Five (5) Years	Paper	
IM-11-12-e	IEVS record destruction log	Five (5) Years	Electronic	
IM-11-13	RMS Sheets, Disc & Reports	Four (4) Years provided audited	Paper	



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
IM-11-13e	RMS Sheets, Disc & Reports	Four (4) Years provided audited	Electronic	
IM-11-14	ODJFS 4230 (ADC Fraud Activity)	Five (5) Years provided audited	Paper	
IM-11-15	ODJFS 4235 (IVES Cost Report)	Five (5) Years provided audited	Paper	
IM-11-16	ODJFS 7210 (Ohio Food Stamp Program Information Statement)	Five (5) Years provided audited	Paper	
IM-11-17	ODJFS 7424 (Claim Determinations)	Five (5) Years provided audited	Paper	
IM-11-17e	ODJFS 7424 (Claim Determinations)	Five (5) Years provided audited	Electronic	
IM-11-18	Active Overpayment/Claims File	Retain three (3) years from date closed or one (1) year after all actions, collections, findings or audits are completed (whichever is longer)	Paper	
IM-11-18e	Active Overpayment/Claims File	Retain three (3) years from date closed or one (1) year after all actions, collections, findings or audits are completed (whichever is longer)	Electronic	
IM-11-19	Fraud/Overpayment Investigation Record with No Findings of Fraud or Overpayment Claim	Three (3) years provided audited	Paper	
IM-11-19-e	Fraud/Overpayment Investigation Record with No Findings of Fraud or Overpayment Claim	Three (3) years provided audited	Electronic	
IM-11-20	Receipt Books for Overpayments	Five (5) Years provided audited	Paper	
IM-11-20e	Receipt Books for Overpayments	Five (5) Years provided audited	Electronic	
IM-11-21	Suspended Overpayment/Claim	Three (3) Years provided audited	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
IM-11-21e	Suspended Overpayment/Claim	Three (3) Years provided audited	Electronic	
IM-11-22	Voter Registration transmittal Forms and Completed Voter Registration Forms	Two (2) Years	Paper	
IM-11-22-e	Voter Registration transmittal Forms and Completed Voter Registration Forms	Two (2) Years	Electronic	
IM-11-23-e	E-mail that has a significant administrative, fiscal, legal or historic value will be considered a record	Print or Save; Erase e-mail when no longer of administrative value	Electronic	
SS-11-1	Protective & Foster Children Case Files – Active and Terminated	60 days after imaged	Paper	
SS-11-1-e	Protective & Foster Children Case Files – Active and Terminated	Permanent	Electronic	
SS-11-2	Protective & Foster Children Supporting Documents – Photos, Tapes, CD's, DVD's	Twenty (20) years after investigation has been closed	Paper	
SS-11-2-e	Protective & Foster Children Supporting Documents – Photos, Tapes, CD's, DVD's	Twenty (20) years after investigation has been closed	Electronic	
SS-11-3	Welfare Advisory Board	Permanent Hold for Review Ohio Historical Society	Paper	RC-3 Required by OHS
SS-11-4	JFS Planning Committee Minutes	Permanent	Paper	RC-3 Required by OHS
SS-11-4-e	JFS Planning Committee Minutes	Permanent	Electronic	
SS-11-5	Title XX Contract & Vendor Agreements	Three (3) Years after final provided audited	Paper	
SS-11-7	Child Care Records – Clients & Contracts	Three (3) Years after closure	Paper	
SS-11-7-e	Child Care Records – Clients & Contracts	Three (3) Years after closure	Electronic	



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
SS-11-8	Child Care Provider Records	Five (5) Years	Paper	
SS-11-8-e	Child Care Provider Records	Five (5) Years	Electronic	
SS-11-9	Child Care Provider Invoices	Five (5) Years	Paper	RC-3 Required by OHS
SS-11-9-e	Child Care Provider Invoices	Five (5) Years	Electronic	RC-3 Required by OHS
SS-11-10	Adoption Records	Sixty (60) Days	Paper	RC-3 Required by OHS
SS-11-10-e	Adoption Records	Permanent	Electronic	RC-3 Required by OHS
SS-11-11	Foster Home Case Files	Five (5) Years after service ends	Electronic	RC-3 Required by OHS
SS-11-11-e	Foster Home Case Files	Five (5) Years after service ends	Electronic	
SS-11-12	Adult Protective Case Files Investigative Case Files	Three (3) Years for Adults	Paper	
SS-11-12-e	Adult Protective Case Files Investigative Case Files	Three (3) Years for Adults	Electronic	
SS-11-13	Adult Protective Case Files	Three (3) Years after Adult is deceased	Paper	
SS-11-13-e	Adult Protective Case Files	Three (3) Years after Adult is deceased	Electronic	
SS-11-14	Information & Referral Slips for food, clothing & shelter	Three (3) Years	Paper	
SS-11-14-e	Information & Referral Slips for food, clothing & shelter	Three (3) Years	Electronic	
SS-11-15	Federal Emergency Management Reports	Five (5) Years provided audited	Paper	
SS-11-16	ODJFS 4282 Title XX Purchased/Direct Service	Five (5) Years provided audited	Paper	
SS-11-16e	ODJFS 4282 Title XX Purchased/Direct Service	Five (5) Years Provided audited	Electronic	
SS-11-17	ODJFS 4208 Non-emergency Transportation Report	Six (6) Years provided audited	Paper	
SS-11-17-e	ODJFS 4208 Non-emergency Transportation Report	Six (6) Years provided audited	Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
SS-11-18	ODJFS 4262 Children Receiving Services	Five (5) Years provided audited	Paper	
SS-11-19	ODJFS 4269 Adoption Report	Five (5) Years provided audited	Paper	
SS-11-20	Program Case Records: Enhanced Medicaid Transportation (EMT), Pregnancy Related Services, Healthchek & Non-emergency Transportation (NET)	Six (6) Years after continuous closure provided audited	Paper	
SS-11-20e	Program Case Records: Enhanced Medicaid Transportation (EMT), Pregnancy Related Services, Healthchek & Non-emergency Transportation (NET)	Six (6) Years after continuous closure provided audited	Electronic	
SS-11-21	Records for WebCheck (SSN, Drivers' License)	Four (4) Years provided audited	Paper	
SS-11-21e	Records for WebCheck (SSN, Drivers' License)	Four (4) Years provided audited	Electronic	
SS-11-22e	E-mail that has a significant administrative, fiscal, legal or historic value will be considered a record	Print or Save; e-mail when no longer of administrative value	Electronic	
SSL-11-1	Senior Services Case Files (Active & Terminated)	Sixty (60) Days after imaged	Paper	
SSL-11-2e	Senior Services Case Files (Active & Terminated)	Permanent	Electronic	
SSL-11-3	Senior Services Case Files Supporting Documents	Sixty (60) Days after imaged	Paper	
SSL-11-3e	Senior Services Case Files Supporting Documents	Three (3) Years after death of participant/case closure	Electronic	
SSL-11-4	SSL Board Meeting Minutes	Permanent Hold for Review Ohio Historical Society	Paper	
SSL-11-5	SSL Board Meeting Agendas	Two (2) Years	Paper	



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Item Number	Description	Retention Period	Medium
SSL-11-6	SS Levy Certifications Resolution or Ordinance from Board of Commissioners to County Auditor Requesting that the County Auditor Certify to the Board the Total Current Tax Valuation of the County and the Number of Mills Required to Generate a Specified Amount of Revenue	Life of Levy + One (1) Year	
SSL-11-7	SS Levy Resolutions Written Motions Considered by Board of Commissioners Officially Documenting Certain Actions	Permanent in Commissioners Journal	
SSL-11-8	SSL Contract & Vendor Agreements	Three (3) Years after Agreement expires	Paper
SSL-11-9e	Email Which Has Significant Administrative, Fiscal, Legal, or Historical Value	Print or save email when no longer of administrative value	Electronic
SSL-11-10	SSL Employee Personnel Files	Five (5) Years after termination	Paper
SSL-11-10e	SSL Employee Personnel Files	Five (5) Years after termination	Electronic
SSL-11-11	SSL Table of Organization	Five (5) Years after amended	Paper
SSL-11-12	SSL Purchase Orders	Four (4) Years after purchase	Paper
SSL-11-12e	SSL Purchase Orders	Four (4) Years after purchase	Electronic
SSL-11-13	SSL Annual Budget Including Preparation Documentation	Sixty (60) Days after imaged	Paper
SSL-11-13e	SSL Annual Budget Including Preparation Documentation	Permanent	Electronic
SSL-11-14	Procurement Information and Bids/Proposals	Four (4) Years	Paper
SSL-11-14e	Procurement Information and Bids/Proposals	Four (4) Years	Electronic
SSL-11-15	SSL Contracts or Memorandums of Understanding with Providers and/or Sub-recipients and Supporting Documentation	Five (5) Years	Paper

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SSL-11-15e	SSL Contracts or Memorandums of Understanding with Providers and/or Sub-recipients and Supporting Documentation	Five (5) Years	Electronic
SSL-11-16	SSL Fund Reports	Sixty (60) Days after imaged	Paper
SSL-11-17	SSL Board Meeting Notices	Two (2) Years	Electronic
CSEA-11-1	CSEA Closed Files with or without an order	Three (3) Years after case closes with no balance or until otherwise maintained (digitally imaged) and no longer of administrative value, then destroy	Paper
CSEA-11-1e	CSEA Closed Files with or without an order	Three (3) Years after case closes with no balance	Electronic
CSEA-11-2	COGNOS Reports and Work Lists	Three (3) Years	Paper
CSEA-11-2e	COGNOS Reports and Work Lists	Three (3) Years	Electronic
CSEA-11-4	Cashier and County Batch Reports, Deposit Slips, Receipts, Bank Statements, and any other supporting documentation associated with the CSEA Walk-in Payment Process.	Five (5) Years provided audited	Paper
CSEA-11-4e	Cashier and County Batch Reports, Deposit Slips, Receipts, Bank Statements, and any other supporting documentation associated with the CSEA Walk-in Payment Process.	Five (5) Years provided audited	Electronic
CSEA-11-5e	E-mail that has a significant administrative, fiscal, legal or historic value will be considered a record	Print or Save; Erase e-mail when no longer of administrative value	Electronic
CSEA-11-6e	RMS Sheets and documentation	Four (4) Years provided audited	Electronic
CSEA-11-7	JFS 07019 (FTI Item Tracking Log)	Five (5) Years	Paper



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CSEA-11-8	JFS 7072 (Safeguarding IRS, ODT, FPLS and UC information)	Five (5) Years	Paper	
CSEA-11-9	JFS 07014 (Tax Information Safeguarding Authorization Agreement)	Five (5) Years	Paper	
CSEA-11-9-e	JFS 07014 (Tax Information Safeguarding Authorization Agreement)	Five (5) Years	Electronic	
CSEA-11-10	FTI Destruction Log	Five (5) Years	Paper	
CSEA-11-11	CSEA Reception Area Sign-In Sheets	Two (2) Years	Paper	
CSEA-11-12	CSEA Phone Logs	Two (2) Years	Paper	
CSEA-11-12e	CSEA Phone Logs	Two (2) Years	Electronic	
CSEA-11-13	Unit Statistical Reports, Case Review Sheets	Three (3) Years	Paper	
CSEA-11-13e	Unit Statistical Reports, Case Review Sheets	Three (3) Years	Electronic	
HR-11-1	Employee Leave Request, i.e. Sick Leave.	Three (3) Years provided audit	Paper	
HR-11-1e	Employee Leave Request, i.e. Sick Leave.	Three (3) Years provided audit	Electronic	
HR-11-2	Employee Incident Report	Two (2) Years	Paper	
HR-11-2-e	Employee Incident Report	Two (2) Years	Electronic	
HR-11-3	Employee Payroll Records and Time Sheets	Three (3) Years after end of fiscal year provided audited	Paper	
HR-11-3-e	Employee Payroll Records	Three (3) Years after end of fiscal year provided audited	Electronic	
HR-11-4	Employee Personnel Files	Five (5) Years after Termination – Purged (HR-	Paper	

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HR-11-4-e	Employee Personnel Files	11-8) Five (5) Years after Termination-Purged (HR- 11-8-e)	Electronic	
HR-11-5	Application for Employment (unsuccessful/not hired)	Six (6) Months after receipt	Paper	
HR-11-6	Job Descriptions	Current plus one (obsolete)	Paper	
HR-11-6-e	Job Descriptions	Current plus one (obsolete)	Electronic	
HR-11-7-e	Table of Organization	Three (3) Years	Electronic	
HR-11-8	Employee Personnel Action, Leave Balances, Salary History	Purged Personnel File (HR-11-4) Retain Ninety (90) Days after imaged	Paper	
HR-11-8-e	Employee Personnel Action, Leave Balances, Salary History	Purged Personnel File (HR-11-4) retain Forty (40) Years	Electronic	
HR-11-9	Labor Files-Records & Documents Pertaining to Union Matters, Negotiations, Grievances, Arbitration	Ten (10) Years	Paper	
HR-11-9-e	Labor Files-Records & Documents Pertaining to Union Matters, Negotiations, Grievances, Arbitration	Ten (10) Years	Electronic	
HR-11-9-e	E-mail that has a significant administrative, fiscal, legal or historic value will be considered a record	Print or Save; Erase e- mail when no longer of administrative value	Electronic	
BO-11-1	Purchase Orders	Four (4) Years after audited	Paper	
BO-11-1-e	Purchase Orders	Four (4) Years after audited	Electronic	
BO-11-2	Audit Reports (Federal, State, Internal) and Compliance Reports	Five (5) Years	Paper	
BO-11-2-e	Audit Reports (Federal, State, Internal) and Compliance Reports	Five (5) Years	Electronic	
BO-11-3	RMS Sheets/Disc/Reports	Four (4) Years provided	Paper	



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BO-11-4	Inventory of Equipment	audited Five (5) Years provided audited	Paper	
BO-11-4-e	Inventory of Equipment	Five (5) Years provided audited	Electronic	
BO-11-5	Annual Budgets including preparation documents	Permanent	Paper	
BO-11-5-e	Annual Budgets including preparation documents	Permanent	Electronic	
BO-11-6	ODJFS 2520 (Maintenance of Effort/CSB Report)	Three (3) Years provided audited	Paper	
BO-11-6-e	ODJFS 2520 (Maintenance of Effort/CSB Report)	Three (3) Years provided audited	Electronic	
BO-11-7	ODJFS 2750 (CSEA Monthly Report)	Three (3) Years provided audited	Paper	
BO-11-7-e	ODJFS 2750 (CSEA Monthly Report)	Three (3) Years provided audited	Electronic	
BO-11-8	ODJFS 2820 (CSB Monthly Report)	Three (3) Years provided audited	Paper	
BO-11-8-e	ODJFS 2820 (CSB Monthly Report)	Three (3) Years provided audited	Electronic	
BO-11-9	ODJFS 2827 Monthly Financial Report	Three (3) Years provided audited	Paper	
BO-11-9-e	ODJFS 2827 Monthly Financial Report	Three (3) Years provided audited	Electronic	
BO-11-10	Maintenance Agreements and Service Contracts on Equipment or Vendors	During life of equipment plus One (1) year after audited	Paper	
BO-11-10-e	Maintenance Agreements and Service Contracts on Equipment or Vendors	During life of equipment plus One (1) year after audited	Electronic	
BO-11-11	Procurement information and Bids/Proposals	Four (4) Years provided audited	Paper	
BO-11-11-e	Procurement Information and Bids/Proposals	Four (4) Years provided audited	Electronic	

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BO-11-12	ODJFS 4290 (Full Time Employees)	Three (3) Years provided audited	Paper	
BO-11-12-e	ODJFS 4290 (Full Time Employees)	Three (3) Years provided audited	Electronic	
BO-11-13	Pay-In to County Treasurer	Three (3) Years provided audited	Paper	
BO-11-13-e	Pay-In to County Treasurer	Three (3) Years provided audited	Electronic	
BO-11-14	Receipt Books	Three (3) Years provided audited	Paper	
BO-11-15	Vouchers for Assistance to Vendors, Recipients and Sub-recipients	Three (3) Years provided audited	Paper	
BO-11-15-e	Vouchers for Assistance to Vendors, Recipients and Sub-recipients	Three (3) Years provided audited	Electronic	
BO-11-16	Vouchers for Supplies & Equipment including delivery slips/packing slips	Three (3) Years provided audited	Paper	
BO-11-16-e	Vouchers for Supplies & Equipment including delivery slips/packing slips	Three (3) Years provided audited	Electronic	
BO-11-17	Building Leases	Five (5) Years provided audited	Paper	
BO-11-17-e	Building Leases	Five (5) Years provided audited	Electronic	
BO-11-18	Contracts or Memorandums of Understanding with Providers and/or Sub-recipients and supporting documentation	Five (5) Years provided audited	Paper	
BO-11-18-e	Contracts of Memorandums of Understanding with Providers and/or Sub-recipients and supporting documentation	Five (5) Years provided audited	Electronic	
BO-11-19	ODJFS 4280 (IV-E Report)	Three (3) Years provided audited	Paper	
BO-11-19-e	ODJFS 4280 (IV-E Report)	Three (3) Years provided audited	Electronic	



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BO-11-20	ODJFS 4281 Children Services	Three (3) Years provided audited	Paper	
BO-11-20-e	ODJFS 4281 Children Services	Three (3) Years provided audited	Electronic	
BO-11-21	Equipment operating and maintenance manuals.	One (1) Year after equipment is sold, scrapped or disposed of (No RC-3 required)	Paper	
BO-11-22	Equipment maintenance, repair records; and service contracts for equipment of vendors	One (1) Year after equipment is sold, scrapped or disposed of (No RC-3 required)	Paper	
BO-11-22-e	Equipment maintenance, repair records; and service contracts for equipment of vendors	One (1) Year after equipment is sold, scrapped or disposed of (No RC-3 required)	Electronic	
BO-11-23	Blank Forms (obsolete or superseded)	Thirty (30) Days after obsolete	Paper	
BO-11-24	Correspondence, Routine Form Letters	One (1) Year	Paper	
BO-11-24-e	Correspondence, Routine Form Letters	One (1) Year	Electronic	
BO-11-25	Employee Travel Expense Reports & Travel Authorizations	Three (3) Years provided audited	Paper	
BO-11-25-e	Employee Travel Expense Reports & Travel Authorizations	Three (3) Years provided audited	Electronic	
BO-11-26	Expense Records and Invoices (paid)	Three (3) Years provided audited	Paper	
BO-11-26-e	Expense Records and Invoices (paid)	Three (3) Years provided audited	Electronic	
BO-11-27	Telephone Records (Charges/Bills)	Two (2) Years provided audited	Paper	
BO-11-27-e	Telephone Records (Charges/Bills)	Two (2) Years provided audited	Electronic	
BO-11-28	Allocation Letters	Five (5) Years	Paper	
BO-11-28-e	Allocation Letters	Five (5) Years	Electronic	
BO-11-29	Cost Allocation Plans	Five (5) Years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Columbiana County Department of Job & Family Services  
(political subdivision name)

Unit  
(unit)

\*Record means: The item is stored on a fixed medium (paper, tape, video, film, photos, etc.)

BO-11-30	Agency Annual Report	Permanent	Paper	
BO-11-31-e	E-mail that has a significant administrative, fiscal, legal or historic value will be considered a record	Print or Save; Erase e-mail when no longer of administrative value	Electronic	
BO-11-32	Mandated Share/Work Allowance Monthly Report	Three (3) Years provided audited	Paper	
BO-10-32-e	Mandated Share/Work Allowance Monthly Report	Three (3) Years provided audited	Electronic	
BO-11-33	Operating to Program Requests	Three (3) Years provided audited	Paper	
BO-11-33-e	Operating to Program Requests	Three (3) Years provided audited	Electronic	
BO-11-34	Agency Website Sales Documents, Bid Sheets, Approvals for Sale	Three (3) Years provided audited	Paper	
BO-11-34-e	Agency Website Sales Documents, Bid Sheets, Approvals for Sale	Three (3) Years provided audited	Electronic	
BO-11-35	Appropriation Transfers County Auditor	Three (3) Years provided audited	Paper	
BO-11-35-e	Appropriation Transfers - County Auditor	Three (3) Years provided audited	Electronic	
BO-11-36	Certificates - County Auditor	Three (3) Years provided audited	Paper	
BO-11-36-e	Certificates - County Auditor	Three (3) Years provided audited	Electronic	
BO-11-37	Certificates of Local Match	Three (3) Years provided audited	Paper	
BO-11-37-e	Certificates of Local Match	Three (3) Years provided audited	Electronic	



**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

**FROM:** Columbiana County Department of Job & Family Services  
(political subdivision name)

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BO-11-38	SS RMS Certificate of Funds	Three (3) Years provided audited	Paper	
BO-11-38-e	SS RMS Certificate of Funds	Three (3) Years provided audited	Electronic	
BO-11-39	Federal Schedule	Three (3) Years provided audited	Paper	
BO-11-39-e	Federal Schedule	Three (3) Years provided audited	Electronic	
BO-11-40	Children Services Bank Accounts	Seven (7) Years provided audited	Paper	
BO-11-40-e	Children Services Bank Accounts	Seven (7) Years provided audited	Electronic	
BO-11-41	CFIS Financial Reports	Three (3) Years provided audited	Paper	
BO-11-41-e	CFIS Financial Reports	Three (3) Years provided audited	Electronic	
BO-11-42	Quarterly Finalized Reconciliations	Three (3) Years provided audited	Paper	
BO-11-42-e	Quarterly Finalized Reconciliations	Three (3) Years provided audited	Electronic	
BO-11-43	Foster Parent Board Payments	Three (3) Years provided audited	Paper	
BO-11-43-e	Foster Parent Board Payments	Three (3) Years provided audited	Electronic	
General-11-1	Phone Messages	Retain until no longer of administrative value, then destroy (No RC-3 required)	Paper	
General-11-2	Interoffice Communications --Post-its --Drafts --Informal Notes --Reminder Notes --Meeting Agendas	Retain until no longer of administrative value, then destroy (No RC-3 required)	Paper	
General-11-3-e	Text Messages	Erase or delete when no longer of administrative	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

**FROM:** Columbiana County Department of Job & Family Services

Unit

(political subdivision name)

(unit)

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		value, then destroy (No RC-3 required)		
General-11-4	Planning Schedules, calendars, training information, appointment books, schedules and planners	Retain until no longer of administrative value, then destroy (No RC-3 required)	Various	
General-11-5	Directories containing employee contact information	Purge and update as needed (No RC-3 required)	Paper	
General-11-6	Facsimile logs, cover sheets, and confirmation notices	Retain until no longer of administrative value, then destroy (No RC-3 required)	Paper	
General-11-7	Records of anonymous or unfounded complaints	Retain until no longer of administrative value, then destroy (No RC-3 required)	Paper	
General-11-8	Press Releases	Three (3) Years, then appraise for administrative or historical value	Paper	RC-3 Required by OHS
General-11-8-e	Press Releases	Three (3) Years, then appraise for administrative or historical value	Electronic	
General-11-9	Photographs, negatives or electronic images	Maintain until no longer of administrative or historical value (No RC-3 required)	Paper	RC-3 Required by OHS
General 11-9-e	Photographs, negatives or electronic images	Maintain until no longer of administrative or historical value (No RC-3 required)	Electronic	
General-11-10	Records Documents (RC-1, RC-2, RC-3)	Permanent	Paper	
General 11-11	Copies of documents otherwise retained	Retain until no longer of administrative value, then destroy (RC-3 not required)	Paper	
General 11-12	Mandatory Notices	Three (3) years provided audited	Paper	



**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

**FROM:** Columbiana County Department of Job & Family Services Unit  
(political subdivision name) (unit)

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**\*\*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 ORC.**