

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

OCT 18 2019

(1) TO: Columbiana County Records Commission 330-424-1471 Telephone Number7989 Dickey Drive, Suite 2  
(address)Lisbon  
(city)44432  
(zip code)STATE AND LOCAL  
GOV. RECORDS  
Columbiana  
(county)(2) FROM: Columbiana County Department of Job & Family Services  
(political subdivision name)Unit  
(unit)Rachel Betterman  
(signature of responsible official)Rachel Betterman  
(name)Intake Director  
(title)09.23.2019  
(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 10-16-19 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Jenni Koppel  
Signature10-16-2019  
Date

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

For the Ohio Historical Society10/23/19  
Date

Approved by the Ohio Auditor of State:

Martin E. Mah  
For the Ohio Auditor of State11-7-19  
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)	30 days after imaged	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 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)	30 days after imaged	Paper	
IM-11-2e	JFS Case Files – Inactive with no overpayments (GA, PRC, OWF, ADC, TANF, Work Activity, Medicaid, Food Stamps/SNAP)	3 years after case closed	Electronic	

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

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

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

Unit  
(unit)

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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	30 days after imaged	Paper	
IM-11-3e	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 3 years or after audit. The minimum retention period for active TANF cases is 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	30 days after imaged	Paper	
IM-11-4e	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 3 years. The minimum retention period for active OWF case files is 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	30 days after imaged	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-11-5e	OWF case files for which a finding of recovery of overpayments have been made	Retain for 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	30 days after imaged	Paper	
IM-11-6e	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 or otherwise resolved	Electronic	
IM-11-7	Food Stamp/SNAP Case Files for which a finding for recovery of overpayments has been made	30 days after imaged	Paper	
IM-11-7e	Food Stamp/SNAP Case Files for which a finding for recovery of overpayments has been made	Retain for 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	30 days after imaged	Paper	
IM-11-8e	Medicaid Case files for which a finding for recovery of overpayments have been made	Retain for 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	30 days after imaged	Paper	
IM-11-9e	Interim Assistance Reimbursement Records/Attorney requests for Interim Assistance Reimbursement	3 years after all actions, findings, collections or audits	Electronic	
IM-11-10	Work Activities – Worksite Schedules, Inactive Folders, Work Orders & Site Rosters	30 days after imaged	Paper	
IM-11-10e	Work Activities – Worksite Schedules, Inactive Folders, Work Orders & Site Rosters	3 years	Electronic	
IM-11-11	Public Assistance, Medicaid, and Food Stamp/SNAP, Food Assistance Overpayment & Fraud		Paper	
	a.) Reports	30 days after imaged		
	b.) Ledger cards, file card from date paid in full, suspended, waived or recipient deceased or otherwise resolved	30 days after imaged		
IM-11-11e	Public Assistance, Medicaid, and Food Stamp/SNAP, Food Assistance Overpayment & Fraud		Electronic	
	a.) Reports	3 years		
	b.) Ledger cards, file card from date paid in full, suspended, waived or recipient deceased or otherwise resolved	7 years		
IM-11-12	IEVS record destruction log	5 years	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	4 years provided audited	Electronic	<p><i>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.</i></p>
IM-11-14	ODJFS 4230 (ADC Fraud Activity)	30 days after imaged	Paper	
IM-11-14e	ODJFS 4230 (ADC Fraud Activity)	5 years provided audited	Electronic	
IM-11-15	ODJFS 4235 (IVES Cost Report)	30 days after imaged	Paper	
IM-11-15e	ODJFS 4235 (IVES Cost Report)	5 years provided audited	Electronic	
IM-11-16	ODJFS 7210 (Ohio Food Stamp Program Information Statement)	5 years provided audited	Paper	
IM-11-17	ODJFS 7424 (Claim Determinations)	30 days after imaged	Paper	
IM-11-17e	ODJFS 7424 (Claim Determinations)	5 years provided audited	Electronic	
IM-11-18	Active Overpayment/Claims File	30 days after imaged	Paper	
IM-11-18e	Active Overpayment/Claims File	Retain for 3 years from date closed or 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	30 days after imaged	Paper	
IM-11-19e	Fraud/Overpayment Investigation Record with No Findings of Fraud or Overpayment Claim	3 years provided audited	Electronic	
IM-11-20	Receipts for Overpayments	30 days after imaged	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-11-20e	Receipts for Overpayments	5 years provided audited	Electronic	
IM-11-21	Suspended Overpayment/Claim	30 days after imaged	Paper	
IM-11-21e	Suspended Overpayment/Claim	3 years provided audited	Electronic	
IM-11-22	Voter Registration transmittal Forms and Completed Voter Registration Forms	30 days after imaged	Paper	
IM-11-22e	Voter Registration transmittal forms and completed Voter Registration forms	2 years	Electronic	
IM-11-23	ODJFS 4208 Non-emergency Transportation report	30 days after imaged	Paper	
IM 11-23e	ODJFS 4208 Non-emergency Transportation report	6 years provided audited	Electronic	
IM-11-24	Program case records: enhanced Medicaid Transportation (EMT), Pregnancy Related Services, Healthchek, and Non-Emergency Transportation (*NET)	30 days after imaged	Paper	
IM-11-24e	Program case records: enhanced Medicaid Transportation (EMT), Pregnancy Related Services, Healthchek, and Non-Emergency Transportation (*NET)	6 years after continuous closure provided audited	Electronic	
IM-11-25e	Records for WebCheck (SSN, Drivers' License)	4 years provided audited	Electronic	
IM-11-26e	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	



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
IM-11-27	Child Care Records – Clients & Contracts	30 days after imaged	Paper	
IM-11-27e	Child Care Records – Clients & Contracts	3 years after closure	Electronic	
IM-11-28	Child Care Provider Records	30 days after imaged	Paper	
IM-11-28e	Child Care Provider Records	5 years	Electronic	
IM-11-29	Child Care Provider Invoices	30 days after imaged	Paper	<del>RC-3 Required by OHS</del>
IM-11-29e	Child Care Provider Invoices	5 years	Electronic	<del>RC-3 Required by OHS</del>
SS-11-1	Protective & Foster Children Case Files – Active and Terminated	30 days after imaged	Paper	
SS-11-1e	Protective & Foster Children Case Files – Active and Terminated	Permanent	Electronic	
SS-11-2	Protective & Foster Children Supporting Documents – Photos, Tapes, CD's, DVD's	20 years after investigation has been closed	Paper	
SS-11-2e	Protective & Foster Children Supporting Documents – Photos, Tapes, CD's, DVD's	20 years after investigation has been closed	Electronic	
SS-11-3	Welfare Advisory Board	Permanent - hold for review by Ohio Historical Society	Paper	RC-3 Required by OHS ✓
SS-11-4	JFS Planning Committee Minutes	Permanent	Paper	RC-3 Required by OHS ✓
SS-11-4e	JFS Planning Committee Minutes	Permanent	Electronic	RC-3 Required

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
SS-11-5	Title XX Contract & Vendor Agreements	30 days after imaged	Paper	
SS-11-5e	Title XX Contract & Vendor Agreements	3 years provided audited	Electronic	
SS-11-6	Adoption Records	30 days after imaged	Paper	RC-3 Required by OHS ✓
SS-11-6e	Adoption Records	Permanent	Electronic	RC-3 Required by OHS ✓
SS-11-7	Foster Home Case Files	5 years after service ends	Paper	<del>RC-3 Required by OHS</del>
SS-11-7e	Foster Home Case Files	5 years after service ends	Electronic	
SS-11-8	Adult Protective Case Files Investigative Case Files	30 days after imaged	Paper	
SS-11-8e	Adult Protective Case Files Investigative Case Files	Permanent	Electronic	
SS-11-9	Adult Protective Case Files	30 days after imaged	Paper	
SS-11-9e	Adult Protective Case Files	Permanent	Electronic	
SS-11-10	Information & Referral Slips for food, clothing & shelter	3 years	Paper	
SS-11-10e	Information & Referral Slips for food, clothing & shelter	3 years	Electronic	
SS-11-11	Federal Emergency Management Reports	5 years provided audited	Paper	
SS-11-12	ODJFS 4282 Title XX Purchased/Direct Service	30 days after imaged	Paper	



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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
SS-11-12e	ODJFS 4282 Title XX Purchased/Direct Service	5 years provided audited	Electronic	
SS-11-13	ODJFS 4262 Children Receiving Services	5 years provided audited	Paper	
SS-11-14	ODJFS 4269 Adoption Report	5 years provided audited	Paper	
SS-11-15e	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)	30 days after imaged	Paper	
SSL-11-2e	Senior Services Case Files (Active & Terminated)	Permanent	Electronic	
SSL-11-3	Senior Services Case Files Supporting Documents	30 days after imaged	Paper	
SSL-11-3e	Senior Services Case Files Supporting Documents	3 Years after death of participant/case closure	Electronic	
SSL-11-4	SSL Board Meeting Minutes	Permanent - hold for Review by Ohio Historical Society	Paper	RL-3 Required
SSL-11-5	SSL Board Meeting Agendas	2 years	Paper	
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 + 1 year		

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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	30 days after imaged	Paper
SSL-11-8e	SSL Contract & Vendor Agreements	3 years after agreement expires	Electronic
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	5 years after termination	Paper
SSL-11-10e	SSL Employee Personnel Files	5 years after termination	Electronic
SSL-11-11	SSL Table of Organization	5 years after amended	Paper
SSL-11-12	SSL Purchase Orders	30 days after imaged	Paper
SSL-11-12e	SSL Purchase Orders	4 Years after purchase	Electronic
SSL-11-13	SSL Annual Budget Including Preparation Documentation	30 days after imaged	Paper
SSL-11-13e	SSL Annual Budget Including Preparation Documentation	Permanent	Electronic
SSL-11-14	Procurement Information and Bids/Proposals	30 days after imaged	Paper
SSL-11-14e	Procurement Information and Bids/Proposals	4 years	Electronic



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SSL-11-15	SSL Contracts or Memorandums of Understanding with Providers and/or Sub-recipients and Supporting Documentation	30 days after imaged	Paper	
SSL-11-15e	SSL Contracts or Memorandums of Understanding with Providers and/or Sub-recipients and Supporting Documentation	5 years	Electronic	
SSL-11-16	SSL Fund Reports	30 days after imaged	Paper	
SSL-11-17	SSL Board Meeting Notices	2 years	Electronic	
CSEA-11-1	CSEA Closed Files with or without an order	30 days after imaged	Paper	
CSEA-11-1e	CSEA Closed Files with or without an order	3 years after case closes with no balance	Electronic	
CSEA-11-2	Case Specific letters, documents, verifications, orders, etc.	30 days after imaged	Paper	
CSEA-11-3	CSEA Data Reports and Work Lists	30 days after imaged	Paper	
CSEA-11-3e	CSEA Data Reports and Work Lists	30 days or when no longer of administrative value	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.	30 days after imaged	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.	5 years provided audited	Electronic	

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CSEA-11-5	Checks and Money Orders paid at the agency for child support payments	30 days after scanned into the Smart Remote System	Paper	
CSEA-11-6e	Email that has significant administrative, fiscal, legal, or historic value will be considered a record	Print or save; erase email when no longer of administrative value	Electronic	
CSEA-11-7e	Email containing customer correspondence	Virtual Print to appropriate case(s); erase email when no longer of administrative value	Electronic	
CSEA-11-8	RMS Sheets and documentation	30 days after imaged	Paper	
CSEA 11-8e	RMS Sheets and documentation	4 years provided audited	Electronic	
CSEA-11-9	JFS 7072 (Safeguarding IRS, ODT, FPLS, and UC information)	5 years	Paper	
CSEA-11-10	JFS 07014 (Tax Information Safeguarding Authorization Agreement)	5 years	Paper	
CSEA-11-10e	JFS 07014 (Tax Information Safeguarding Authorization Agreement)	5 years	Electronic	
CSEA-11-11	FTI Destruction Log	5 years	Paper	
CSEA-11-12	CSEA Reception Area Sign-in Sheets	2 years	Paper	
CSEA-11-13	CSEA Phone Logs	3 years or 30 days following conversion to an electronic format	Paper	
CSEA-11-13e	CSEA Phone Logs	2 years	Electronic	



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CSEA-11-14	Unit Statistical Reports, Case Review Sheets	3 years or 30 days following conversion to an electronic format	Paper
CSEA-11-14e	Unit Statistical Reports, Case Review Sheets	3 years	Electronic
CSEA-11-15	Meeting agendas, notes, minutes	3 years or 30 days following conversion to an electronic format	Paper
CSEA-11-15e	Meeting agendas, notes, minutes	3 years	Electronic
HR-11-1	Employee Leave Request, i.e. Sick Leave	30 days after imaged	Paper
HR-11-1e	Employee Leave Request, i.e. Sick Leave	5 years provided audit	Electronic
HR-18-1	Employee Leave Request Supporting Documentation	Retain until no longer of administrative value, then destroy (no RC-3 required)	Paper
HR-11-2	Employee Incident Report	2 years	Paper
HR-11-3	Employee Payroll Records and Time Sheets	30 days after imaged	Paper
HR-11-3e	Employee Payroll Records	3 years after end of fiscal year provided audited	Electronic
HR-11-4	Employee Personnel Files	5 years after termination – purged (HR-11-8)	Paper
HR-11-4e	Employee Personnel Files	5 years after termination – purged (HR-11-8-e)	Electronic
HR-11-5	Application for Employment (unsuccessful/not hired)	6 months after receipt	Paper
HR-11-6	Job Descriptions	Current plus one (obsolete)	Paper

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HR-11-6e	Job Descriptions	Current plus one (obsolete)	Electronic	
HR-11-7e	Table of Organization	3 years	Electronic	
HR-11-8	Employee Personnel Action, Leave Balances, Salary History	Purged personnel file (HR-11-4) - retain 30 days after imaged	Paper	
HR-11-8e	Employee Personnel Action, Leave Balances, Salary History	Purged personnel file (HR-11-4) - retain 40 years	Electronic	
HR-11-9	Labor Files-Records & Documents Pertaining to Union Matters, Negotiations, Grievances, Arbitration	10 years	Paper	
HR-11-9e	Labor Files-Records & Documents Pertaining to Union Matters, Negotiations, Grievances, Arbitration	10 years	Electronic	
HR-11-10e	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	30 days after imaged	Paper	
BO-11-1e	Purchase Orders	4 years after audited	Electronic	
BO-11-2	Audit Reports (Federal, State, Internal) and Compliance Reports	30 days after imaged	Paper	
BO-11-2e	Audit Reports (Federal, State, Internal) and Compliance Reports	5 Years	Electronic	
BO-11-3	RMS Reports	30 days after imaged	Paper	
BO-11-3e	RMS Reports	4 years provided audited	Electronic	



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BO-11-4	Inventory of Equipment	30 days after imaged	Paper	
BO-11-4e	Inventory of Equipment	5 years provided audited	Electronic	
BO-11-5	Annual Budgets including preparation documents	30 days after imaged	Paper	
BO-11-5e	Annual Budgets including preparation documents	Permanent	Electronic	
BO-11-6	ODJFS (Maintenance of Effort/CSB Report)	3 years provided audited	Paper	
BO-11-6e	ODJFS (Maintenance of Effort/CSB Report)	3 years provided audited	Electronic	
BO-11-7	ODJFS 2750 (CSEA Monthly Report)	30 days after imaged	Paper	
BO-11-7e	ODJFS 2750 (CSEA Monthly Report)	3 years provided audited	Electronic	
BO-11-8	ODJFS 2820 (CSB Monthly Report)	30 days after imaged	Paper	
BO-11-8e	ODJFS 2820 (CSB Monthly Report)	3 years provided audited	Electronic	
BO-11-9	ODJFS 2827 Monthly Financial Report	30 days after imaged	Paper	
BO-11-9e	ODJFS 2827 Monthly Financial Report	3 years provided audited	Electronic	
BO-11-10	Maintenance Agreements and Service Contracts on Equipment or Vendors	30 days after imaged	Paper	
BO-11-10e	Maintenance Agreements and Service Contracts on Equipment or Vendors	During life of equipment plus 1 year after audited	Electronic	
BO-11-11	Procurement information and Bids/Proposals	30 days after imaged	Paper	

Form RC-2

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BO-11-11e	Procurement Information and Bids/Proposals	4 years provided audited	Electronic	
BO-11-12	ODJFS 4290 (Full Time Employees)	30 days after imaged	Paper	
BO-11-12e	ODJFS 4290 (Full Time Employees)	3 years provided audited	Electronic	
BO-11-13	Pay-In to County Treasurer	30 days after imaged	Paper	
BO-11-13e	Pay-In to County Treasurer	3 years provided audited	Electronic	
BO-11-14	Vouchers for Assistance to Vendors, Recipients and Sub-recipients	30 days after imaged	Paper	
BO-11-14e	Vouchers for Assistance to Vendors, Recipients and Sub-recipients	3 years provided audited	Electronic	
BO-11-15	Vouchers for Supplies & Equipment including delivery slips/packing slips	30 days after imaged	Paper	
BO-11-15e	Vouchers for Supplies & Equipment including delivery slips/packing slips	3 years provided audited	Electronic	
BO-11-16	Building Leases	30 days after imaged	Paper	
BO-11-16e	Building Leases	5 years provided audited	Electronic	
BO-11-17	Contracts or Memorandums of Understanding with Providers and/or Sub-recipients and supporting documentation	30 days after imaged	Paper	
BO-11-17e	Contracts of Memorandums of Understanding with Providers and/or Sub-recipients and supporting documentation	5 years provided audited	Electronic	



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BO-11-18	ODJFS 4280 (IV-E Report)	30 days after imaged	Paper	
BO-11-18e	ODJFS 4280 (IV-E Report)	3 years provided audited	Electronic	
BO-11-19	ODJFS 4281 Children Services	30 days after imaged	Paper	
BO-11-19e	ODJFS 4281 Children Services	3 years provided audited	Electronic	
BO-11-20	Equipment maintenance, repair records; and service contracts for equipment of vendors	30 days after imaged	Paper	
BO-11-20e	Equipment maintenance, repair records; and service contracts for equipment of vendors	1 year after equipment is sold, scrapped or disposed of (No RC-3 required)	Electronic	
BO-11-21	Blank Forms (obsolete or superseded)	30 days after obsolete	Paper	
BO-11-22	Correspondence, Routine Form Letters	30 days after imaged	Paper	
BO-11-22e	Correspondence, Routine Form Letters	1 year	Electronic	
BO-11-23	Employee Travel Expense Reports & Travel Authorizations	30 days after imaged	Paper	
BO-11-23e	Employee Travel Expense Reports & Travel Authorizations	3 years provided audited	Electronic	
BO-11-24	Expense Records and Invoices (paid)	30 days after imaged	Paper	
BO-11-24e	Expense Records and Invoices (paid)	3 years provided audited	Electronic	
BO-11-25	Telephone Records (Charges/Bills)	30 days after imaged	Paper	

\*Record means: the years or years provided by the records have been audited by the Auditor of State and the audit report has been received pursuant to Sec. 117.26 O.R.C.

# **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-11-25e	Telephone Records (Charges/Bills)	2 years provided audited	Electronic	
BO-11-26	Subgrant Notice of Award, AKA: Allocation Letters	30 days after imaged	Paper	
BO-11-26e	Subgrant Notice of Award, AKA: Allocation Letters	5 years	Electronic	
BO-11-27	Cost Allocation Plans	30 days after imaged	Paper	
BO-11-27e	Cost Allocation Plans	5 years	Electronic	
BO-11-28	Agency Annual Report	Permanent	Paper	RC-3 Required ✓
BO-11-29e	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-11-30	Mandated Share/Work Allowance Monthly Report	30 days after imaged	Paper	
BO-10-30e	Mandated Share/Work Allowance Monthly Report	3 years provided audited	Electronic	
BO-11-31	Operating to Program Requests	30 days after imaged	Paper	
BO-11-31e	Operating to Program Requests	3 years provided audited	Electronic	
BO-11-32	Agency Website Sales Documents, Bid Sheets, Approvals for Sale	30 days after imaged	Paper	
BO-11-32e	Agency Website Sales Documents, Bid Sheets, Approvals for Sale	3 years provided audited	Electronic	
BO-11-33	Appropriation Transfers County Auditor	30 days after imaged	Paper	



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BO-11-33e	Appropriation Transfers - County Auditor	3 years provided audited	Electronic	
BO-11-34	Certificates – County Auditor	30 days after imaged	Paper	
BO-11-34e	Certificates – County Auditor	3 years provided audited	Electronic	
BO-11-35	SS RMS Certificate of Funds	30 days after imaged	Paper	
BO-11-35e	SS RMS Certificate of Funds	3 years provided audited	Electronic	
BO-11-36	Federal Schedule	30 days after imaged	Paper	
BO-11-36e	Federal Schedule	3 years provided audited	Electronic	
BO-11-37	Children Services Bank Accounts	30 days after imaged	Paper	
BO-11-37e	Children Services Bank Accounts	7 years provided audited	Electronic	
BO-11-38	CFIS Financial Reports	30 days after imaged	Paper	
BO-11-38e	CFIS Financial Reports	3 years provided audited	Electronic	
BO-11-39	Quarterly Finalized Reconciliations	30 days after imaged	Paper	
BO-11-39e	Quarterly Finalized Reconciliations	3 years provided audited	Electronic	
BO-11-40	Foster Parent Board Payments	30 days after imaged	Paper	
BO-11-40e	Foster Parent Board Payments	3 years provided audited	Electronic	
General-11-1	Phone Messages	Retain until no longer of administrative value, then destroy (No RC-3 required)	Paper	

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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-11-3e	Text Messages	Erase or delete when no longer of administrative value, then destroy (No RC-3 required)	Electronic	
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	3 years, then appraise for administrative or historical value	Paper	RC-3 Required by OHS ✓
General-11-8e	Press Releases	3 years, then appraise for administrative or historical value	Electronic	RC-3 Required
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 ✓



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CONTINUATION SHEET**

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General 11-9e	Photographs, negatives or electronic images	Maintain until no longer of administrative or historical value (No RC-3 required)	Electronic	RC-3 Required
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	3 years provided audited	Paper	
General 11-13	Equipment operating & maintenance manuals	1 year after equipment is sold, scrapped, or disposed of (No RC-3 required)	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 ORC.