Records Center & Archives - Records Retention Schedule (Draft)

This schedule lists records commonly found in the county Records Center & Archives office. 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
Container Transmittal Form /Inventory Record	Container transmittal form that is required for each box received by the Records Center & Archives. Documents the contents and department of the box.	Retain according to retention of records listed in box.
Daily Inspection Records	Records that document the daily temperatures and humidity readings for record storage areas.	1 year
Disaster Preparedness Schedule	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan). Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Permanent
Queries/Requests	Public Records Requests	3 years
Record Transfers	Documentation of records transfers. Documents records' life cycle from either semi-active to inactive and the transfer of the records from departments/divisions to the Records Center & Archives.	Permanent
Records Center Inventory System	Database used to track records in the Records Center & Archives.	Permanent. Continually maintain and update.
Retention Schedules	Records Retention and Disposition Forms, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent
Visitor Logs	Sign-in sheets or logs used to track visitors visiting the Records Center & Archives.	1 year
Work Orders	Record that documents deparments/divisions retrieval requests for records from the Records Center & Archives.	1 year after records returned