



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

May 21 2021

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

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

**Section A: Local Government Unit**

Hancock County Board of Developmental Disabilities

(Local Government Entity)	(Unit)		
<i>Kelli Grisham</i>	Kelli Grisham	Superintendent	<i>5/7/2021</i>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

Records Commission

*419-424-7044*

(Telephone Number)

<i>300 S. Main St.</i>	<i>Findlay</i>	<i>45840</i>	<i>Hancock</i>
(Address)	(City)	(Zip Code)	(County)

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

*semutchler@co.hancock.oh.us*

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.

<i>Justin K. Beardsley</i>	<i>5-10-2021</i>
Records Commission Chair Signature	Date

**Section C: Ohio History Connection - State Archives**

<i>Fred Probst</i>	<i>State Archivist</i>	<i>5-21-2021</i>
Signature	Title	Date

**Section D: Auditor of State**

**Records Manager**

Signature	Title	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*

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
	<b>Information Technology</b>				
21-D100	Back Up Data – Computer generated back up tapes and data storage media device(s) created, used, and maintained for disaster recovery purposes	Hourly backups, retained for 24 hours	Electronic USB CD Digital Tape		<input type="checkbox"/>
	<b>Operations</b>				
21-D200	Asbestos Abatement Survey	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D201	Inspections – Pest, Building(s), Vehicles, Health Department, and Fire Alarm & Sprinkler	5 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D202	Blue Prints	Permanent	Paper		<input checked="" type="checkbox"/>
21-D203	Pre-Trip Forms – Transportation Logs	1 year	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D204	Safety Drills	5 years	Retain paper until scanned and quality controlled.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
			Retain electronic for remainder of retention period.		
21-D205	Building Sign-In Sheets	1 year	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
	<b>Financial</b>				
21-D300	Accounts Payable	Original kept by Auditor 7 years Copies retained permanently.	Paper Electronic		<input type="checkbox"/>
21-D301	Accounts Receivable and Documents	7 years provided audited	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.	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	<input type="checkbox"/>
21-D302	Cost Reports - Final Copy	6 years provided audited	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D303	Audit Reports – Federal, State, Local and Accreditation	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D304	Budgets	7 years provided audited	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D305	Grants – Federal, State & Other	7 years provided audited	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D306	Title XX	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		
21-D307	Payroll – Timesheets/Payroll Reports	7 years provided audited	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D308	Payroll – Final Copy	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently..		<input type="checkbox"/>
21-D309	Payroll – Annual Leave Accrual Report	7 years provided audited	Electronic		<input type="checkbox"/>
21-D310	Payroll – Leave Requests	7 years provided audited	Paper Electronic		<input type="checkbox"/>
21-D311	Annual Inventory Report	Retain 3 years provided audited	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D312	Bids – Successful Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate in contract file. Bids – Unsuccessful	7 years after completion of contract	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D313	Certified Payroll/Prevailing Wage Documentation	3 years from completion of contract	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D314	Contracts	7 years after expiration	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
	<b>Human Resources</b>				
21-D400	EEOC/Civil Rights Charges	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D401	Grievance Files – Complaints against management by union and employees	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D402	Handbooks, Manuals, & Reference Materials	Until no longer of admin value, superseded, or obsolete	Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D403	Hiring & Employment Reports – EEOC, PEERP, etc.	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D404	Unfair Labor Practices – Charge filed with State Employment Relations Board	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D405	Workers Compensation – Copies of working files Original records with Commissioners	7 years after case closed	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D406	Employment Application – Not Hired	1 year	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D407	Table of Organization	3 years	Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D408	Personnel Files – Including but not limited to I9, job description, classification, performance evaluations, status changes with wages or position, contracts and retirement	Permanent	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D409	Accident Reports	7 years	Electronic		<input type="checkbox"/>
	<b>Quality Services</b>				
21-D500	Record Retention Disposition Forms	Permanent	Electronic		<input type="checkbox"/>
21-D501	Public Records Requests	2 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D502	Student Health Logs – MAR, Nursing Assessment, Statement of Delegation, Seizure Observation Record, Individualized Specific Training	Permanent Items will be scanned with student files.	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>



## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D503	State Medication Certification Applications	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D504	Special Olympics – Athlete Physicals	3 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D505	Special Olympics - Financials	7 years	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D506	Advisory Council Meeting Minutes Including but not limited to Special Olympics and Advocacy Advisory Council	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		
21-D507	Volunteer Applications Including but limited to Special Olympics Volunteers	3 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D508	CEU Requests	6 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		
21-D509	Records Requests Forms Separate from Public Records Requests	5 years from destruction date of file	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		
21-D5010	Notification of Destruction	5 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		
	<b>Early Intervention</b>				
21-D600	Early Intervention Files	6 years after exit from program *file offered to family upon exit and notification prior to destruction	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D601	Non-Eligibility	6 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
<b>School Files</b>					
21-D700	Student Files – Original held by local school district Including but not limited to health and medical records, emergency information, unusual incident reports, discipline records, child abuse/neglect referral letters, special education records, photo release forms, attendance records, etc.	Permanent Upon exiting program (graduates, transfers, or withdraws) *Give file back to local school district	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D701	Curriculum Inventories	5 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D702	ODE Complaints	5 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D703	Parent/Teacher Surveys	3 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
	<b>Service &amp; Support Administration</b>				
21-D800	Client Files Including but not limited to eligibility records, program enrollment, assessment of needs, planning of services, meeting notices, monitoring tools, unusual incident reports and follow up/investigations, referrals for services, release and consent forms, court records and public benefits, QARN, service documentation and PASSR.	6 years after case closed, transferred, or withdrawn. Notification will be made to family/guardian prior to destruction.	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D801	Waiting List List of clients waiting for services, annual notification letters, due process documents	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D802	Non-Eligibility	6 years Notification will be made to family/guardian prior to destruction.	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D803	FSS Applications	3 year after approval	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
	<b>Administrative</b>				
21-D900	Board Meeting Minutes & Resolutions	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input checked="" type="checkbox"/>
21-D901	Board meeting supporting documents and material	3 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D902	Notes & Drafts	Until minutes approved	Paper Electronic		<input type="checkbox"/>
21-D903	Meeting Notices	Until no longer of admin value, superseded, or obsolete	Paper Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D904	Correspondence	Until no longer of admin value, superseded, or obsolete	Paper Electronic		<input type="checkbox"/>
21-D905	Board Certifications – Accreditation	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D906	Strategic Plan	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input checked="" type="checkbox"/>
21-D907	Social Media	Until no longer of admin value	Electronic		<input type="checkbox"/>
	<b>Investigative Agent</b>				
21-D1000	County Board Unusual Incident Report Logs	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D1001	Provider Unusual Incident Report Logs	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

### Hancock County Board of Developmental Disabilities

(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 LGRP	(6) RC-3 Required by LGRP
21-D1002	Major Unusual Incident Files	Permanent	Retain paper until scanned and quality controlled. Retain electronic permanently.		<input type="checkbox"/>
21-D1003	Major Unusual Incident Semi-Annual & Annual Analyses	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D1004	Major Unusual Incident Semi-Annual & Annual Reports	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<input type="checkbox"/>
21-D1005	Stakeholder Reports	7 years	Retain paper until scanned and quality controlled. Retain electronic for remainder of retention period.		<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