

# General Retention Schedule

## GENERAL NOTES

NOTE 1: "Provided audited" means, provided the fiscal year encompassed by the records has been audited by the Auditor of State and the Audit Report has been released.

NOTE 2: Microfilm Records may be considered the official permanent copies of the records scheduled below if the microfilm meets Archival preservation standards. Microfilm records may also be disposed of per the record schedule below.

NOTE 3: Electronic Records may be disposed of per the schedule below. Records created electronically that must be retained for ten years or longer must be converted to paper or microfilmed.

3 years provided audited

SCHEDULE #	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
<b>2002-1</b>	<b>ACCIDENT REPORTS/FILES</b>	
	Bodily injury to non-employee	6 years provided no action pending
	Employee Injury Records	Place in Personnel File. May purge 2 years after termination.
	Damage to County Vehicle	6 years provided no action pending
<b>2002-2</b>	<b>ACCOUNTS PAYABLE/RECEIVABLE LEDGER AND DOCUMENTS</b>	3 years provided audited
<b>2002-3</b>	<b>ACTIVITY REPORTS</b>	2 years
<b>2002-4</b>	<b>AGENDAS</b>	Retain 30 days after minutes approved
<b>2002-5</b>	<b>ANNUAL REPORTS</b>	Permanent County Commissioners Office serves as central repository responsible for permanent retention of reports of operations filed with Commissioners office by individual offices. Office copies of these may be destroyed at the discretion of the office administrator.
<b>2002-6</b>	<b>APPLICATION FOR EMPLOYMENT</b>	
	a) Unsuccessful not hired	2 years after receipt of application.
	b) Successful hires	Permanent Retention in Personnel File
<b>2002-7</b>	<b>ATTENDANCE RECORDS</b>	3 years
<b>2002-8</b>	<b>AUDIOVISUAL PR &amp; TRAINING MATERIALS</b>	Until information superseded or obsolete, appraise for historical value
<b>2002-9</b>	<b>AUDIT REPORTS (FEDERAL, STATE &amp; INTERNAL)</b>	5 fiscal years

	Comprehensive Annual Financial Report and combined Statement of Cash, Investments, and Fund Cash Balances	Permanent retention by County Auditor
<b>2002-10</b>	<b>BADGES AND IDENTIFICATION</b>	Turn in upon termination of employment
<b>2002-11</b>	<b>BANK DEPOSIT RECEIPTS</b>	3 years after end of fiscal year, provided audited by auditor of state.
<b>2002-12</b>	<b>BANK STATEMENTS</b>	3 years after end of fiscal year, provided audited by auditor of state.
<b>2002-13</b>	<b>BIDS (SUCCESSFUL)</b>	
	Copies of successful bids to provide goods and/or services.	3 fiscal years after expiration of contract.
	Original, if made part of a contract and filed with contract.	5 years after expiration of contract.
<b>2002-14</b>	<b>BIDS (UNSUCCESSFUL)</b>	3 fiscal years after letting of the contract, provided audited by auditor of state.
<b>2002-15</b>	<b>BLANK FORMS</b>	Until obsolete or superseded.
<b>2002-16</b>	<b>BLUEPRINTS/VELLUMS</b>	Until updated or obsolete, appraise for historical value.
<b>2002-17</b>	<b>BONDS</b>	
	A) Coupons	Two fiscal years provided audited
	B) Redeemed	Two fiscal years after redeemed, provided audited.
	C) Registers	20 years after issue is called or redeemed
<b>2002-18</b>	<b>BUDGETS</b>	
	A)Individual Dept. Files/Working Papers	4 years
	B)Department Request Files	Retain permanently by Commissioners Office
	C)Tax Budget	Retain permanently by County Auditor's Office
	D)Permanent Appropriation Resolution	Retain permanently in the Commissioner's Journal
	E)Supplemental Appropriation Resolution	Retain permanently in the Commissioners Journal
<b>2002-19</b>	<b>BULLETINS/MEMOS/NOTICES/POSTERS</b> (Information used for the sole purpose of informing people of events or other activities. Retention: Thirty days after obsolescence.)	Destroy when no longer of administrative value.

<b>2002-20</b>	<b>CALENDARS, INCLUDING APPOINTMENT, DESK, PERSONAL AGENDAS, PLANNERS, WALL, ETC.</b>	
	A) Blank	Destroy when no longer of administrative value
	B) Used/Written On	3 fiscal years if auditable information is included, otherwise retain 3 months after end of calendar year.
<b>2002-21</b>	<b>CALIBRATION RECORDS</b>	5 years
<b>2002-22</b>	<b>CANCELED CHECKS</b>	3 fiscal years provided audited by auditor of state.
<b>2002-23</b>	<b>CASH BOOKS AND CASH JOURNALS</b>	3 fiscal years provided audited by auditor of state.
<b>2002-24</b>	<b>CERTIFIED MAIL RECORDS</b>	3 fiscal years provided audited by auditor of state.
<b>2002-25</b>	<b>CHECK REGISTERS</b>	3 fiscal years provided audited by auditor of state.
<b>2002-26</b>	<b>CLAIMS AND LITIGATION RECORDS</b>	5 years after case is closed and appeals are exhausted
<b>2002-27</b>	<b>COMPLIANCE RECORDS</b>	5 years
<b>2002-28</b>	<b>CONTINUING EDUCATION CERTIFICATIONS, CLASSES, SEMINARS, TRAINING ATTENDANCE, RECORDS</b>	Place in personnel file
<b>2002-29</b>	<b>CONTRACTS</b>	15 years after expiration
<b>2002-30</b>	<b>COPIES</b>	Destroy when of no administrative value
<b>2002-31</b>	<b>CORRESPONDENCE (See drafts and entries below on electronic mail)</b>	
	A) Routine	One year
	B) Administrative/General	2 years
	C) Executive	5 years, appraise for historical value
<b>2002-32</b>	<b>DATA PROCESSING MEDIA (AUTOMATIC AND ELECTRONIC)</b>	
	A) Used For Temporary Storage or Control	Erase when no longer of administrative value.
	B) Maintained as Files or Records	Retain permanently on paper or separately scheduled.
<b>2002-33</b>	<b>DISASTER PLANS</b>	Until updated or superseded
<b>2002-34</b>	<b>DISPATCHER RADIO/TELEPHONE CALLS/AUDIO RECORDINGS</b>	30 days, erase, and reuse provided no action pending
<b>2002-35</b>	<b>DRAFTS</b>	Until no longer administratively necessary
<b>2002-36</b>	<b>DRAWINGS, TRACING, MYLARS</b>	Until updated or superseded. Appraise for historical value.

<b>2002-37</b>	<b>ELECTRONIC MAIL (e-mail)</b>	Retain according to content per the guidelines for correspondence or the County Archives & Record Center
<b>2002-38</b>	<b>EQUIPMENT INVENTORIES</b>	3 years provided audited
<b>2002-39</b>	<b>EQUIPMENT MAINTENANCE RECORDS</b>	Life of the equipment
<b>2002-40</b>	<b>EXPENSE RECORDS</b>	3 years provided audited
<b>2002-41</b>	<b>FAX</b>	
	A) Logs	3 years provided audited
	B) Messages	
	Destroy when no longer of administrative use.	
	2) Routine	One year
	3) Administrative	2 years
	4) Executive	5 years, appraise for historical value
<b>2002-42</b>	<b>FLOW CHARTS (OPERATIONS)</b>	2 years
<b>2002-43</b>	<b>FUEL USAGE RECORDS</b>	<b>3 years provided audited</b>
<b>2002-44</b>	<b>GENERAL ORDERS, DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS AND/OR RULES</b>	Until superseded, retain one copy until audited
<b>2002-45</b>	<b>GRANT FILES, SUPPORTING FINANCIAL RECORDS AND DOCUMENTS</b>	5 years provided all State and Federal audits have been conducted, audit reports released and all litigation, claims, or audit findings involving the records have been resolved.
<b>2002-46</b>	<b>HEARINGS</b>	
	A) Audio and Video Recordings	One year
	B) Report of Proceedings	Permanent
	C) Transcripts	5 years
<b>2002-47</b>	<b>INSURANCE POLICIES</b>	2 years after expiration, provided all claims have been settled.
<b>2002-48</b>	<b>INVENTORIES (Annual of County Property)</b>	3 fiscal years, provided audited by auditor of state.
<b>2002-49</b>	<b>INVOICES (PAID)</b>	
	County auditor record copy	3 fiscal years
	Duplicate copies	2 years after end of fiscal year, provided audited
<b>2002-50</b>	<b>JOB DESCRIPTIONS</b>	Until superseded or classification abolished

<b>2002-51</b>	<b>LEASES</b>	
	A) Equipment	2 years after expiration
	B) Real Estate	5 years after expiration, provided audited
<b>2002-52</b>	<b>LEAVE REQUESTS (SICK, VACATION, ETC.)</b>	
	Leave Request accumulation report/log shall be placed in employee personnel file for permanent retention when employee terminates.	3 years provided audited.
<b>2002-53</b>	<b>LICENSES, PERMITS, CERTIFICATIONS</b>	One year after expiration
<b>2002-54</b>	<b>MAIL (See also Electronic Mail)</b>	
	A) Unsolicited Mail	Destroy when no longer of administrative value
	B) Postal Records	3 years provided audited
<b>2002-55</b>	<b>MAILING LISTS</b>	Until updated or superseded or obsolete
<b>2002-56</b>	<b>MANAGEMENT AND OPERATIONS REPORTS</b>	
	A) Daily, Weekly, Monthly, Quarterly, etc.	Until incorporated in an Annual Report or 5 years
	<b>B) Annual Reports</b>	5 years and then appraise for historical value
	C) Consultants Reports	5 years and then appraise for historical value
<b>2002-56</b>	<b>MANUALS, HANDBOOKS</b>	Until superseded or obsolete
<b>2002-57</b>	<b>MATERIAL SAFETY SHEETS</b>	Until superseded or obsolete.
<b>2002-58</b>	<b>MEETING NOTICES</b>	One year
<b>2002-59</b>	<b>MEMORANDA</b>	Use correspondence guidelines
<b>2002-60</b>	<b>MINUTES OF MEETINGS</b>	
	A) Official Copy	Permanent
	B) Notes & Drafts of Minutes	Until official minutes are approved
	C) Audio and Video Recordings	One year after transcribed and approved
<b>2002-61</b>	<b>911 SYSTEM</b>	
	A) Documentation	Life of the system
	B) Logs	3 years
	C) Print-out	One year
	D) Recording Tapes	30 days provided no action
<b>2002-62</b>	<b>OATHS OF OFFICE OF ELECTED OFFICIALS</b>	10 years after leaving office
<b>2002-63</b>	<b>OFFICIALS' BONDS</b>	10 years after expiration
<b>2002-64</b>	<b>ORGANIZATIONAL CHARTS/TABLES</b>	Destroy when of no administrative value

<b>2002-65</b>	<b>PAY-INS TO TREASURY</b>	3 years provided audited
<b>2002-66</b>	<b>PAYROLL RECORDS</b>	
	A) Payroll History Records Including Rate of Pay, Pay Period, Gross Pay, Status Changes, and Retirement Deductions. Tax deductions, W-2's.	Permanent by the County Auditor or CFO
	B) Appointing Authority Copies	3 fiscal years provided auditor
	C) Bi-weekly Vouchers	Retain in County Auditor's or Chief Fiscal Officer's Office for 3 fiscal years provided audited. Individual offices may destroy when no longer of administrative value.
<b>2002-67</b>	<b>PERSONNEL FILES</b>	Retain permanently on microfilm after employee terminates. Extraneous material may be purged under the direction of the Archivist's or Prosecutor's Office. Records which
<b>2002-68</b>	<b>PETTY CASH RECORDS</b>	3 years provided audited
<b>2002-69</b>	<b>PHOTO FILE</b>	Until information is no longer current, appraise for historical value.
<b>2002-70</b>	<b>PLATS AND MAPS</b>	Permanent
<b>2002-71</b>	<b>PRESS / NEWS RELEASES</b>	3 years
<b>2002-72</b>	<b>PRINTING ORDERS</b>	3 years
<b>2002-73</b>	<b>PROFESSIONAL ASSOCIATION RECORDS</b>	Destroy when no longer of administrative value.
<b>2002-74</b>	<b>PROJECT PLANS / DRAWINGS</b>	Life of the project. Appraise for historical value.
<b>2002-75</b>	<b>PUBLICATION STOCK</b>	30 days after obsolescence
<b>2002-76</b>	<b>PUBLICATIONS</b>	
	A) Created by Geauga County Government	Retain master permanently. Destroy remainder when of no administrative use.
	B) Created by non-Gauga County Government	Destroy when no longer of administrative value.
<b>2002-77</b>	<b>PURCHASE ORDERS</b>	3 years provided audited
<b>2002-78</b>	<b>RECEIPT DOCUMENTS</b>	3 years provided audited
<b>2002-79</b>	<b>RECORDINGS OF MEETINGS (AUDIO &amp; VIDEO TAPES)</b>	One year after transcribed or minutes approved. Exceptions: two years for Statutory Boards and Commissions.
<b>2002-80</b>	<b>RECORDS OF ACCRUED FEES</b>	3 years provided audited

<b>2002-81</b>	<b>RECORDS REQUESTS</b>	2 years.
<b>2002-82</b>	<b>RECORDS DOCUMENTS (RC-1, RC-2, RC-3)</b>	
	A) Application for One Time Records Disposal (RC-1)	Permanent by County Records Commission.
	B) Schedule of Records Detention and Disposition	Until superseded.
	C) Certificate of Records Disposal	Permanent by County Records Commission.
<b>2002-83</b>	<b>REFERENCE / LIBRARY MATERIALS</b>	Dispose when no longer of administrative value.
<b>2002-84</b>	<b>REQUISITIONS</b>	
<b>2002-86</b>	<b>ROSTERS / DIRECTORIES</b>	One year after superseded or obsolete.
<b>2002-87</b>	<b>SCRAPBOOKS / PHOTO ALBUMS /YEARBOOKS</b>	Permanent
<b>2002-88</b>	<b>SPEECHES / PRESENTATIONS</b>	3 years
<b>2002-89</b>	<b>STATISTICAL REPORTS</b>	
	A) Daily, Weekly, Monthly, Quarterly, etc.	Until incorporated in an annual report or 5 years.
	B) Annual Reports	5 years, then appraise for historical value.
	C) Consultants	5 years, then appraise for historical value.
<b>2002-90</b>	<b>SUBJECT FILES</b>	10 years, then appraise for historical value.
<b>2002-91</b>	<b>SUMMARY REPORTS OF REVENUE &amp; EXPENSES</b>	10 fiscal years after last entry provided audited
<b>2002-92</b>	<b>SURVEYING/FIELD NOTES</b>	Permanent
<b>2002-93</b>	<b>SURVEILLANCES TAPES / VIDEOS</b>	30 days, erase, and then reuse provided no action pending.
<b>2002-94</b>	<b>TELECOMMUNICATION RECORDS</b>	
	A) Bills, Charges, and Invoices	County Auditor Record Copy, 3 fiscal years; duplicates 2 fiscal years, all provided audited.
	B) Documentation	Life of the system.
	C) Extension Activity Reports (Prior to Oct. 1993)	3 Fiscal years provided audited.
	D) Extension Activity Reports (After Oct.. 1993)	Retain in ADP/Operations for 3 fiscal years provided audited. Individual departments dispose when no longer of admin. value
	E) Long Distance Logs	3 fiscal years provided audited.
	F) Messages including Answer Machine and Voice Mail, etc.	Destroy when no longer administrative value
	G) Service Records	2 years

	H) System Equipment Inventories	Continually updated, retain superseded data one year.
	I) Trunk Reports from ADP Operations	3 fiscal years provided audited.
<b>2002-95</b>	<b>TIME CARDS / SHEETS, PAYROLLS SIGN IN SHEETS</b>	3 fiscal years, provided audited
<b>2002-96</b>	<b>TRAINING MATERIALS/LESSON PLANS</b>	Until information is superseded or obsolete, then appraise for historical value.
<b>2002-97</b>	<b>TRAVEL EXPENSE RECORDS &amp; REPORTS</b>	3 fiscal years, provided audited.
<b>2002-98</b>	<b>UNIFORM RECORDS</b>	3 fiscal years provided audited.
<b>2002-99</b>	<b>VEHICLE MAINTENANCE RECORDS</b>	Until vehicle is sold.
<b>2002-100</b>	<b>VEHICLE MILEAGE RECORDS</b>	Until vehicle is sold
<b>2002-101</b>	<b>VISITORS LOG/SIGN-IN SHEETS</b>	One year
<b>2002-102</b>	<b>VOICE MAIL</b>	
	A) Messages	Destroy when no longer of administrative value.
	B) System Documentation	Life of system
<b>2002-103</b>	<b>VOUCHER REGISTERS/REGISTERS/JOURNALS</b>	3 fiscal years provided audited.
<b>2002-104</b>	<b>VOUCHERS</b>	County Auditor copy 3 fiscal years provided audited; duplicate copies 2 years.
<b>2002-105</b>	<b>WARRANT REGISTERS / JOURNALS</b>	3 fiscal years provided audited.
<b>2002-106</b>	<b>WARRANTS PAID / REDEEMED</b>	3 fiscal years provided audited
<b>2002-107</b>	<b>WORK ORDERS</b>	2 years
<b>2002-108</b>	<b>WORK SCHEDULES</b>	One year after schedule change