

## County Community Improvement Corporation Records Retention Schedule (Draft)

This schedule lists records commonly created by the County Community Improvement Corporation. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Records Series	Description	Retention
Annual Financial Report	Annual financial report, certified and filed with the auditor of state and published to the CIC or County's website (ORC 1724.05)	5 years, provided audited
Audits	Audits by the auditor of state or independent audits	5 years
Conflict of Interest/Ethics Policy Statements	Signed statements by CIC board member/employees affirming that no conflict of interest is present in their role with the CIC. May include Ethics Policy.	5 years after service has ended
Incorporation Records	Articles of Incorporation and Bylaws	Permanent
Minutes	Official Minutes of the Board, to include Resolutions	Permanent
Project Files	Records pertaining to projects undertaken by the CIC, including contracts	8 years after project completion