



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17th Avenue  
 Columbus, Ohio 43211-2497

FEB 06 2017

STATE AND LOCAL  
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Section A: Local Government Unit

Fairfield County  
 (Local Government Entity)  
 Fairfield County General Health District  
 (Unit)  
Janet Hanna Carmy Hanna Administrator 1/20/17  
 (Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

Fairfield County Data Board 740-652-7395  
 (Records Commission) (Telephone Number)  
 210 E Main St Lancaster 43130 Fairfield  
 (Address) (City) (Zip code) (County)  
 To have this form returned to the Records Commission electronically, include an email address: mark.conrad@fairfieldcountyohio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 12122 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.

Janet Hanna 2/2/17  
 (Records Commission Chair Signature) (Date)

Section C: Ohio Historical Society - State Archives

Fred Fuent State Archivist 2/8/2017  
 (Signature) (Title) (Date)

Section D: Auditor of State

Martin E. Murray 2-23-17  
 (Signature) (Date)

Please Note: The State Archives retains RC-2 forms permanently.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form



800 E. 17th Avenue  
Columbus, Ohio 43211-2497

(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
16-00680	Minutes for Board of Health and District Advisory Council Meetings	Draft-until superseded. Final-Permanent. Audio/visual recordings-1 year provided minutes completed and approved.	Paper; Electronic		<input checked="" type="checkbox"/> <i>(for final copy)</i>
16-00650	Agendas and Sign-in sheets for Board of Health and District Advisory Council Meetings	Permanent	Paper; Electronic		<input type="checkbox"/>
16-00651	Agendas and Sign-in sheets for community, staff and internal committee Meetings	5 years	Paper; Electronic		<input type="checkbox"/>
16-00652	Application for State Subsidy	3 years Following Audit	Paper		<input type="checkbox"/>
16-00653	Badges and IDs	Destroy upon termination	Plastic		<input type="checkbox"/>
16-00654	Board of Health Reports and Monthly Packets	Permanent	Paper; Electronic		<input type="checkbox"/>
16-00655	Correspondence, Executive-including letters, memos, faxes and emails which convey information dealing with significant aspects of administration including those concerning policy, procedures, program, fiscal, and personnel matters.	5 years	Paper; Electronic		<input type="checkbox"/>
16-00656	Correspondence, General-including letters, memos, faxes and emails both internal and from/to various individuals, companies and organizations requesting information pertaining to interpretations and other miscellaneous inquires. (This correspondence is informative-it does not attempt to influence policy)	2 years	Paper; Electronic		<input type="checkbox"/>
16-00657	Correspondences, Routine-including letters, memos, faxes and emails which convey routine information or publications provided to the public which are answered by standard form letters.	1 year	Paper; Electronic		<input type="checkbox"/>
07-00107	Licensing Council (Plumbing, Sewage, Food Service, Solid waste, Swimming Pools, Camp Grounds, Traller Parks (Mobile Homes) minutes	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
07-00108	Annual report (Published Annual Report of the Health Department	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
07-00110	Contracts & Service Agreements	15 Year(s) after expiration	Paper; Electronic		<input type="checkbox"/>



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07-00212	Continuing Education Records (copy)	Incorporate into Employee Training File	Paper		<input type="checkbox"/>
16-00658	Correspondences, Transient-including letters, memos, faxes and emails which convey information of temporary importance in lieu of oral communication such as drafts, meeting notices, telephone messages and reminders.	Destroy when no longer of administrative value	Paper; Electronic		<input type="checkbox"/>
16-00659	General Order, Directives, Policies, Rules, Handbooks, Regulations, Procedures or Manuals	Until superseded, Obsolete, or replaced. Retain one file copy for 5 yrs	Paper; Electronic		<input type="checkbox"/>
16-00660	Individual evaluations of the health commissioner	Until the summarized evaluation is completed and accepted by the Board	Paper; Electronic		<input type="checkbox"/>
16-00661	Inventory Lists and Reports (A listing of property owned by health district and the Ohio Department of Health.)	3 years provided audit	Paper; Electronic		<input type="checkbox"/>
16-00662	Legal Opinions	Until superseded	Paper; Electronic		<input type="checkbox"/>

**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.**





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16-00663	Minutes for Community, Staff and sub Committee Meetings	Draft-until superseded. Final-5 year. Audio/visual recordings- 1year provided minutes completed and approved.	Paper; Electronic		<input type="checkbox"/>
16-00664	Press/News Releases	3 years	Paper; Electronic		<input type="checkbox"/>
16-00665	Publications	Until superseded or obsolete. Retain one copy permanently	Paper; Electronic		<input type="checkbox"/>
16-00666	Quality improvements documents, including story board, plans, and forms	6 years	Paper; Electronic		<input type="checkbox"/>
16-00667	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper; Electronic		<input type="checkbox"/>
16-00668	Resolution of Board of Health	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
16-00669	Website Content and Social Media Posts	3 years	Electronic		<input type="checkbox"/>



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	<b>FISCAL</b>				
07-00109	State Subsidy Request (Form 3436,02)	3 Years provided audit	Paper; Electronic		<input type="checkbox"/>
07-00111	Financial Reports- Ohio Department of Health	3 Year(s) and Audited	Paper; Electronic		<input type="checkbox"/>
07-00112	Financial Reports - Ohio Auditor of State	3 Year(s) and Audited	Paper; Electronic		<input type="checkbox"/>
07-00113	Ledgers & Reports (Receipts & Expenditures)	3 Year(s) and Audited	Paper; Electronic		<input type="checkbox"/>
07-00114	Receipt Books	3 Year(s) and Audited	Paper; Electronic		<input type="checkbox"/>
07-00115	Pay-Ins	3 Year(s) Provided Audited	Paper; Electronic		<input type="checkbox"/>
07-00116	Purchase Order Requisitions, Department Copy-Purchase Orders, Invoices, Statements & Vouchers	3 Year(s) Provided Audited	Paper; Electronic		<input type="checkbox"/>
07-00117	Insurance Policies - Theft & Liability	15 Year(s) Provided all Claims settled	Paper; Electronic		<input type="checkbox"/>
07-00118	Annual Budget-Worksheets	2 Year(s) Incorporate into Annual Budget	Paper; Electronic		<input type="checkbox"/>
07-00119	Annual Budget	25 Year(s) Appraise for Fiscal Value	Paper; Electronic		<input type="checkbox"/>
07-00120	Fixed Asset Inventory	7 Year(s)	Paper; Electronic		<input type="checkbox"/>
16-00670	Accounts Payable (AP)	4 years provided audited by Auditor of State (AA) Paper may be destroyed after scanned	Paper; Electronic		<input type="checkbox"/>
16-00671	Accounts Receivable Ledgers & Documents (Medical Billing)	4 years AA. Paper may be destroyed after scanned.	Paper; Electronic		<input type="checkbox"/>
16-00672	Audit Reports	5 Years paper may be destroyed after scanned	Paper; Electronic		<input type="checkbox"/>

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	<b>VITAL STATISTICS</b>				
07-00121	Birth Records	Permanent	Paper		<input checked="" type="checkbox"/>
07-00122	Death Records	Permanent	Paper		<input checked="" type="checkbox"/>
07-00123	Stillbirth Certificates	Permanent	Paper		<input checked="" type="checkbox"/>
07-00124	Vital Statistics Index	Permanent	Paper		<input checked="" type="checkbox"/>
07-00125	Vital Statistics Reports	Permanent	Paper		<input checked="" type="checkbox"/>
07-00126	Applications for Birth and Death Records	5 Year(s) After date of filing	Paper		<input type="checkbox"/>
07-00127	Burial Permits	5 Year(s)	Paper		<input type="checkbox"/>
07-00128	Petty Cash - Daily Start and End Report	3 Year(s) provided Audited	Multi		<input type="checkbox"/>
07-00130	Miscellaneous Case Files - Hearings	20 Year(s) Appraise for Historical and Legal Value	Paper		<input type="checkbox"/>
	<b>CLINIC</b>				
07-00200	Clinical Protocols	1 Year(s) after revised, rescinded or obsolete	Paper; Electronic		<input type="checkbox"/>
07-00201	TB Test Cards - Positive	Permanent	Paper		<input type="checkbox"/>
07-00202	TB Test Cards - Negative	1 Year(s)	Paper		<input type="checkbox"/>
07-00204	TB Medical Records - Positive treatment	Permanent	Paper		<input type="checkbox"/>
16-00673	Adult & Child Medical Charts	7 Year(s) after last contact or 7 Years after reaching age 18. Paper may be destroyed after scanned	Paper; Electronic		<input type="checkbox"/>

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07-00207	Immunization Consent	7 Year(s) after last contact or 7 Years after reaching age 18	Paper; Electronic		<input type="checkbox"/>
07-00209	HIV Charts - Confidential	7 Year(s) after last event or 7 years after age 18	Paper		<input type="checkbox"/>
07-00210	Grants - Fiscal reports (copy)	7 Year(s) after expiration of grant	Paper; Electronic		<input type="checkbox"/>
07-00211	Vaccine Adverse Event Reports	7 Year(s) after last event or 7 years after age 18	Paper; Electronic		<input checked="" type="checkbox"/>
07-00215	HIPAA - Release Forms	7 Year(s) after event or 7 years after age 18	Paper; Electronic		<input type="checkbox"/>
07-00217	Medical Encounter Sheets (Superbill)	Incorporate into billing, verify informatn, then dispose	Paper; Electronic		<input type="checkbox"/>
07-00218	Sign In Sheets	Incorporate into billing, verify information, then dispose	Paper; Electronic		<input type="checkbox"/>
	<b>NURSING</b>				<input type="checkbox"/>
07-00300	Accounts Payable	6 Month(s) after audit	Paper; Electronic		<input type="checkbox"/>
07-00301	Activity Sheets (Daily)	5 Years	Paper; Electronic		<input type="checkbox"/>
07-00302	Bureau for Children with Medical Handicap- Inactive Charts	5 Year(s) after last contact	Paper; Electronic		<input type="checkbox"/>
07-00303	Bureau for Children with Medical Handicap- Payments Received - ODH	3 Year(s) provided audited	Paper; Electronic		<input type="checkbox"/>
07-00307	Communicable Disease Reports	Permanent	Paper; Electronic		<input type="checkbox"/>
07-00309	Flu Medicare Billing Forms & Payment Forms (Private Pay & Medical Release)	5 Year(s)	Paper; Electronic		<input type="checkbox"/>
07-00310	Flu Permission Forms - Medicare	5 Year(s)	Paper; Electronic		<input type="checkbox"/>

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07-00313	Flu Receipt Books	5 Year(s)	Paper; Electronic		<input type="checkbox"/>
16-00674	Communicable Disease Records (includes STD records) (ORC 149.43)	Permanent paper can be destroyed once converted to electronic	Paper; Electronic		<input type="checkbox"/>
16-00675	Epidemiological Case Records (ORC 149.43)	5 years after case closed (destroy paper once electronic)	Paper; Electronic		<input type="checkbox"/>
16-00676	Flu shot and immunization consent forms	1 year after date of administration (destroy paper once electronic)	Paper; Electronic		<input type="checkbox"/>
07-00322	Fixed Inventory for Public Health Nursing	Continually updated and revised	Paper; Electronic		<input type="checkbox"/>
07-00323	Lead Charts	5 Years(s)	Paper; Electronic		<input type="checkbox"/>
07-00328	Newborn Screening	5 Year(s)	Paper; Electronic		<input type="checkbox"/>
07-00329	Pending PKU results	Appraise for Historical Value	Paper; Electronic		<input type="checkbox"/>
16-00677	Children with Medical Handicaps Records (ORC 149.43)	21 years old and 7 years after last contact	Paper; Electronic		<input type="checkbox"/>
16-00678	Children With Medical Handicaps with Cystic Fibrosis	7 years after last contact (regardless of age)	Paper; Electronic		<input type="checkbox"/>
07-00206	Immunization Records	7 Year(s) after last contact or 7 Years after reaching age 18. Destroy paper once added electronically	Paper; Electronic		<input type="checkbox"/>
<b>ENVIRONMENTAL HEALTH</b>					
07-00400	State Remittance Reports	7 Year(s) Provided Audited	Paper; Multi		<input type="checkbox"/>
07-00401	Plumbing - Commercial Permits/Inspections, including applications and corrections	5 Year(s)	Multi		<input type="checkbox"/>
07-00402	Plumbing - Plans/Specifications/Blueprints (as-built)	5 Year(s)	Multi		<input type="checkbox"/>
07-00403	Plumbing - Log Book (record of permits)	Permanent	Paper; Multi		<input type="checkbox"/>
07-00404	Plumbing - Registrations (permittowork) - plumbers/contractors	3 Year(s) after expiration of license	Paper; Multi		<input type="checkbox"/>
07-00129	Environmental Health Case Files - Hearings	20 Year(s) Appraise for Historical and Legal Value	Paper; Multi		<input type="checkbox"/>

OHIO HISTORICAL SOCIETY

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07-00405	Plumbing—registrations (permit to work) plumbers/contractors	Continually Updated & re-Vised (RC-3 Not required).	Computer; Paper; Multi		<input type="checkbox"/>
07-00406	Plumbing - Registration Card	7 year (s) after expiration	Paper; Multi		<input type="checkbox"/>
07-00407	Plumbing—Plan Review (card) (new projects)	1 year (s) After project Completed by county	Paper; Multi		<input type="checkbox"/>
07-00408	Plumbing— Back Flow Prevention Report (annual)	1 Year(s) after completion	Paper; Multi		<input type="checkbox"/>
07- 00409	Plumbing-Medical Gas-Inspections, prints, Permits	1 Year(s)	Multi		<input type="checkbox"/>
07-00410	Food Service - License Applications	3 Year(s)	Paper; Multi		<input type="checkbox"/>
07-00411	Food Service—Plans	Life of facility	Paper; Multi		<input type="checkbox"/>
07-00412	Food Service - Inspection Reports	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00413	Food Service - Nuisance Investigations	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00414	Food Service - Food Borne Illness Investigation	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00417	Manufactured Home Park Program - Inspections	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00418	Manufactured Home Park Program—Nuisance Investigations	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>



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07-00420	Swimming Pool - License Applications	3 Year(s)	Paper; Multi		<input type="checkbox"/>
07-00421	Swimming Pool - Plans	Life of facility	Paper; Multi		<input type="checkbox"/>
07-00422	Swimming Pool - Inspection Reports	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00422-A	School Inspection Reports	5 Year(s)	Paper; Multi		<input type="checkbox"/>
07-00423	Swimming Pool - Nuisance Investigations	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00424	Parks & Camps - License Applications	3 Year(s)	Paper; Multi		<input type="checkbox"/>
07-00425	Parks & Camps - Plans	Life of facility	Paper; Multi		<input type="checkbox"/>
07-00426	Parks & Camps - Inspection Reports	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00427	Parks & Camps - Nuisance Investigation	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00428	Tattoo Parlors & Piercing - License Applications	3 Year(s)	Paper; Multi		<input type="checkbox"/>
07-00429	Tattoo parlors & Piercing - Plans	Life of business	Paper; Multi		<input type="checkbox"/>
07-00430	Tattoo Parlors & Piercing - Inspection Reports	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00431	Tattoo Parlors & Piercing - Nuisance Investigations	5 Year(s) and no actions pending	Paper; Multi		<input type="checkbox"/>
07-00432	Sewage Program - License Applicatons	3 Year(s)	Paper; Multi		<input type="checkbox"/>
07-00433	Sewage Program - Plans	Life of structure	Paper; Multi		<input type="checkbox"/>
07-00434	Sewage Program - Inspection Reports	Life of structure	Paper; Multi		<input type="checkbox"/>



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07-00435	Sewage Program - Nuisance Investigations	5 Year(s) and no actions pending	Multi		<input type="checkbox"/>
07-00436	Sewage Program - Registrations	5 Year(s)	Multi		<input type="checkbox"/>
07-00437	Sewage Program - Operations & Maintenance (reports from service providers)	1 Year(s) continually updated and revised	Multi		<input type="checkbox"/>
07-00438	Rabies - Reports	Permanent	Multi		<input type="checkbox"/>
07-00438-A	Animal Bite Reports/Correspondence	5 Year(s) and no action pending	Multi		<input type="checkbox"/>
07-00439	Rabies - Quarantine Notices	Permanent	Multi		<input type="checkbox"/>
07-00440	Wells - Permits - to include application, plans permits, initial inspection and water sample reports	Permanent	Multi		<input type="checkbox"/>
07-00444	Mosquito - Nuisance Complaints	5 Year(s)	Multi		<input type="checkbox"/>
07-00445	Mosquitoes - Investigations	5 Year(s) and no actions pending	Multi		<input type="checkbox"/>
07-00446	Mosquitoes - Pesticide License (Ohio Dept. of Health)	1 Year(s) after expiration of license	Multi		<input type="checkbox"/>
07-00447	Mosquito - Pesticide Application Records	3 Year(s)	Multi		<input type="checkbox"/>
07-00448	Solid Waste - Inspection Reports	Permanent	Multi		<input type="checkbox"/>
	<b>HEALTH PROMOTION AND EDUCATION</b>				
07-00508	Fee Schedule	1 Year(s) after revised, rescinded or obsolete	Multi		<input type="checkbox"/>





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	<b>WIC</b>				
07-00602	Advisory Committee Files (minutes & membership)	4 Year(s)	Paper		<input type="checkbox"/>
07-00603	Staff Meeting Minutes	4 Year(s)	Multi		<input type="checkbox"/>
07-00604	State/Federal Correspondence (all projects, letters, policy and procedure letters, etc.)	4 Year(s)	Multi		<input type="checkbox"/>
07-00605	Program Activity Reports (submitted to State WIC)	4 Year(s)	Multi		<input type="checkbox"/>
07-00606	Written Job Orientation Plans for new health professionals	4 Year(s)	Paper		<input type="checkbox"/>
07-00607	Outreach files (copies of letters mailed to physicians, churches, daycare centers, etc.)	1 Year(s)	Multi		<input type="checkbox"/>
07-00608	Documentation of calibration of hematological equipment	1 Year(s)	Paper		<input type="checkbox"/>
07-00609	Policy and Procedures & Letters	4 Year(s)	Paper		<input type="checkbox"/>
07-00610	Quarterly Expenditure Reports	4 Year(s)	Multi		<input type="checkbox"/>
07-00611	Final Expense Reports	4 Year(s)	Multi		<input type="checkbox"/>
07-00612	Approved Project Budgets, Project Budget Revisions, and all supporting documentation	4 Year(s)	Multi		<input type="checkbox"/>
07-00613	General Ledgers	4 Year(s)	Paper		<input type="checkbox"/>
07-00614	Time and activity reports (time studies)	4 Year(s)	Paper		<input type="checkbox"/>



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07-00615	Certificates of attendance	4 Year(s)	Paper		<input type="checkbox"/>
07-00616	Travel Vouchers	4 Year(s)	Paper		<input type="checkbox"/>
07-00617	System Inventory	4 Year(s)	Multi		<input type="checkbox"/>
07-00618	Food Instrument Stub	9 month(s)	Paper		<input type="checkbox"/>
07-00619	Data Transfer Report	9 month(s)	Multi		<input type="checkbox"/>
07-00620	Participation by Priority and category report (case load report)	1 Year(s)	Multi		<input type="checkbox"/>
07-00621	Termination reports - clients	4 Year(s)	Multi		<input type="checkbox"/>
07-00622	Purge Report - clients	4 Year(s)	Multi		<input type="checkbox"/>
07-00623	Missed food instrument report	2 Year(s)	Multi		<input type="checkbox"/>
07-00624	Ineligible report	4 Year(s)	Multi		<input type="checkbox"/>
07-00625	Wait List Report	4 Year(s)	Multi		<input type="checkbox"/>
07-00626	Immunization reports	4 Year(s)	Multi		<input type="checkbox"/>
07-00627	Racial/ethnic reports	4 Year(s)	Multi		<input type="checkbox"/>
07-00628	Automated Response System (ARS) report (from State WIC office)	Until no longer of Admin. Value	Paper		<input type="checkbox"/>
07-00629	Mailing registers	4 year(s)	Multi		<input type="checkbox"/>
07-00630	Redemption cost report - from State WIC office	Until no longer of Admin Or Fiscal Value	Paper		<input type="checkbox"/>



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07-00631	Vendor Complaints	4 Year(s)	Paper		<input type="checkbox"/>
07-00632	Participant complaints	4 Year(s)	Paper		<input type="checkbox"/>
07-00633	Vendor Site Visit Checklist	4 Year(s)	Paper		<input type="checkbox"/>
07-00634	Vendor error letters	4 Year(s)	Paper		<input type="checkbox"/>
07-00635	Letters of all contracted vendors (provided by State WIC office)	4 Year(s)	Paper		<input type="checkbox"/>
07-00636	Combined programs application (CPA) - referrals from other agencies	4 Year(s)	Paper		<input type="checkbox"/>
07-00637	Fair Hearing Files	4 Year(s)	Paper		<input type="checkbox"/>
07-00638	Participant Survey Summary and Action Plan	4 Year(s)	Multi		<input type="checkbox"/>
07-00639	Lesson Plans	1 Year(s)	Multi		<input type="checkbox"/>
07-00640	Nutritional Education Materials File	1 Year(s)	Paper		<input type="checkbox"/>
07-00641	Client files - Active - initial contact, enrollment exams, results, release of information forms, medical contacts, case management, referrals, etc.	7 Year(s) after last contact or ineligible	Multi		<input type="checkbox"/>
07-00642	Client files - inactive	7 Year(s) after last contact or ineligible	Multi		<input type="checkbox"/>
07-00643	Client files - inactive	7 year(s) after last contact	Multi		<input type="checkbox"/>
07-00644	Medicaid applications	Incorporate in client file	Paper		<input type="checkbox"/>
07-00645	Billing - copy of bill submitted to third party Administrator	4 Year(s) provided audited	Paper		<input type="checkbox"/>

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 800 E. 17th Avenue  
 Columbus, Ohio 43211-2497

(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
07-00646	Articles, brochures, educational and informational material	1 Year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
07-00647	Personnel Records	See personnel records retention schedule (county schedule)1	Multi		<input type="checkbox"/>
08-00648	HIV charts - negative anonymous	Destroy after results received. (RC-3 not required)	Paper; Electronic		<input type="checkbox"/>
	GENERAL				
08-00649	Digital Recordings of ERC & BOH Meetings	7 year(s) (RC-3 not required- original records not altered)	Paper; Electronic		<input type="checkbox"/>
16-00880	Health Department employee daily activity logs	5 year (s)	Paper; Electronic		<input type="checkbox"/>
07-00600	Grants - not funded	4 Year(s) after decision rendered	Paper; Electronic		<input type="checkbox"/>
07-00601	Grants - funded	7 Year(s) after expiration of grant	Paper; Electronic		<input type="checkbox"/>
16-00679	Grant Records	5 years provided audited, final closeout report is approved by OOH and/ or completion of an action involving grant and resolution of issues arising from this action. Paper may be destroyed after scanned.	Paper; Electronic		<input type="checkbox"/>

**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.**