

County Development Records Retention Schedule (Draft)

This schedule lists records commonly found in a county Development offices. 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.

Record Series	Description	Retention
Block Grants	Grants received from the federal government through the Ohio Department of Development, including Community Development Block Grants; Community Housing Improvement Program (CHIP); Fair Housing Consortium, and New Horizons.	Maintain records as required by grant; if retention is unspecified, 5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.
Client Files	Files associated with recipients of community based programs that are associated with grants.	5 years after last contact.
Enterprise Zone – Agreements	Contracts with businesses, local government agencies, etc. to provide tax incentives for economic development.	8 years after expiration.
Enterprise Zone – Annual Reports	Annual reports from the Tax Incentive Review Council.	Permanent
Industrial Development Bonds	Back up material relating to Industrial Development bonds (Economic Development Revenue Bonds), including prevailing wage information.	5 years after the final payment has been made, provided audited, and provided that no outstanding claims exist.
Moving Ohio Forward	Funds received from the Ohio Attorney General's office designated for demolition projects.	5 years after the end of the program.

Record Series	Description	Retention
Prospect Files	Information regarding meetings and visits with companies that might locate in County.	5 years. Review for further administrative or historical value.
Revolving Loan Fund Files	Includes application for revolving loan fund, UCC, financial reports, environment review, civil participation, national objective, procurement policies, and contracts.	5 years, provided audited.
Tax Incentive Review Council Minutes	Records of annual meetings used to review enterprise zone agreements.	Permanent

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