OHIO HISTORY CONNECTION

DEC 09 2016

STATE AND LOCAL GOVERNMENT RECORDS

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Canton City Health Department		State and Local Government Records	
(local government entity)		(unit)	
James M. Adams, MPH, RS	James Adams	Health Commissioner	12/02/16
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Canton	Records Commission		330-438-4185
			(telephone number)
218 Cleveland Ave SW	Canton	44702	Stark
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address:

john.highman@cantonohio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

12/9/16

Records Commission Chair Signature — Date

Section C: Ohio History Connection - State Archives

Amanda B Randles — Local Government Records Archivist — 12/16/16

Signature — Title — Date

Section D: Auditor of State

Martin E. Mul — Records Mgr — 12-28-16

Signature — Title — Date

Section E: Records Retention Schedule

Canton City Health Department — Administration
(local government entity) — (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
100_001_001	Board of Health Minutes	Minutes recording monthly and special board meetings	Permanent	Paper and/or Electronic		☑
100_001_002	Board Reports	Reports issued by each division of the Health Department for Board Review	10 Years	Paper and/or Electronic		☑
100_001_003	Resolutions	Resolutions adopted by the Board of Health	Permanent	Paper and/or Electronic		☑
100_002_001	Sales and Service Contracts	Sales and Service Contracts on equipment and software	Expiration of contract or warranty	Paper		☐
100_003_001	Administrative Memoranda and Executive Orders	Memoranda and Executive Orders	Until terminated or superseded; appraise for historical value	Paper and/or Electronic		☐
100_004_001	Attendance Records	Timesheets	3 Years	Paper and/or Electronic		☐
100_004_002	Employee Absence form Work Verification Form	Leave requests for illness, physician appointments, jury or witness duty, compensatory time used, vacation, personal holiday and bereavement leave	3 Years	Paper		☐
100_004_003	Employee Earning Record - Master Payroll Card	Earning information	Permanent in Personnel File	Paper and/or Electronic		☐
100_004_004	Employment Applications of Hired Applicants	Application for employment - includes notes taken during interview process.	Permanent in Personnel File if hired, otherwise destroy after 2 Years	Paper		☐
100_004_005	Employment Applications of Un-hired Applicants	Application for employment - includes notes taken during interview process.	2 Years	Paper		☐
100_004_006	Job Postings	Copies in operating area. Civil Service has originals which are to be retained per their schedule.	Retain in operating area until no longer of administrative value. Then maintain for 1 year.	Paper and/or Electronic		☐
100_004_007	Leave Balance Reconciliation Schedule	Leave Balance Reconciliation Schedule	Retain until incorporated into annual leave balance report provided by the Auditor's office.	Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
100_004_008	Bi-Weekly Payroll Registers	System generated and received from Auditor's office.	3 years, provided audit	Paper		☐
100_004_009	Bi-Weekly Overtime Reports	System generated and received from Auditor's office.	3 years, provided audit	Paper		☐
100_004_010	Labor Distribution Worksheets	Labor Distribution Worksheets	1 year	Electronic		☐
100_004_011	Resumes	Resumes mailed in or e-mailed to Health Department voluntarily	1 year or until no longer of Administrative value.	Paper and/or Electronic		☐
100_005_001	Individual Personnel Records	Records of hiring. Department procedure/policy sign offs.	Permanent	Paper		☐
100_005_002	Personnel Handbook	Policies and procedures for personnel within the department	Retain until superseded	Paper and/or Electronic		☐
100_006_001	Insurance, Professional, Liability	Insurance Policies	2 years after expiration, provided no claims pending	Paper		☐
100_007_001	Vehicle Mileage Records	Log kept by each employee, includes car make, model and mileage tracking	Keep until vehicle is sold	Paper		☐
100_008_001	Employee Incident Reports	Accident Reports involving injury to employee, on department property and/or damage to municipal vehicle or property	Personnel File	Paper		☐
100_008_002	Non Employee Incident Reports	Accident Reports involving injury to non-employee, on department property and/or damage to municipal vehicle or property	5 Years	Paper		☐
100_009_001	Inventory Lists	List of all inventory/equipment used by Health Department	Permanent	Paper and/or Electronic		☐
100_010_001	Staff Listings	Listing of phone numbers, mailing lists, etc.	Retain until superseded	Paper and/or Electronic		☐
100_011_001	Organizational Chart	Listing of departments and staff	Retain until superseded	Paper and/or Electronic		☐
100_011_002	Position Classification Schedule	Listing of Position Classifications	1 year after superseded	Paper and/or Electronic		☐
100_011_003	Position Descriptions	Listing of Job Descriptions	1 year after superseded	Paper and/or Electronic		☐

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.

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
100_012_001	Records Retention Schedule	List of Records and Schedules under which they will be maintained and destroyed	Until superseded, then permanent	Paper and/or Electronic		☐
100_012_002	Certificate of Records Disposal	Form used in destruction/deletion of records	Permanent	Paper and/or Electronic		☐
100_013_001	Travel Request Forms	Forms used to request out-of-district travel	3 years	Paper and/or Electronic		☐
100_013_002	Travel Expense Reports	Expense reports for out-of-district travel	3 years	Paper and/or Electronic		☐

Section E: Records Retention Schedule

Canton City Health Department — Nursing
(local government entity) — (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
200_001_001	BCMH Diagnostic Record	Child's health assessment/record for State Funded program - Bureau for Children with	1 year or until renewed	Paper and/or Electronic		☐
200_001_002	BCMH Service Coordination Record	Child's health assessment/record for State Funded program - Bureau for Children with	Until renewal received	Paper and/or Electronic		☐
200_001_003	BCMH Treatment Record	Child's health assessment/record for State Funded program - Bureau for Children with	Until renewal received	Paper and/or Electronic		☐
200_001_004	Help Me Grow (HMG) BCMH Consultation	Child's health assessment/record	21 years old + 7 years	Paper and/or Electronic		☐
200_001_005	Application for services made by BCMH	Medical application for Bureau for Children with Medical Handicaps	21 years old + 7 years	Paper and/or Electronic		☐
200_001_006	BCMH - Billing and Reconciliation	Billing for services	21 years old + 7 years	Paper and/or Electronic		☐
200_002_001	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class A	3 years	Paper		☐
200_002_002	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class A	Permanent	Paper and/or Electronic		☐
200_002_003	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class B	3 years	Paper		☐
200_002_004	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class B	Permanent	Paper and/or Electronic		☐
200_002_005	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Gonorrhea and Chlamydia	3 years	Paper		☐
200_002_006	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Gonorrhea and Chlamydia	Permanent	Paper and/or Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
200_003_001	700 lx Files	Investigation records for newly diagnosed with Syphilis	Permanent Current + 1 year for paper	Paper and/or Electronic		☐
200_003_002	900 lx Files	Investigation records for newly diagnosed with HIV/AIDS	Permanent Current + 1 year for paper	Paper and/or Electronic		☐
200_003_003	Daily Staff Activities Log	Record of daily attendance in Nursing Division	Permanent Current + 1 year for paper	Paper and/or Electronic		☐
200_003_004	Credit Card Log	Receipt from clinic	1 year	Paper		☐
200_003_005	Clinic Appointment Books	Patient appointment books that record the appointment time and patient name	CY + 3 years	Electronic		☐
200_003_006	Staffing Records	Assigned duties for the month	2 years	Paper and/or Electronic		☐
200_003_007	Employee Training Grant Required	Records related to employee training provided on hazards and such.	3 years after separation from job	Paper		☐
200_003_008	Training Programs	Records related to classes and training programs provided to agencies and customers by clinical	3 years after separation from job	Paper		☐
200_003_009	Training Record - CPR	Certification card	2 years until certification expired or superseded	Paper		☐
200_003_012	Medical Directives, Policy and Procedure Manuals	Directives, policies, and procedures for facility operations. Includes emergency code procedures and cards	7 years after Superseded	Paper and/or Electronic		☐
200_003_013	Nursing Assignment Card - Log Card	To obtain information on one-time complaint or ongoing needs	2 years after last contact	Paper		☐
200_003_014	Order and Receipt of Drugs (medications) and/or biologicals	Serves as both order and receipt of drugs/medications and biologicals	CY + 1 year	Paper		☐
200_003_015	Fee Schedules	Fees for goods and services provided by the Nursing department	Until updated, superseded or obsolete	Paper		
200_003_016	Litigation Records	Records related to legal claims against the Nursing department and subsequent legal actions	5 years after case is closed and appeals are exhausted	Paper		
200_004_001		Medical records, including laboratory reports and master index to records, of persons treated in local health programs and similar records created as the result of control or surveillance measures instituted b the local health authority	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		☐
200_004_002	Adult health, child health, chronically ill and disabled children, and communicable disease	Medical Records	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
200_004_003	Communicable Disease Report - Syphilis	Positive Test Results	7 years past the date of patient's death, if known; or 25 years from last date of service, if not known	Paper		☐
201_004_004	Communicable Disease Report - Syphilis	Negative results	7 years past the date on which service was given or until the patient's 21st birthday, whichever is later	Paper		☐
200_004_005	Sexually Transmitted Diseases except Syphilis	Positive Test Results	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		☐
200_004_006	Tuberculosis (including x-rays	Positive Test Results	7 years past the date of patient's death, if known; or 25 years from last date of service, if not known	Paper		☐
202_004_007	Suspect TB Cases		3 years after last contact	Paper		☐
200_004_008	Questionnaire and Monitoring of INH therapy	To acquire information and monitor for side effects of medications	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		☐
200_004_009	Tuberculosis Skin Test Record - negative results	TST administered	Current Year + 1 year	Paper		☐
203_004_010	Tuberculosis Skin Test Record - Positive Reactor	TST record	Permanent	Paper		☐
200_004_011	Tuberculosis Skin Test Record - Previous Positive Reactor	Record of patient when verbally reported as previous positive TST	1 year + current year	Paper		☐
200_004_012	Tuberculosis Skin Test Record - Two-step negative results	TST record	1 year + current year	Paper		☐
204_004_013	Immunization Record - Adult	To record routine adult vaccinations	10 years following end of calendar year consent form was signed.	Paper		☐
200_004_014	Immunization Record - Adult	To record routine adult vaccinations	Permanent	Paper and/or Electronic		☐
200_004_015	Immunization Record - Child	To record routine child vaccinations	21st birthday or 10 years following end of calendar year in which consent form was signed - whichever is later.	Paper		☐
205_004_016	Immunization Record - Child	To record routine child vaccinations	Permanent	Paper and/or Electronic		☐
200_004_017	Influenza Vaccine Form	To record annual administration of influenza vaccine	1 year + current year	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
200_004_018	Dental Record - Sealant Program	Medical record with consent and teeth sealed	Until Patient reaches 21st birthday	Paper		☐
200_004_019	Billings	Includes Medicaid, patient and private insurances	7 years after payment	Paper and/or Electronic		☐
200_004_020	Home Birth Records "Out of Institution Birth"	Convenience Copy followup records for Canton City home births. May include Newborn Home Screening, GC/Chlamydia testing, eye prophylaxis	2 years after last contact	Paper		☐
200_004_021	Electronic Medical Record - Scanned Documents	All scanned documents placed in the EMR will become the document of record for the patient record	Permanent	Paper and/or Electronic		☐
200_004_022	Clinic Stats	Details race, ethnicity, age and high risk categories	2 years	Paper		☐
200_004_023	STI Billing	(Mainted by Fiscal) Convenience copy	1 year	Paper		☐
200_004_024	STI Clinic Medication Sheets	Details patient name, medication and the dosage given to patients attending STI clinic	3 years	Paper		☐
200_005_001	Screening Procedures	Microscopically, cultural, serological, and other screenings and tests, performed in local government owned laboratories or clinic that do not become part of the patient records of a local health program. If such test or screenings do become part of the patient records of a local health program, they should be retained for the period listed for that program under patient records	1 year + current year	Paper		☐
200_005_002	Health risk appraisal; blood pressure screening, blood pressure referral; vision, hearing, and speech; diabetic screening; syphilis serology; gonorrhea; other laboratory screenings and tests	Screening lab results - positive	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		☐
200_006_001	HIV	Anonymous Test Results	60 days	Paper		☐
200_006_002	HIV	Seropositive confidential test results	7 years after the patient's death, if known; or 25 years after	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
200_006_003	HIV	Seronegative confidential test results	Current Year + 1 year	Paper		☐
200_006_004	HIV/AIDS confidential case report	Patient information and risk factors for contracting HIV/AIDS as well as lab test results	Permanent	Paper and/or Electronic		☐
200_006_005	HIV Clinical Log	Annual log of individuals testing for HIV - includes OPSCAN number, result, and residence	2 years	Paper		☐
200_007_001	Lead Case Management Reports	PHN documentation/records of children reported with elevated lead levels	current grant cycle + 1 year	Paper		☐
200_007_002	Hepatitis C Clinical Log	Annual log of individuals tested for Hepatitis C	2 years	Paper		☐
200_007_003	Car Seat Program Logs	Log of individuals who attended training	Current grant cycle + 1 year (or, current year + 1 year)	Paper		☐
200_007_004	STD Clinical Log	Annual log of individuals that received services in STI clinic	2 years	Paper		☐
200_007_005	Yellow Fever Log	Annual log of individuals utilizing services for Yellow Fever Vaccination	CY + 1 year	Paper		☐
200_007_006	Temperature Control Log for Vaccine storage	Annual log of vaccine refrigerators/freezers	3 years	Paper		☐
200_007_007	Speeches/Presentations	Also press conferences involving the nursing department and/or its operations	Until no longer of administrative value	Paper		
200_008_001	Meaningful Use	Compiled Clinic Data for Medicaid, EOB, insurance information for patient, medicaid patient volume	7 years folowing the year payment was received	Paper and/or Secure electronic		☐
200_008_002	Medicaid Assisted Claiming (MAC)	Implementation plans, summary list of MAC claims, fiscal documents related to employee time	3 years	Paper and/or Electronic		☐

Section E: Records Retention Schedule

Canton City Health Department — WIC
(local government entity) — (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
250_001_001	Participant Records	The entire content of initially ineligible, terminated, and wait listed participant records	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		☐
250_001_002	Combined Programs Application (CPA) from outside agencies	CPA forms that are referrals from other agencies and the applicants decline WIC services or cannot be contacted.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		☐
250_002_001	Group Nutrition Education Attendance Records	Group Education Session Schedules	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper		☐
250_002_002	High-Risk Plan	Current State WIC High-Risk Plan and any current approved local high-risk plans (optional; approval from State WIC necessary).	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Electronic		☐
250_002_003	Master Nutrition Education Schedule	Current Master Nutrition Education Schedule (shows the future three months schedule of group education sessions).	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Electronic		☐
250_002_004	Nutrition Education Lesson Plans	Lesson plans required per current State WIC Policy including any authorization of non-WIC mid-certification nutrition education forms.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		☐
250_002_005	Nutrition Education Materials File	Nutrition Education Materials file (current materials & evaluation checklists and non-English nutrition education materials)	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper		☐
250_002_006	Breast Pump Inventory	Ohio WIC Program State Supplied Pump and Kit Issuance Only; Ohio WIC Loaned/Single-user Electric Breast Pump Survey	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Electronic		☐
250_003_001	Advisory Committee File	Advisory Committee Meeting Minutes and Attendee List	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper		☐
250_003_002	Staff Meeting Minutes	WIC Staff Meeting minutes	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		☐
250_003_003	State/Federal Correspondence	All Project Letters, Policy and Procedure Letters	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
250_003_004	Program Activity Reports	Quarterly Activity Reports; reports are submitted to the State WIC office per set deadlines each fiscal year.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		☐
250_003_005	Subpoenas and search warrants	Subpoenas and search warrants	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper		☐
250_003_006	Health Professional job orientation plan	Written job orientation plans for new health professionals	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		☐
250_003_007	VENA Forms	VENA Training and Observation Summary Form	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper		☐
250_003_008	Outreach File	Current Outreach Files (copies of letters mailed to physicians, churches, day care centers; copies of locally developed fliers, posters; approval letters of locally developed materials; documentation of outreach activities).	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper		☐
250_003_009	State Policy and Procedure (PPM) disks	The most recent obsolete Policy and Procedure disk. Current PPM is accessed through the WIC computer system.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Electronic		☐
250_004_001	Fair Hearing Documentation	Full contents of fair hearing files.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper		☐
250_005_003	General Ledgers; Time and Activity Reports	General Ledgers; Time and Activity Reports (Time Studies); Certificates of Attendance/time cards.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		☐
250_005_005	System Inventory	Equipment and system inventory database and reports	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Electronic		☐
250_006_001	Food Instrument Stubs	Food Instrument Stubs including: signed food instrumented stubs, voided food instrument stubs, and mailed food instrument stubs.	Nine (9) months from date of issuance	Paper		☐
250_006_002	Program Participation Report	Participant by Priority and Category Report	1 year	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
250_006_003	Computer generated program reports	All other computer generated reports, particularly those reports used as an internal reporting system. Used as needed for program management.	Use as needed, then discard.	Paper and/or Electronic		☐
250_007_003	Time Studies	Annual time studies for program staff	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Electronic		☐
250_007_005	Equipment Inventory	Equipment and inventory database and reports.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Electronic		☐
250_008_006	Vendor Complaints	Complaints: Vendor complaints & participant complaints.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper		☐
250_008_007	Vendor Records	Vendor Site Visit Checklists; Vendor Error Letters; Letters to vendors giving notice of training date; List of all contracted vendors (provided by State WIC office).	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper		☐
250_009_001	Waiting Lists	All Waiting List information as outlined by State WIC Policy. NOTE: Policy only followed by local WIC projects if instructed to do so by State WIC.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Electronic		☐
251_010_002	Automated Response System (ARS) Report	WIC Certification System generated Telephone Appointment Reminder Calls (optional). ARS Reports verify completed appointment reminder calls received and calls that were unable to be completed.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		☐

Section E: Records Retention Schedule

Canton City Health Department (local government entity) | Air Pollution Control (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
300_001_001	Activity Reports	Contains (if applicable and created/received by the office): Periodic reports of project or task progress, planning, obstacles, etc. Most of these are able to be viewed electronically through Ohio EPA databases, or internal databases. Important reports are normally incorporated as part of the CCHD Board Report record.	Until no longer of administrative value	Paper and/or Electronic		☐
300_001_002	Agendas/Minutes of internal staff/management meetings	Contains (if applicable and created/received by the office): Agendas/Minutes of internal staff/management meetings and supporting records that document internal decisions made at those meetings. If no decisions are documented, those meeting documents are not part of this record series.	Retain until transferred to procedure formal, then destroy.	Electronic		☐
300_001_004	Archived Records List	List of records stored in archive for the Division for easy retrieval. Also contains information of disposed records.	Continuously maintained and updated.	Electronic		☐
300_001_005	Call Logs	Contains (if applicable and created/received by the office): Logs for phone correspondences between CCHD employees and facilities, persons, or entities. Important conversations are transferred to a formal report format and retain per the appropriate record series.	Until no longer of administrative value.	Paper and/or Electronic		☐
300_001_006	Data Analysis	Contains (if applicable and created/received by the office): Computer Data Printout, database reports, etc that are generated to check for data completeness, data entry accuracy, periodic reports, and other purposes.	Until no longer of administrative value	Paper and/or Electronic		☐
300_001_008	Guidance	Contains (if applicable): Engineering Guides, Interoffice communications, memorandums, Answer Place communications, Applicability Determination Index, and other guidance documents received by the office and created by outside agency's (Ohio EPA, USEPA, etc.). These documents reflect interpretation and implementation guidance on air pollution rules and regulations, performance of activities, etc. This record is only for those documents used by the office to conduct activities of the office and are typically organized by subject.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Machine Readable: Retain local copy on file servers until superseded, obsolete, or available on the internet for retrieval, then destroy.	Paper and/or Electronic		☐
300_001_009	Mail Log	Contains (if applicable): Partial copies of certain documents (Demolition Notices, Applications, Letters and Reports) received in the mail for tracking purposes.	Until no longer of administrative value.	Paper		☐
300_001_010	Ohio EPA Contract	Documents related to Contract between CCHD, APC Division and Ohio EPA for the performance of services. Contains (if applicable and created/received by the office): Signed copies of Contract, draft Contract versions with comments/decisions, Contract application (exhibits, etc.), approved budgets, budget preparation documents, funding allocation proposals, expenditures details, approved expenditure reports, correspondence, notes, etc.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 15 federal fiscal years. Machine Readable: Retain local copy on file servers for 15 federal fiscal years, then destroy.	Paper and/or Electronic		☐
300_001_011	Ohio EPA Program Audit	Audit/Review conducted by Ohio EPA to assess the performance of the Contract obligations. Contains (if applicable and received/created): Results, questionnaire response, forms, correspondence, exhibits and other related documents.	Paper: For files within 5 federal fiscal years of current day, retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Machine Readable: Retain local copy on file servers for 5 federal fiscal years, then destroy.	Paper and/or Electronic		☐
300_001_013	Procedures	Internal Standard Operating Procedures (SOP) describing office specific policies and procedures for performance of regular job functions (air monitoring, permitting, STARS2, clerical, etc.)	Retain until superseded or obsolete. Keep one copy of old version until audited (if applicable).	Paper and/or Electronic		☐
300_001_014	Public Record Requests	Records documenting public record requests by the public, facilities or other entities and our fulfillment	5 years, then destroy provided no pending action.	Paper and/or Electronic		☐
300_001_016	Rule Review Comments	Comments submitted by the office on Ohio EPA or USEPA draft rules during the comment period of the rules.	Until the rule becomes final or abandoned, then destroy.	Electronic		☐
300_001_017	Rules and Regulations	Contains (if applicable): Air pollution rules and regulations created by the Ohio EPA or USEPA, that were received by the office. These are constantly referred to and used to complete the activities of the office.	Until superseded, obsolete, or available on the internet for retrieval, then destroy.	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
300_001_018	Statistics	Contains (if applicable and created/received by the office): Various statistics related to office performance (permit issuance, FCE completion, timeliness, etc.), facility performance (timeliness, compliance status, etc.), community performance (air quality trends, health, etc.), etc.	Until no longer of administrative value.	Paper and/or Electronic		☐
300_001_020	Time Accounting System Reports	Time Accounting System summary report generated and submitted to Ohio EPA per contractual obligation. Electronic record for newer records (from TAS DB) and hardcopy for older records (previously called APC Daily Work log)	5 federal fiscal years, then destroy, provided audited.	Paper and/or Electronic		☐
300_001_021	Title V/TAS Audit	Audit conducted by a third party of the TAS records and the total TV hours spent versus fees collected and related contract expenditure reports. Contains (if applicable and created/received by the office): Audit Report, correspondence, provided documentation, comments on report draft and other documents related to the Title V/TAS Audit.	Paper: For files within 5 federal fiscal years of current day, retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Machine Readable: Retain local copy on file servers for 5 federal fiscal years, provided audited.	Paper and/or Electronic		☐
300_002_001	Asbestos Bulk Samples	Contains (if applicable and created/received by the office): These are samples not yet submitted to lab for analysis and their identification labels. Organized by address or ANTS number. Once submitted to lab, the analysis is filed and retained per its associated record series.	5 years, then destroy provided no pending action.	Paper and Physical		☐
300_002_002	Asbestos Landfill Inspection	Inspection of asbestos waste accepting landfills to determine compliance with asbestos regulations. Contains (if applicable and created/received by the office): inspection notes, inspection report, photos, videos, related correspondence, supporting information, etc. Organized by record number from internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and electronic data/Machine Readable format has been checked for quality and completeness, then destroy; Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy per Complaints and Inspections Database record series (300_005_003).	Paper		☐
300_002_003	Asbestos List of Contractors	Contains (if applicable and created/received by the office): List of certified asbestos contractors that have submitted notifications to the office during the last year. This is generated to supply potential projects with useful information upon request.	Continuously maintained and updated. Superseded at least once per year.	Paper and/or Electronic		☐
300_002_004	Asbestos Non-Notifiers Files	Contains (if applicable and created/received by the office): Request for information letters and responses, chain of custody for samples, sample analysis, survey reports, inspection notes, inspection reports, related correspondence, photos, videos, etc. Organized by record number from internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and electronic data/Machine Readable format has been checked for quality and completeness, then destroy; Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		☐
300_002_005	Asbestos Notification Files	Records related to asbestos notifications that did not get inspected. Contains (if applicable and created/received by the office): Asbestos notification(s), survey reports, related correspondence, photos, etc. Files organized by ANTS notification number.	Paper: Retain all paper copies 5 years, then destroy provided no pending action. Machine Readable: Retain all local copies for 5 years, then destroy provided no pending action.	Paper and/or Electronic		☐
300_002_006	Asbestos Public Information Requests	Contains (if applicable and created/received by the office): Correspondence responding to information requests from the public about asbestos regulations.	Until no longer of administrative value.	Paper and/or Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
300_002_007	RACM Manifests and Reports	Contains (if applicable and created/received by the office): Regulated Asbestos Containing Material (RACM) waste hauling documents (Manifests, etc.) and reports received from landfills on a periodic basis, and related information and correspondence.	Paper: For files within 5 years of current day, retain until scanned or entered into database and electronic data/Machine Readable format has been checked for quality and completeness, then destroy; Retain all remaining paper copies 5 years, then destroy provided no pending action. Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy on file servers for 5 years, then destroy provided no pending action.	Paper and/or Electronic		☐
300_002_008	Asbestos Notification Inspection Files	Records related to an inspection conducted for an asbestos notification recieved. Contains (if applicable and created/received by the office): Asbestos notification(s), chain of custody for samples, sample analysis, survey reports, inspection notes, inspection reports, related correspondence, photos, videos, etc. Files organized by ANTS notification number. Files are uploaded to the internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, retain until scanned or entered into database and electronic data/Machine Readable format has been checked for quality and completeness, then destroy; Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy entered into C&I DB per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		☐
300_003_001	Enforcement Actions - Confidential	Contains (if applicable and created/received by office): Records related to Ohio EPA administrative and judicial enforcement actions. Contains: Referrals [Compliance and Enforcement plans (CEP), Enforcement Action Alerts (EAA), Enforcement Action Referral (EAR)], Case Meeting agendas/notes, case correspondence, enforcement tracker, Investigatory records, Court Case files, Trial preparation files, briefing memos, calculations, draft orders/settlements, research materials, depositions, etc.	Paper: For case files 2 years after case closed, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 2 years after case closed. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers for 2 years after case closed.	Paper and/or Electronic		☐
300_003_002	Enforcement Actions - Public	Contains (if applicable and created/received by the office): Final Administrative and judicial enforcement actions issued by the Ohio EPA that resolve outstanding violations of Ohio's environmental laws with an entity. Includes: Consent Agreement, Consent orders, Findings and Orders (F&Os), Expedited Settlement Agreements (ESA), Ohio EPA Director Warning Letter, Ohio EPA DAPC Chief Warning Letter, court rulings,	Paper: For case files 2 years after case closed, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 2 years after case closed.	Paper and/or Electronic		☐
300_003_003	Environmental Review Appeals Commission (ERAC) Material	Contains (if applicable and created/received by the office): Case files appealing final actions of the Ohio EPA Director related to activities conducted by this office. Includes any documents received by the office until after the case is closed or settled.	Retain 2 years after case is closed and no further appeals can be filed, then destroy. If case is dismissed without prejudice, retain one year after statute of limitations runs, then destroy.	Paper and/or Electronic		☐
300_003_004	Non-Compliance Records (Non-facility) - Public	Contains (if applicable and created/received by office): All documentation related to air pollution programmatic enforcement between CCHD (on behalf of Ohio EPA) and regulated entities detailing violation of Ohio's environmental statutory and regulatory requirements. Includes Notice of Violations (NOVs), Warning Letters, Resolution of Violations (ROV), correspondence with entity related to the enforcement, photos sent to entity, Database Reports, etc. Non-Facility means any entity that does not have a permit program facility ID.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		☐

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300_003_005	Non-Compliance Records (Facility) - Public	Contains (if applicable and created/received by office): All documentation related to air pollution programmatic enforcement between CCHD (on behalf of Ohio EPA) and regulated entities detailing violation of Ohio's environmental statutory and regulatory requirements. Includes Notice of Violations (NOVs), Warning Letters, Resolution of Violations (ROV), correspondence with entity related to the enforcement, photos sent to entity, Database Reports, etc. Facility means any entity that has a permit program facility ID.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_001	Deleted Facility List	List of Facility ID numbers that were deleted using past practices.	Until no longer of administrative value.	Paper		☐
300_004_002	Excess Emission Reports (EER) Summary	A report created by the office that summarizes the data contained in the EER from facilities with continuous monitors (COMS, CEMS, etc.). This report is submitted to Ohio EPA. Old records were hardcopy, current records are entered directly into an Ohio EPA database.	Paper: Retain until EER Summary report is received from Ohio EPA, then destroy; Electronic: Enter data directly into Ohio EPA database to transfer records to Ohio EPA.	Paper and/or Electronic		☐
300_004_003	Excess Emission Reports (EER) Summary - Ohio EPA	A report created by Ohio EPA summarizing the EER Summary data from the entire state (included this office). This report is received by the office and includes guidance and recommended actions. Old records were hardcopy, current records are electronic	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy obsolete files regardless. Machine Readable: Retain electronic copy until superseded or obsolete.	Paper and/or Electronic		☐
300_004_004	Facility Air Fee Emission Reports	Contains (if applicable and created/received by office): Emission Fee reports (TV, SMTV, and NTV/blue cards), emission inventory, supporting data, and report review notes	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_005	Facility Assignments List	List of engineers' facility assignments	Until no longer of administrative value.	Paper and/or Electronic		☐
300_004_006	Facility Air Permit Files	Contains (if applicable and created/received by the office): permit application, application related correspondence, emission calculations, PTE evaluation, supporting documentation, MSDS, T&C recommendations, permit strategy, SOB, BAT Determination, permit review notes, response to comments document, permit revocations, issued permits, and permit related correspondence. For all permits types except PBR (TV, PTI, PTO, Registration, PTIO, FESOP, FEPTIO, etc.)	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_007	Facility CEMS Reports	Contains (if applicable and created/received by office): Continuous Emission Monitoring (CEMS) EER, Continuous Opacity Monitoring (COMS) EER, other CEMS/COMS reports, related report review notes, related quality assurance programs, related audits (CGAs), etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐

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300_004_008	Facility Compliance Reports	Contains (if applicable and created/received by office): PERs, TV Compliance Certification Reports, deviation reports, USEPA Rule required reports (MACT, NSPS, etc.), and other required reports If received by the office. Also contains report review notes and related correspondence.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_009	Facility file	This is a catch-all file for facility related records that are not otherwise defined. Contains (if applicable and created/received by office): facility information, facility contacts, source list, record of permit applications log, general correspondence, meeting notes, newspaper articles, maintenance bypass requests, USEPA 114 Information Requests, USEPA rule notifications, Transfer of ownership, withdrawal of EU, emission observations, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_010	Facility HOV/ATL Files	Contains (if applicable and created/received by office): Landfill facility Higher Operating Value (HOV) and Alternative Timeline (ATL) requests, supporting data & documentation, acceptance letters, related correspondence, and all other related files.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_011	Facility Inspections	Contains (if applicable and created/received by office): notes, correspondence related to the inspection, VE observations conducted, copies of records reviewed, copies of MSDS, and inspection reports. Records for all types of inspections including FCE and PCE.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_012	Facility Malfunction Reports	Contains (if applicable and created/received by office): Malfunction reports, call notification logs and memos for failed emission units	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_013	Facility PBR Files	Contains (if applicable and created/received by the office): PBR notifications, PBR acceptance Letter, and related correspondence.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐

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300_004_014	Facility Permit Variance Files	Contains (if applicable and created/received by the office): facility request for permit variance, Ohio EPA Directors letter recommendation prepared by the office, Ohio EPA Director's letter granting variance (if received by office) and related correspondence and supporting documentation.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_015	Facility Plans	Contains (if applicable and created/received by office): Plans generated by a facility for compliance with regulations that are used by office and related files. Plan types include: Compliance Assurance Monitoring (CAM), Risk Management Plan (RMP) [112(r)], Odor Monitoring / Contingency, Emergency Response Plan, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_016	Facility Plot Plan	Contains (if applicable and created/received by office): Details of internal layout of facility and immediate surrounding area, Blueprint layout/construction plans and specifications for facilities	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_017	Facility Rule Variance Request	Contains (if applicable and created/received by the office): facility request for Ohio EPA or USEPA rule variance, letter granting variance and supporting documentation, if received by office. Also contains letter language recommendations prepared by the office and related correspondence.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_018	Facility Stack Tests	All information related to source emission testing/stack testing/Relative Accuracy Test Audits (RATA) including (if applicable and created/received by office): ITTs, notes, observation report, results review report, test report, and related correspondence, data collected, VE observations conducted, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 5 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		☐
300_004_019	Facility Trade Secret information	Contains (if applicable and created/received by office): Trade secret information provided to office by facility in order to make decisions, but not publicly available. Records filed and retained in accordance with the associated record series (permits, stack test results, enforcement, etc.)	Treat as associated record series	Paper and/or Electronic		☐
300_004_020	Non-Facility files	Contains (if applicable and created/received by the office): Files for sources that appear may be a facility, but have been determined to not be a facility so were not assigned a facility ID number. The files can contain de minimis determinations, correspondence, USEPA Rule notification forms, and other related information	Retain until source shutdown for 5 years, then destroy.	Paper		☐

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300_005_001	Air Pollution Complaints files	Records related to complaints received on air pollution, fugitive dust, ash fallout, open burning, and odors related to both facility and non-facility sources. Also any emergency air release reports from Ohio EPA, DERR. Contains (if applicable and received/created by office): photos, videos, fire department notifications, contact information, investigation notes and evidence, supporting documentation, MSDS, VE observations conducted, Actions Taken list, related correspondence, etc. Organized by record number from internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper		☐
300_005_002	Anti-Tampering Inspections	Contains (if applicable and created/received by the office): Anti-Tampering inspection reports, notes, related correspondence, photos, videos and other related documents. Organized by record number from internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper		☐
300_005_003	Complaints and Inspections Database (C&I DB)	Contains (if applicable and created/received by the office): Tracking and recording database for complaints, stack test observations, asbestos investigations, anti-tampering inspections, open burn requests, etc., and contains all related information.	Retain data including attachments for 10 years in database, then purge data deemed not useful. Further retain data in database that is deemed useful until no longer of administrative value.	Electronic		☐
300_005_004	Field Equipment Calibration and Maintenance Records	Contains (if applicable and created/received by the office): Records related to calibration and maintenance of field equipment, related correspondence, etc.	Retain for life of equipment, then destroy.	Paper and/or Electronic		☐
300_005_005	Open Burn Requests	Contains (if applicable and created/received by the office): Requests, Permissions, Denials, Forms, Response Letters, Photos; time, locations, and purpose of open burning are all recorded. Organized by record number from internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper		☐
300_005_006	Photo File	Includes uncategorized negatives, prints, photos, slides, transparencies, and related items.	Until no longer of administrative value.	Physical		☐
300_005_007	Verified Complaints	Official verified complaints received related to air pollution. Contains (if applicable and created/received by the office): inspection notes and report, photos, videos, evidence and supporting documentation, related correspondence, etc. Organized by record number from internal C&I DB.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper		☐

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300_006_001	Air Monitoring & Field Equipment Manuals	Contains (if applicable and created/received by the office): Equipment technical manuals provided by manufacturer of the equipment used for monitoring, monitoring sites, lab, or field. These are copyrighted materials and are only subject to public inspection, not copying.	Paper: Retain current versions until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if obsolete. Machine Readable: Retain until superseded, then replace. Retain final versions for remaining life of equipment, then destroy.	Paper and/or Electronic		☐
300_007_001	Air Monitoring AQS Reports	Reports generated from AQS (AMP 255, AMP 450, etc.) to quality check data for completeness and accuracy. These reports are both generated by the office and sent to us by other agencies.	Until no longer of administrative value.	Paper and/or Electronic		☐
300_007_002	Air Monitoring Audit File	Contains (if applicable and created/received by the office): Records and reports of instrument performance accuracy audits conducted by Ohio EPA and USEPA. Includes any response to audits, and related correspondence.	5 years, then destroy	Paper and/or Electronic		☐
300_007_003	Air Monitoring Correspondence	Contains (if applicable and created/received by the office): Air monitoring related correspondence sorted by year and not otherwise defined.	5 years, then destroy	Paper and/or Electronic		☐
300_007_004	Air Monitoring Data	Contains (if applicable and created/received by the office): ambient air monitoring raw and validated data, sampler run sheets, and related correspondence for all pollutants measured by the office. This data is uploaded into the USEPA AQS database, which is retained per their schedule.	5 years, then destroy	Paper and/or Electronic		☐
300_007_005	Air Monitoring Equipment File	Contains (if applicable and created/received by the office): Contains information on repair work performed for each air pollution sampling device in use, equipment loan agreement with other agencies, equipment logbooks, instrument calibrations, related correspondence, and other related records.	Retain for life of sampler, then 5 years after, then destroy.	Paper and/or Electronic		☐
300_007_006	Air Monitoring Plans	Contains (if applicable): Air Monitoring Plans (Monitoring Network Plan (MNP), QAPP, Quality management Plan, etc.) developed by Ohio EPA. The office is a signatory on these plans for implementation and they are received by the office. The current MNP is posted on the website for public access.	Retain until superseded or obsolete. Then retain until audited, then destroy.	Paper and/or Electronic		☐
300_007_007	Air monitoring PQAO Agreements	Contains (if applicable and created/received by the office): Signed Agreements with other agency's to define the Primary Quality Assurance Organization (PQAO) the office is associated with. Original signature copies are transferred to Ohio EPA, these are the office copies.	Retain until obsolete, then destroy.	Paper and/or Electronic		☐
300_007_008	Air Monitoring Precision & Accuracy Reports (PARS)	Contains (if applicable and created/received by the office): Ambient air monitoring precision and accuracy reports summarizing certain quality assurance data and related correspondence. This data is uploaded into the USEPA AQS database, which is retained per their schedule.	Until no longer of administrative value.	Paper and/or Electronic		☐
300_007_009	Air Monitoring Quality Assurance Data	Contains (if applicable and created/received by the office): records and statistics for accuracy tests on monitoring instruments and results of periodic checks, data control charts, log books, backup paper charts, etc.	5 years, then destroy	Paper and/or Electronic		☐
300_007_010	Air Monitoring Samples	Contains (if applicable and created/received by the office): Air Monitoring samples (lead filters, PM2.5 filters, etc.), sample labels, chain of custody, filter shipment tracking forms, new filter tracking, etc.	For PM2.5 filter samples: Filters stored offsite in cold storage for 1 year at laboratory, then transferred to the Office for storage of another 4 years, then dispose. For rest of record series: 5 years, then destroy	Paper and/or Electronic		☐
300_007_011	Air Monitoring Site Information	Contains (if applicable and created/received by the office): Air Monitoring Site Information, exceptional events, terrestrial effects, appendix E site summary, monitoring site usage agreements, photos, site logbooks, network information, variances, related correspondence, etc.	Retain for 5 years after last date site was used, then destroy.	Paper and/or Electronic		☐
300_007_012	Air Monitoring Technical Systems Audit (TSA)	Contains (if applicable and created/received by the office): Records and reports of Technical Systems Audits (TSA) conducted by Ohio EPA and USEPA. Includes any response/corrective actions to audits, pre-audit questionnaire, and related correspondence.	Retain current audit and past 2 audits, destroy any older.	Paper and/or Electronic		☐
300_007_013	Air Pollution Emergency Action Plan	Provides procedures to be followed or actions to be taken by sources in the event of air pollution episodes.	Retain until obsolete, superseded, renewed, or replaced, then destroy.	Paper and/or Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
300_007_014	Air Quality Index (AQI) Reports	Contains (if applicable and created/received by the office): Reports of Air Quality Index created by the office and reported on the website and sent to certain members of the public. Data entered directly in CCHD Google docs database to generate report, trend charts, and emails.	Paper: For reports within 5 years of current day, Retain until entered into database and electronic data been checked for quality and completeness, then retain per Air Monitoring Data record series (300_007_004); Electronic: Retain Data in database for 10 years. Replace report daily with new data.	Paper and/or Electronic		☐
300_007_015	Ohio EPA Annual Air Quality Report	Contains (if applicable and created/received by the office): Annual Report summarizing Air Quality data for the entire State, including data submitted by this office, created and published by Ohio EPA. Hardcopy report received and report available online.	Paper: Retain for one year and after verification that the report is available on the internet, then destroy.	Paper		☐
300_009_001	Licenses/Certificates	Contains (if applicable and created/received by the office): Employee received Licenses or certification for attending training sessions, seminars, etc. Original Licenses/certificates are kept by employees as part of there personal files. Copies are kept by the office on the Training Verification forms, retained as part of the "Individual Personnel Records" record series (100_005_001).	Retain office copies per the Individual Personnel Records series (100_005_001).	Paper and/or Electronic		☐
300_009_002	Smoke School Tracking	Tracking sheet of which employees are smoke school (Method 9) certified and when classes are registered/scheduled for attendance.	Until no longer of administrative value.	Electronic		☐
300_009_003	Training materials - prepared by the office	Contains (if applicable and created/received by the office): Training Materials prepared by the office to satisfy training requirements.	Until obsolete or superseded, then destroy	Paper and/or Electronic		☐
300_009_004	Training Registration Forms	Contains (if applicable and created/received by the office): Copies of registration forms submitted to attend Training. These are kept by the employee attending the training.	Until no longer of administrative value.	Paper and/or Electronic		☐

Section E: Records Retention Schedule

Canton City Health Department (local government entity)

Laboratory (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
400_001_001	Aptima Daily QC	Documentation of DNA amplification system performance	5 years	Paper		☐
400_001_002	Aptima System run log sheet	Record results of specimen amplification and analysis	5 years	Paper and/or Electronic		☐
400_001_003	Blood Lead Analysis run sheet	Record QC and patient analysis results	Age of majority + 6 years	Paper and/or Electronic		☐
400_001_004	Blood Lead patient log	Record patient results of Blood Lead analysis	Age of majority + 6 years	Paper		☐
400_001_005	STD Aptima specimen log	Record patient demos and analytical results	5 years	Paper		☐
400_001_006	STD Culture log	Record patient demos, procedures, analytical results	5 years/Negative Permanent/Positive	Paper and/or Electronic		☐
400_001_007	STD HCV log	Record patient demos, procedures, analytical results	5 years/Negative Permanent/Positive	Paper		☐
400_001_008	STD HIV log	Record patient demos and analytical results	6 years after discharge	Paper		☐
400_001_009	STD Laboratory report slip	Document patient demos, tests ordered, analytical results	5 years/Negative Permanent/Positive	Paper		☐
400_001_010	STD Pregnancy test log	Document patient demos, analytical results	5 years	Paper		☐
400_001_011	STD Quality Assurance audit	Document STD clinic quality control practices	5 years	Paper		☐
400_001_012	STD RPR test log	Record patient demos and analytical results	5 years/Negative Permanent/Positive	Paper		☐
400_001_013	STD Stat Lab log	Record patient demos and analytical results	5 years	Paper		☐
400_001_014	STD Stat Lab QC log	Document STAT lab test QA and QC	2 years	Paper		☐
400_001_015	STD Urinalysis log	Record patient demos and analytical results	5 years	Paper		☐
400_001_016	Survey, CLIA/PT	Laboratory performance on CLIA PT, Survey	5 years	Paper		☐
400_002_001	Acid Residual	Document cleanliness of lab equipment	5 years	Paper		☐
400_002_002	Autoclave record	Document sterilization of media/materials	5 years	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
400_002_003	Balance Calibration	Document performance of lab. scale	5 years	Paper		☐
400_002_004	Daily Temperature record	Document incubator/refrigerator/bath temperature	5 years	Paper		☐
400_002_005	Deionized Water Quality	Document performance of lab water system	5years	Paper		☐
400_002_006	Hot Air Oven record	Document sterilization of media/materials	5 years	Paper		☐
400_002_007	Media QC	Document media quality and performance	5 years	Paper		☐
400_002_008	Micro Sample Submission Rpt.	Record water sample collection, submission, analysis	5 years	Paper		☐
400_002_009	MF Receipt/Sterility	Document MF analysis filter quality	5 years	Paper		☐
400_002_010	Micro Test Data record	Logbook of water sample analysis	5 years	Paper		☐
400_002_011	MMO/MUG QC record	Document media quality and performance	5 years	Paper		☐
400_002_012	pH Linearity record	Document performance of pH meter	5 years	Paper		☐
400_002_013	pH Record	Document pH of media and reagents	5 years	Paper		☐
400_002_014	PT Event records	Document lab analysis performance	5 years	Paper		☐
400_002_015	Sample Bottle Sterility	Document sample bottle quality/sterility	5 years	Paper		☐
400_002_016	Standard and Reagent log	Record lot, expiration, discard of media	5 years	Paper		☐
400_002_017	Thermometer Calibration	Document performance of lab thermometers	5 years	Paper		☐
400_002_018	Timer Calibration	Document performance of lab timers	5 years	Paper		☐
400_002_019	Total/E.coli confirmation	Document performance of MMO/MUG test	5 years	Paper		☐
400_002_020	Total/Fecal confirmation	Document performance of MF test	5 years	Paper		☐
400_003_001	Autoclave record - nonwater Change "nonwater" to Bio	Document sterilization of media/materials	5 years	Paper		☐
400_003_002	Autoclave Sterility Check	Document performance of autoclave	5 years	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
400_003_003	Hot Air Oven Sterility Check	Document performance of Hot Air oven	5 years	Paper		☐
400_003_004	Infectious Waste Shipping paper	Record shipment of waste for treatment	3 years	Paper		☐
400_003_005	Infectious Waste Treatment	Record treatment of infectious waste	3 years	Paper		☐
400_003_006	Monthly Report form	Record lab activity for the month	5 years	Paper		☐
400_003_007	Daily Temp. Record - nonwater	Record incubator/refrigerator/bath temp.	5 years	Paper		☐
400_003_008	Chain of Custody form	Document submission of food/environmental sample	5 years	Paper		☐
400_003_009	Complaint Form	Document Food/Environmental complaint	5 years	Paper		☐
400_003_010	Sample Form	Document Food/Environmental sample	5 years	Paper		☐
400_001_20	Test requisitions and authorizations.	Test requisitions and test authorizations.	Current Year plus 2 years	Paper		☐
400_001_21	Test Procedures	Discontinued clinical test procedures, policies, and SOP's must be kept for reference until completion of the retention period. This includes manufacturer's procedures.	Current Year plus 2 years	Paper		☐
400_001_22	Analytic Systems Records.	Quality control and patient test records (including instrument printouts, if applicable) and all analytic systems activities specified in Sec. Sec. 493.1252 through 493.1289. This would include items such as reagent logs, instrument logs, temperature logs, equipment maintanence and function checks, calibration verification records, control procedure logs such as Oxi, gram stain and RPR control logs, corrective actions and quarterly assessments.	Current Year plus 2 years	Paper		☐
400_001_23	Proficiency Testing and alternate Proficiency Testing Records.	This includes completed worksheets, attestation pages, graded results, evaluations and records from the proficiency testing provider and quarterly pt review completed by the Laboratory Director	Current Year plus 2 years	Paper		☐
400_001_24	Laboratory Quality Systems Assessments Records	This would include but not be limited to: complaint logs, Issue log, competency assessments, communications logs, quarterly assessments.	Current Year plus 2 years	Paper		☐
400_001_25	Test Reports	Retain or be able to retrieve a copy of the original report (including final, preliminary, and corrected reports) at least 2 years after the date of reporting.	Current Year plus 2 years	Paper		☐
400_003_011	Food/Environmental analysis	Document Food/Environmental analysis	5 years	Paper		☐
400_003_012	pH Linearity - nonwater	Document performance of pH meter	5 years	Paper		☐
400_003_013	pH Record - nonwater	Record results of pH measurement	5 years	Paper		☐
400_003_014	Pollen Logbook	Record pollen/mold counts	5 years	Paper		☐

Section E: Records Retention Schedule

Canton City Health Department — Environmental Health
(local government entity) — (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
500_001_001	Activity Sheets	To keep track of daily employee work performed	5 years	Electronic		☐
500_002_001	Animal Bite Case File	A file containing all information available pertaining to the investigation of an animal bite. This case file shall include the initial animal bite report, quarantine notice and any correspondence, including electronic correspondence.	5 years	Paper and/or Electronic		☐
500_002_002	Animal Bite Investigation Report.	To record information on an animal bite including description of the animal	5 years	Paper and/or Electronic		☐
500_002_003	Animal Bite Monthly Worksheet	To record animal bites according to type of animal	3 years	Electronic		☐
500_002_004	Notice to Quarantine	Notice to quarantine animal	5 years from date case was initiated	Paper		☐
500_002_005	Rabies Test Submission Report	To determine if animal is rabid by lab investigation	5 years is positive test, 3 if not positive	Paper and/or Electronic		☐
500_003_001	Environmental Complaint Form - All programs	To record complaints received from the public concerning any issue that falls under the jurisdiction of the Environmental Health Division	5 Years after date of inspection provided there are no violations. In the case of an inspection form used for a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper and/or Electronic		☐
500_004_001	Correspondence (general, such as form letters)	To record general information distributed to the public that is not associated with an ongoing investigation.	2 years	Paper		☐
500_004_002	Correspondence (pertaining to a case file)	Orders, notices of violations, email correspondence, case printout, board declarations, letters of appeal and related documentation.	5 Years after date of inspection provided there are no violations. In the case of an inspection form used for a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper and/or Electronic		☐
500_005_001	EBL Investigation Case File	Includes notification of Elevated Blood Level (EBL) Child from Ohio Department of Health, complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection provided there are no violations	Paper and/or Electronic		☐
500_006_001	Calibration of Equipment	To record calibration of equipment used in Environmental Health programs	Life of equipment	Paper		☐
500_006_002	Equipment Maintenance Records	To document all maintenance on equipment from EH Equipment	Life of equipment	Paper		☐
500_007_001	Application for Frozen Dessert Manufacturing Permit	To permit frozen dessert manufacturers to operate	6 months after audit	Paper		☐
500_007_002	Application for License to Conduct Food Service	To allow food service operations to operate	5 years after facility closes	Paper		☐
500_007_003	Application for Permit to Operate Food Establishment	To approve operation of food establishment	5 years after facility closes	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 O.R.C.

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
500_007_004	Food Establishment Case File	Includes copy of operating license, plans, complaint/inspection reports, sample, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		☐
500_007_005	Food Establishment permit Release for Transfer	To consent to and transfer food establishment operation license	5 years after facility closes	Paper		☐
500_007_006	Food Related Alert/ Complaint Record	Complaint for suspect food	5 years	Paper and/or Electronic		☐
500_007_007	Food Service Case File	Includes copy of operating license, plans, complaint/inspection reports, sample, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		☐
500_007_008	Food Service Operation License Release for Transfer	To consent to and transfer food service operation license	5 years after facility closes	Paper and/or Electronic		☐
500_007_009	Food Service Operations/Vending Plan Checklist, HEA 5323	Checklist for Food Service Operation/Vending	5 years after facility closes	Paper		☐
500_007_010	Food/Environmental Sample Collection Form	To document the sample and to initiate the chain of custody of an environmental sample	5 Years after date of inspection provided there are no violations. In the case of an inspection form used for a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper		☐
500_008_001	Inspection Records - all types	Case file printout from HDIS or similar. Photos, investigation notes, phone logs if particular to case and evidence inventories.	5 Years after date of inspection provided there are no violations. In the case of an inspection form used for a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper and/or Electronic		☐
500_010_001	Manufactured Home Park Case File	Includes copy of operating license, complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection provided there are no violations. In the case of an inspection form used for a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper and/or Electronic		☐
500_011_001	Criminal Complaint Form	Subpoena paperwork initiated against landowner/operator for violating board of health order	Not kept on file. Submitted to the courts.	Paper		☐
500_011_002	Nuisance Investigation Case File	Includes complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection provided there are no violations	Paper and/or Electronic		☐
500_012_001	Training Verification Form	To record training attended by employee pertaining to department policies or job description	Permanent	Paper		☐
500_014_001	Environmental Sanitation Report for institutions	To inspect institutions in a state/county/city capacity citing prison, jail, detention or lockup	5 years after facility closes	Paper and/or Electronic		☐
500_014_001	School Environment Inspection Form	To inspect and make recommendations for school environment	5 years after facility closes	Paper		☐
500_015_001	Application for a Home Disposal System Installation Permit	To make application for permit to install private Home Sewage System	Permanent	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
500_015_002	Home Sewage Disposal System Installation Permit	Permit to install HSDS	Permanent	Paper		☐
500_016_001	Solid Waste Case File	Includes Solid Waste Operating License, complaint/ inspection reports, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		☐
500_016_001	Infectious (large and small) Waste Generator Case File	Includes copy of operating license, complaint/inspection reports, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		☐
500_017_001	Bacterial Sample Report	To submit sample and record lab analysis in public swimming pool water or public water meant for human consumption	3 Years after date of sampling provided there are no violations. In the case of an sample taken regarding a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper		☐
500_018_001	Tattoo/Body Piercing Case File	Includes Tattoo/Body Piercing Operating License, complaint/inspection reports, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		☐
500_019_001	Vehicle Maintenance	To record Maintenance of all city-owned vehicles	Life of equipment	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 O.R.C.

Section E: Records Retention Schedule

Canton City Health Department (local government entity) — Vital Statistics (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
600_001	Affidavits	To correct or add information on birth, death and fetal death affidavit's and Paternity of Affidavit's	Permanent	Paper		☐
600_002	Application for Birth and Death Certificates	Forms used to request birth and death records	3 years provided audited	Paper		☐
600_003	Audit Logs	Daily audit logs of birth and death certificates issued	Permanent	Paper		☐
600_004	Birth Certificates	Permanent record of birth	Permanent	Electronic and Microfiche		☑
600_005	Burial Permit Log	Record of burial permit's issued	Permanent	Paper		☑
600_006	Certificates of Service	Certificates when someone dies out of Ohio, but is buried in Canton	1 Year	Paper		☐
600_007	Child Fatality Review	Application for child fatality review	3 Years	Paper		☐
600_008	Confidentiality Agreement Forms	Confidentiality agreement forms HEA3030 for medical information on birth records	Permanent	Paper		☐
600_009	Death Certificates	Permanent record of death	Permanent	Paper, Electronic and Microfiche		☑
600_010	Fetal Death Certificates	Permanent Record of fetal death	Permanent	Paper, Electronic and Microfiche		☑
600_011	Government Use Only Requests	Letters/memos of government use only requests	Permanent	Paper		☐
600_012	Hold Records	Hospital births: Birth certificates on hold	7 Years	Paper		☐
600_013	Hold Records	Home Births: Birth certificates on hold	1 Year	Paper		☐
600_014	Home Birth Packets	Information and documentation pertaining to home births.	Faxed to ODH-VS, then original paperwork should be mailed to ODH. Once faxed and mailed, all home birth documents, with the exception of birth certificates can be shredded.	Paper and/or Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
600_015	Index	Index of birth and death records	Permanent	Paper, Electronic and Microfiche		☑
600_016	Indigent Burial Information	Application and letter of recommendation for cremation	5 years	Paper		☐
600_017	Numbers removed from Spoiled Paper on a log	Numbers from spoiled birth/death certificate paper	Permanent	Paper		☑
600_018	Quarterly Tech Fee Report	Quarterly fee report of birth/death certificates issued	5 Years	Paper		☐
600_019	Security Paper Sign-Out Log	Sign-out log to use birth/death certificate paper	Permanent	Paper		☐
600_020	Security Paper Spoil Log	Log used for birth/death certificates when spoiled	Permanent	Paper		☑
600_021	Security Paper Transfer Forms	Transfer forms when transferring security paper	Permanent	Paper		☐
600_022	Signature Plate	Signature plate of Local Registrar	To be removed and destroyed immediately following the removal of the Local Registrar from office.	n/a		☐
600_023	Spoiled paper once red number has been removed	Spoiled paper once red number has been removed	Destroy once red number has been removed	Paper		☐
600_024	Supplements	To correct or add medical information on death records	Permanent	Paper		☐
600_025	Veterans Affairs Log	Letters/memos/form of veteran's request of birth or death certificates	Permanent	Paper		☐
600_026	Vital Statistics Reports	Record of business activity (certificates processed and sold) in VS, also includes statistical and demographical information regarding deaths and births.	Permanent	Paper and/or Electronic		☑

Section E: Records Retention Schedule

Canton City Health Department — Fiscal
(local government entity) — (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
700_001_001	Annual Budget	Annual Budgeting	5 Years	Paper and/or Electronic		☐
700_001_002	Annual Certificate of Estimated Resources	Estimated revenues expected to receive in coming fiscal year. Health Dept receives a copy. Original is kept with City Auditor.	Until no longer of Administrative value	Paper and/or Electronic		☐
700_002_001	Accounts Receivable Log	Record of all billings which include invoice, invoice date, amount billed, date paid, register receipt # and amount paid	3 years, provided audited	Paper and/or Electronic		☐
700_002_002	Bad Check Records	Information kept on NSF checks	2 years	Paper		☐
700_002_003	Daily Posting Recapitulation	Posting of daily deposit, which matches bank.	3 years, provided audited	Paper and/or Electronic		☐
700_002_004	Invoices (Accounts Receivable)	Billable services invoice	3 years, provided audited	Paper and/or Electronic		☐
700_002_005	Invoices for Board Approval	List of invoices for board approval	1 year	Electronic		☐
700_002_006	Paid Invoices (Accounts Payable)	Invoices that have been paid	3 years, provided audited	Paper		☐
700_002_007	Pay-in Slips	Pay-in Slips	3 years, provided audited	Paper		☐
700_002_008	Receipt Tape from Cash Register	Copy of receipts issued to customers showing all cash, check and credit card transactions.	3 years, provided audited	Paper		☐
700_002_009	Transfer account request form	Forms used to tranfsfer money from 1 account to another.	1 year until no longer of administrative value	Electronic		☐
700_003_001	Grant Records	Grant information including applications, award notices, quarterly expenditure reports, etc.	5 years, provided audited and disputes resolved	Paper		☐
700_003_002	Transmittal forms accompanied by Grant payments	Transmittal forms accompanied by Grant Payments	5 years, provided audited and disputes resolved	Paper		☐
700_003_003	Subrecipient grant contracts/agreements	Subawards awarded through contract or an agreement, maintained with the grant documents	5 years, provided audited and disputes resolved	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 O.R.C.

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
700_004_001	Contracts/agreements	Various contracts in regards to maintenance, copies, etc.	15 years, after termination of contracts	Paper		☐
700_005_001	Purchase Orders	Purchase Orders	3 years, provided audited	Paper		☐
700_005_002	Requisitions	Requisitions	3 years, provided audited	Paper		☐
700_006_001	State Subsidy Reports	State Subsidy Reports	Permanent	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 O.R.C.

Section E: Records Retention Schedule

Canton City Health Department (local government entity)

General Schedule (unit)

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
800_001	Annual Reports	Also includes other published periodic reports on agency activities.	Permanent (1 copy). Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value.	Paper & Electronic		☑
800_002	Application for Certified Copy of Public Record	Written correspondence to request certified copy of public records	Permanent	Paper		☐
800_003	Blank Forms	Various Blank forms used in the Health Department	Until no longer of administrative value.	Paper and/or Electronic		☐
800_004	Calendar/Schedules	Monthly schedules for part-time staff	1 year	Paper and/or Electronic		☐
800_005	Claims and Litigation Records	Insurance claims, public property, etc.	10 years after final settlement	Paper		☐
800_006	Copies	Copies - duplicated copies of official records used for background information, convenience of record, or as a reading copy	Until no longer of administrative value.	Paper		☐
800_007	Correspondence, General	General Correspondence	2 Years	Paper and/or Electronic		☐
800_008	Correspondence, Legislative	Legislative Correspondence	5 Years	Paper and/or Electronic		☐
800_009	Delivery Slips and Packing Lists	Received with goods and verified.	Kept until all goods received are verified.	Paper		☐
800_010	Directives, Manuals and Handbooks	Publications produced by an agency detailing operations, regulations, training and/or other procedures of an agency.	Retain until superseded, obsolete, or replaced, then destroy. Retain 1 hard copy 5 years after obsolete.	Paper and/or Electronic		☐
800_011	Drafts	Draft of letters, memos, worksheets, reports, etc.	Until no longer of administrative value.	Paper and/or Electronic		☐
800_012	Employee sign in/sign out sheets	Logs maintained in each Department documenting employee in/out activity.	1 year	Paper		☐
800_013	Equipment Inventory and Assignment Sheets	Original computer printout, instructions and work sheets used to complete equipment inventory reports for pagers, laptops, cellular phones, etc.	Retain until superseded, then destroy.	Paper and/or Electronic		☐
800_014	Equipment Leases	Signed leases for equipment (e.g., Copy machine, etc.)	2 years after expiration	Paper		☐
800_015	Input Documents	Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are retained by the program unit.	Retain until all data has been entered into the system and, if required, verified, then destroy.	Paper		☐
800_016	Legal Opinions	Legal Opinions	Permanent	Paper		☑
800_017	Lists/Directories	Includes Mailing lists, directories, rosters, and registers compiled by an agency.	Retain until superseded, obsolete, or replaced, then destroy.	Paper and/or Electronic		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
800_018	Maintenance Agreements for Office Equipment	(e.g., copiers, scanner, postage, computers, etc)	15 years after expiration or termination	Paper and/or Electronic		☐
800_019	Management and Operations Reports	Reports created by agency staff or outside consultants concerning the management or operations of an agency.	Until incorporated into the Annual Report; otherwise 5 years	Paper and/or Electronic		☐
800_020	Material Safety Data Sheets	Material Safety Data Sheets for materials kept and used by staff	Retain in operating area until obsolete or superseded, then destroy.	Paper		☐
800_021	Minutes of Agency Staff Meetings	Minutes and supporting records documenting internal policy decisions.	Retain 2 years, then destroy.	Paper and/or Electronic		☐
800_022	Monthly & Weekly Reports	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain 1 year, then destroy.	Paper and/or Electronic		☐
800_023	Network Layout Schematic	Network layout of the Health Department (under control of the City's IT Department)	Retain until superseded, then destroy.	Paper and/or Electronic		☐
800_024	Newspaper Releases and News Bulletins	Includes news/press releases and bulletins issued by an agency.	3 Years	Paper		☐
800_025	OSHA accident and fire inspection reports	OSHA accident and fire inspection reports	Paper-Retain 5 years in operating area, destroy data deemed not useful. Retain electronic/microfiche data permanently that is deemed useful and destroy hard copy after electronic/microfiche data has been checked for quality and completeness.	Paper		☐
800_026	Payroll Sheets	Electronic Payroll Records	3 Years	Paper and/or Electronic		☐
800_027	Public Advisory meetings	Meetings or hearings between department, citizens and company representatives. Files contain information, correspondence and notes, and minutes on what the Health Department programs are doing, and the input of the citizens to such. **(More specific to Air Pollution Control)**	Retain five years in operating area the review by State Archives for possible transfer. Destroy if of no historical value.	Paper		☐
800_028	Publications, Health Department	Public Education Materials created by the health department for distribution to the public	Until superseded or obsolete.	Paper and/or Electronic		☐
800_029	Receipt for Certified Mail	Receipts for Certified Mail	2 Years	Paper		☐
800_030	Summary Computer/Copier Usage Reports	Summary reports and other paper records created to document computer or copier usage.	Retain until no longer of administrative value to agency, then destroy.	Paper and/or Electronic		☐
800_031	System Users Access Records	Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of administrative value to agency, then destroy.	Paper		☐
800_032	Test Database/Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a database system.	Retain until no longer of administrative value to agency, then destroy.	Paper and/or Electronic		☐
800_033	Training Manuals	Manuals produced by an agency for internal personnel training.	Retain until superseded, obsolete, or replaced, then destroy.	Paper and/or Electronic		☐
800_034	Transient Records	Phone slips, notes, post-it notes, e-mails and other short term records of little administrative value.	Keep until no longer of value, then destroy.	Paper		☐

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
800_035	Visitors' Log	Records documenting the entry and departure of employees and visitors into a State office building during and/or after office hours.	Retain 1 year, then destroy.	Paper		☐
800_036	ID Badges	Employee Identification	Turn in upon termination	Card		☐
800_037	Maintenance work orders	Maintenance requests	2 years	Electronic		☐
800_38	Fax log reports	Fax log reports	1 year	Paper		☐