



SCHEDULE OF RECORDS RETENTION AND DISPOSITION

FOR USE BY ALL GREENE COUNTY TRANSIT BOARD DEPARTMENTS

NOTE: THIS SCHEDULE PERTAINS TO ALL MEDIA TYPE (PAPER AND ELECTRONIC).

**WHEN USING THIS SCHEDULE, THE RECORDS COMMISSION
DOES NOT REQUIRE A CERTIFICATE OF RECORDS DISPOSAL.**

APPROVED 8-17-2021

Schedule Number	Record Title and Description	Retention Period
21-1	<u>Accident Reports/Files</u> Report of personal or property damage involving a GCTB administrative vehicle or occurring on GCTB property.	Six years.
21-2	<u>Activity Reports</u> Reports compiled to detail financial, statistical and/or operational data.	Retain for six years.
21-3	<u>Agendas and Meeting Notices</u> Record of items to be discussed during meetings; meeting date(s) and time(s).	Retain for five years.
21-4	<u>Annual Reports</u> A report containing substantive information of operations, policies, procedures and planning.	Permanent.
21-5	<u>Audit Reports</u> Federal, state and internal.	Permanent.
21-6	<u>Badges and IDs</u> Employee identification badges	Confiscate upon termination of employee, or when obsolete, then destroy.
21-7	<u>Blank Forms</u> Obsolete, unneeded, or suspended from stock.	Destroy within 30 days after obsolescence.
21-8	<u>Budgets</u> Budget working papers and copies of budget documents.	Retain for 3 years.
21-9	<u>Bulletins, Posters, and Notices</u> Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations.	Destroy as soon as determined by the office to have no more value.
21-10	<u>Comments, Complaint, and Incidents</u> Public comments or complaints regarding proposed service, spending of Federal, State or local funds, and current services. Incidents occurring during the operation of service.	Retain for six years

21-11	<u>Continuing Education Certifications/Seminar/Training Records</u> Includes professional licenses, certifications trainings and other documents noting advancement in education related job positions.	Retain until no longer of administrative value.
21-12	<u>Contracts</u> Original copies.	Retain for 15 years after close-out.
21-13	<u>Correspondence</u> General office correspondence of a routine nature, including copies of outgoing correspondence maintained for reference purposes.	Retain until no longer of administrative value.
21-14	<u>Delivery and Packaging Slips</u> Documents received when accepting goods from a carrier or vendor	Retain until no longer of administrative value.
21-15	<u>Desk/Appointment Calendars</u>	Retain for 3 months after the end of the calendar year.
21-16	<u>Directories/Mailing Lists and Roster</u> Lists including information such as phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.	Retain until superseded, obsolete, or replaced.
21-17	<u>Disaster Plans (Continuity of Operations Plan)</u> Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Retain until no longer of administrative value.
21-18	<u>Documents Relating to the Formation and Dissolution of the entity</u> By-Laws, Charter, and other organizing or dissolving documents	Retain permanently
21-19	<u>Drafts, Informal Notes, and Working Papers</u> Including, memoranda, telephone and electronic messages, etc., used in lieu of oral communication, or to prepare Board records.	Retain until no longer of administrative value.
21-20	<u>Duplicate Records</u> Internally duplicated records created for administrative convenience or reference only, where originals are held by another office.	Retain until no longer of administrative value.
21-21	<u>Electronic Copies</u> Office copies of documents stored on electronic storage technology such as CD's, PC's, network drives, flash drives, external hard drives, used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form in paper, microfilm or online. <i>Does not include copies retained primarily as backup or security copies.</i>	Retain until no longer of administrative value, provided that the official copy of the record is retained for the applicable retention period.
21-22	<u>Electronic Mail (e-mail) Messages</u> E-mail is not a record series. It is an electronic method for sending messages, both official records and non-records. <i>Retain according to content. GCTB records should be electronically filed or printed to paper and retained as part of the appropriate record series. For more details, refer to the Board Guidelines for Management and Retention of Electronic Mail.</i>	Retain for the retention period of the appropriate record series. Refer to this General Schedule, e.g. See Correspondence (13G), or Drafts and Informal Notes (19G).

21-23	<u>Equipment Inventories</u> Office Copies.	Retain for 3 years after the disposition of the equipment.
21-24	<u>Equipment Maintenance Records</u> Files documenting ownership, warranties, routine Maintenance and repair of Board owned equipment.	Retain three years after the disposition of the equipment.
21-25	<u>Fee/Fare Schedule</u> Fee schedules for goods and services provided by the Board.	Retain until superseded.
21-26	<u>Financial Records</u> Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; purchase orders; requisitions; invoices; electronic fund transfer authorizations; detail reports; cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; and remaining balances; monthly expenditure statements; petty cash; investment records; unclaimed funds list; authorized signature forms; etc.	Retain for six years, provided audited.
21-27	<u>Fuel Usage Records</u> Record of fuel used in administrative vehicles.	Three years.
21-28	<u>Grant Application (Not funded)</u>	Retain for one year.
21-29	<u>Grant Files</u> Documentation of the application, evaluation, awarding, and monitoring of grants received.	Maintain records as required by grant; if retention unspecified, six years provided all State or Federal audit/review audits have been conducted, the audit reports released and all litigation, claims or audit findings have been resolved.
21-30	<u>Hazardous Materials File</u> Records pertaining to hazardous materials used by GCTB.	30 years.
21-31	<u>Image Files</u> Visual documentation (photographs, slides, video tapes) of a person, place, or event.	Retain until no longer of administrative value. <i>Appraise for historical value.</i>
21-32	<u>Insurance Policies</u> Documents listing the terms and conditions between GCTB and insurance providers and	Two years after expiration provided all claims settled and appeals exhausted.
21-33	<u>Job Descriptions</u> Documents detailing the classification, needed experience/education/physical requirements, and duties by position title.	Until superseded or classification abolished.
21-34	<u>Legal Advertisements/Notices</u> Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Retain for three years or until the appropriate Triennial Review.
21-35	<u>Licenses, Permits and Certifications</u> Documents affirming requirements being met as prescribed by and issuing agency.	Retain for one year after expiration.
21-36	<u>Litigation Records</u> Records related to legal claims against an office and subsequent legal actions and court proceedings.	Five years after case is closed and appeals are exhausted.

21-37	<u>Management and Operations Reports</u> Reports and /or feasibility studies including statistical analysis created to assess functions, projects and programs.	Retain for five years.
21-38	<u>Material Safety Data Sheets</u> Record that contains information on the potential hazards and how to work safely with the chemical product.	Until superseded, obsolete, or replaced. Appraise for historical value.
21-39	<u>Meeting Audio or Video Recordings</u> Electronic sound or video recordings of meetings later produced in written official proceedings or minutes.	Retain recordings of statutory boards and committee meetings for two years. Other recordings may be destroyed 30 days after approval of the official record.
21-40	<u>Minutes of Meetings and Resolutions of Appointed Board or Committees</u> Official minutes of proceedings, discussion, decisions, votes, resolutions, or other official actions of appointed boards and committees during public or executive sessions.	Board Meeting Minutes and Resolutions: Retain the definitive copy permanently. Committee Meeting Minutes: Retain for 5 years.
21-41	<u>Official's Bonds</u> Bonds carried by GCTB officials to cover loss of monies for which the official is responsible.	10 years after expiration.
21-42	<u>Organizational Chart (Table of Organization)</u> A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs	Until superseded.
21-43	<u>Payroll Records</u> Including payroll sign in sheets, overtime forms, time cards, time sheets, and other related items.	Retain for 3 years provided audited.
21-44	<u>Personal Property</u> Employees' copies of personal material, certificates, training documentation, etc.	Destroy as soon as determined by the office or employee to have no more value, provided that the official copy of the record is retained for the applicable retention period.
21-45	<u>Personnel Files</u> A) Employment files - Office copies of personnel files on individual employees, containing any of the following: applications, personnel actions, performance evaluations, disciplinary or grievance documentation, documentation of training received, or other documentation relating to the person's employment history.	Two years after employee terminates purge extraneous records. Retain retirement wavers, service record and leave balances permanently.
	B) Employee Medical Records – Records pertaining to employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information.	Seven years.
	C) Employee Incident/Accident Reports – Blood Borne pathogen exposure, exposure to Hazardous Material, personal injury.	Blood Borne pathogens exposure – 30 years after termination. Exposure to Hazardous Material – Permanent. Personal Injury – 6 years.
	D) Employee Insurance – Records documenting insurance benefits for employees.	7 years.

21-46	<u>Policy and Procedures Manuals</u> Manuals or directives establishing county-wide policies or procedures, internal operating procedures for specific units of county government, or policies and procedures for dealing with the public.	Retain the definitive copy that created or implemented the manual directive, including superseded versions, permanently. Retain all reference copies until superseded.
21-47	<u>Pre-Employment Applications</u> For unsuccessful applicants, who are not called for interviews.	Retain for 6 months, provided there are no pending complaints or litigation.
21-48	<u>Press and News Releases</u> Information disseminated to the public through media outlets.	Retain until no longer of administrative value. <i>Appraise for historical value.</i>
21-49	<u>Procurement Documentation</u> Including RFP's, proposals, bids, etc. for items over \$10,000.	Retain for five years after awarding the contract or rejecting proposals or bids.
21-50	<u>Professional Association Records</u> Individual membership records.	Retain until no longer of administrative value.
21-51	<u>Public Employment Risk Reduction Program /Occupational Safety and Health Administration Records</u> Ohio Bureau of Workers' Compensation program to ensure employees in Ohio have safe and healthy working conditions.	6 years.
21-52	<u>Public Records Requests</u> Office copies.	Retain for three years.
21-53	<u>Public Relations and Training Materials</u> Materials and resources compiles or created for presentations, public relations events, and /or training exercises.	Retain until superseded.
21-54	<u>Publication Stock</u> Stocks of various publications and printed brochures created or received.	Retain until no longer of administrative value. <i>Appraise for historical value.</i>
21-55	<u>Receipts</u> Copies of receipts issued or stubs from receipts issued for cash fees paid to county offices.	Retain for three years.
21-56	<u>Records Inventories</u> A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records	Until superseded.
21-57	<u>Records Retention Schedules</u> Copies of schedules approved by the Board's Records Commission.	Retain until superseded.
21-58	<u>Reference, Library, or Museum Material</u> Information and items acquired for individual use of exhibition, including convenience copies, textbooks, periodicals, and technical reference materials.	Destroy as soon as determined by the office or employee to have no more value.
21-59	<u>Research Records</u> Collected information from a variety of sources to learn about events., legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and or plans of action.	Until no longer of administrative , fiscal, or legal value.
21-60	<u>Scrapbooks</u> Compilation of materials for retentions of institutional memory.	Permanent.

21-61	<u>Service Provider Documentation</u> Invoices, compliance, vehicle inspection and other reports related to providing transit service.	Retain for 6 years after service or the end of the contract.
21-62	<u>Social Media Posts & Records</u> Information posted or received that is considered to be an original record. Social media is not a record series. It is an electronic means of communicating with the public, both official records and non-records. Board records should be electronically filed or printed to paper and retained as part of the appropriate record series.	Retain for the retention period of the appropriate record series. Refer to this general schedule e.g. see Correspondence (13G), or Drafts and Informal Notes (19G).
21-63	<u>Social Media Posts & Records</u> Copy of record(s); does not include original information.	Retain until no longer of administrative value.
21-64	<u>Social Media Account Records</u> Records may include information on Account ID, User Name(s), Password Information, Authorized Users List, Content Editors List, Date Account was Established and/or Terminated, Authorizing Representative, Account Creator(s), Site Terms and Use Agreement & Updates, etc.	Retain one year after account is terminated, provided no action pending.
21-65	<u>Speeches/Presentations</u> Written and/or recorded materials. Distributed when speaking to a group or press conference concerning an office and/or its operations.	Retain until no longer of administrative value. <i>Appraise for historical value.</i>
21-66	<u>Surveillance Video Recordings - Office</u> Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Retain for one cycle.
21-67	<u>Surveillance Video Recordings – Vehicles</u> Footage documenting daily actions of transit service.	Retain for one cycle or 2 years for incidents recorded for review.
21-68	<u>Surveys and Questionnaires</u> Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Retain until no longer of administrative value.
21-69	<u>Travel and Training Expense Records</u> Copies of travel advance requests, travel claim vouchers, training class registration payments, and any supporting documentation relating to the advancement and reimbursement of travel/training funds and expenses.	Retain for three years.
21-70	<u>Trip Records</u> Trip requests, manifests, marked up manifests, verification, cancellation, and no-show data.	Initial trip requests shall be retained for one year. All other trip records retained for six years.
21-71	<u>Unemployment Records</u> Billings, agency charge backs, balancing, reports relating to the Unemployment Compensation program, records generated and submitted in the administration of unemployment compensation for former GCTB employees.	3 years provided audited.
21-72	<u>Vendors Records</u> Records pertaining to vendors with whom the GCTB does business including IRS Form 1099.	Until obsolete or superseded. IRS Form 1099 – six years.

21-73	<u>Workers' Compensation Claims</u> Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms, and conditions, etc.	10 years after last activity.
21-74	<u>Technical Hardware Documents</u> Written documentation of computer hardware specifications, maintenance requirements, computer application programs, software manuals, and other hardware or software documentation necessary to operate computer equipment or programs and to access or retrieve stored information or data. Documentation may be in paper or electronic format.	Retain for the life of the computer equipment and/or software.
21-75	<u>Vehicle Maintenance Records</u> Records noting repairs to and routine maintenance of county-owned vehicles.	Retain until 6 years after the vehicle is sold or disposed of.
21-76	<u>Vehicle Mileage Records</u> Log of mileage and expenses incurred in Board owned vehicles.	Retain until 6 years after the vehicle is sold or disposed of.
21-77	<u>Vehicle Title and Registration</u>	Retain titles and registrations during the ownership of the vehicle. Retain titles until transferred to new owner. Retain registrations until completion of the appropriate Triennial Review.
21-78	<u>Volunteer/Intern Records</u> Records may include application for volunteer/intern services, liability waiver/release, hours worked, disciplinary actions, and evaluations.	Retain for 3 years after termination of service.

Audited means: the years encompassed by the records have been audited and the audit report has been released pursuant to Sec 117.26 O.R.C