



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

APR - 2 2015

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Kent Free Library

(local government entity)			(unit)
<i>Renee Heitkamp</i>	Reneé L. Heitkamp	Fiscal Officer	
(signature of responsible official)	(name)	(title)	(date)
			<i>3/19/15</i>

Section B: Records Commission

Kent Free Library		(330) 673-4414	
	Records Commission		(telephone number)
312 West Main Street	Kent	44240	Portage
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address:
renee.heitkamp@kentfreelibrary.org

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>John Ryan</i>	<i>3/19/15</i>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<i>Connie Conner</i>	<i>Govt. Records Archivist</i>	<i>4/14/15</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mueh</i>	<i>4-23-15</i>
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**

Section E: Records Retention Schedule

Kent Free Library

(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
1	Applications of OPERS Refund or Waiver	Permanent	Paper		<input type="checkbox"/>
2	Annual Appropriation Resolution/ Auditor's Certification	Permanent	Paper		<input type="checkbox"/>
3	Annual Financial Report to State Auditor	Permanent	Paper		<input checked="" type="checkbox"/>
4	Annual Report to State Library	Permanent	Paper		<input checked="" type="checkbox"/>
5	Board Policy Files (Current)	Permanent	Paper		<input checked="" type="checkbox"/>
6	Board of Trustees Agenda Packets	Permanent	Paper		<input checked="" type="checkbox"/>
7	Building Blueprints	Permanent	Paper		<input checked="" type="checkbox"/>
8	Building Projects Records (successful)	Permanent	Paper		<input checked="" type="checkbox"/>
9	Committee Meeting Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
10	Deeds	Permanent	Paper		<input checked="" type="checkbox"/>
11	Employee Personnel Files	Permanent	Paper		<input type="checkbox"/>
12	Endowment Agreement	Permanent	Paper		<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.

(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
13	Formal Legal Opinions / Agreements/Documents	Permanent	Paper		<input checked="" type="checkbox"/>
14	Minutes of Board of Trustees Meetings (Minute Book)	Permanent	Paper		<input checked="" type="checkbox"/>
15	Operating Procedures	Permanent	Paper		<input type="checkbox"/>
16	Personnel Policies	Permanent	Paper		<input type="checkbox"/>
17	Technology Plans/ Policy	Permanent	Paper		<input checked="" type="checkbox"/>
18	Accounts Receivable Ledger/ Documents	5 yrs/ w audit	Paper/ Electronic		<input type="checkbox"/>
19	Appropriation Ledger	5 yrs/ w audit	Paper/ Electronic		<input type="checkbox"/>
20	Audit Reports	5 yrs	Paper		<input type="checkbox"/>
21	Bank Statements	5 yrs/ w audit	Paper		<input type="checkbox"/>
22	Bids - Contracts (Successful)	15 yrs after expiration	Paper		<input type="checkbox"/>
23	Bids - Goods & Services (Successful)	3 yrs after expiration	Paper		<input type="checkbox"/>
24	Bids (Unsuccessful)	3 yrs after contract	Paper		<input type="checkbox"/>
25	Board of Trustees- Secretary Notes & Initial Minutes	5 yrs/ w audit	Paper		<input type="checkbox"/>
26	Budgets Filed with County Budget Commission	10 yrs/ w audit	Paper		<input type="checkbox"/>

(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
27	Building Projects - Blueprints/ Project Records	Life Structure	Paper		<input type="checkbox"/>
28	Building Projects Records (Unsuccessful)	3 yrs	Paper		<input type="checkbox"/>
29	Building Specifications	Life Structure	Paper		<input type="checkbox"/>
30	Cancelled Checks	5 yrs/w audit	Paper		<input type="checkbox"/>
31	Cash Journal	5 yrs/w audit	Paper / Electronic		<input type="checkbox"/>
32	Circulation Records (Statistics)	As of value/ No RC-3 needed	Paper		<input type="checkbox"/>
33	Construction Contracts	16 yrs after completion	Paper		<input type="checkbox"/>
34	Consultant Reports	4 yrs as needed	Paper		<input type="checkbox"/>
35	Contracts / Leases	15 yrs after expiration	Paper		<input type="checkbox"/>
36	Correspondence – Transitory/Routine messages	As of value/ No RC-3 needed	Paper/ Electronic		<input type="checkbox"/>
37	Correspondence- General	2 yrs or as needed	Paper/ Electronic		<input type="checkbox"/>
38	Depository Contracts and Related Collateral	5 yrs after expiration/ provided audit	Paper		<input type="checkbox"/>
39	E-mail	According to content & As of Value – No RC3 needed	Paper		<input type="checkbox"/>
40	Employee Earning Records	5 yrs after termination of employment	Paper		<input type="checkbox"/>

(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
41	Employee Withholding Requests	Until replaced or revoked by employee	Paper		<input type="checkbox"/>
42	Employment Applications – Not hired	1 yr after receipt. Hired - kept in personnel file	Paper		<input type="checkbox"/>
43	Employer Quarterly Federal Tax Report	5 yrs/ w audit	Paper		<input type="checkbox"/>
44	Expenditure Journal	5 yrs/ w audit	Paper/ Electronic		<input type="checkbox"/>
45	Garnishment Orders	5 yrs after termination of employment or order rescinded	Paper		<input type="checkbox"/>
46	Government/ Private Grant Files	5 yrs provided audit/ report release & litigation, claims, or audit findings have been resolved	Paper		<input type="checkbox"/>
47	Incident/ Accident Reports	5 yrs after completion	Paper		<input type="checkbox"/>
48	Insurance Policies	2 yrs after expiration, provided all claims settled	Paper		<input type="checkbox"/>
49	Interlibrary Loan Records	2 yrs	Paper/ Electronic		<input type="checkbox"/>
50	Inventories – Property	5 yrs/ w audit	Paper/ Electronic		<input type="checkbox"/>
51	Investment Journal/ Documents	5 yrs/ w audit	Paper		<input type="checkbox"/>

(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
52	Leases – Equipment	2 yrs after expiration	Paper		<input type="checkbox"/>
53	Leases – Real estate	5 yrs after expiration w/audit	Paper		<input type="checkbox"/>
54	Library Card Applications – Patrons	6 years	Paper		<input type="checkbox"/>
55	Library News Release	4 yrs	Paper		<input type="checkbox"/>
56	Library Publications	2 yrs	Paper		<input type="checkbox"/>
57	Litigation Records	5 yrs after case closed/ appeals exhausted	Paper		<input type="checkbox"/>
58	Meeting Room applications/ Schedules	1 yr	Paper / Electronic		<input type="checkbox"/>
59	Monthly Financial Reports to Board	5 yrs w/ audit	Paper		<input type="checkbox"/>
60	Monthly Statistical Reports	Until Yr end report	Paper		<input type="checkbox"/>
61	OPERS & Other Retirement Systems – Records/ Reports	50 yrs	Paper		<input type="checkbox"/>
62	Overdue Circulation Records	3 yrs	Paper		<input type="checkbox"/>
63	Patron Record – Regular	3 yrs	Electronic		<input type="checkbox"/>
64	Patron Record – Delinquent	3 yrs	Electronic		<input type="checkbox"/>
65	Payroll Records / Ledgers	5 yrs/ w audit	Paper/ Electronic		<input type="checkbox"/>

(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
66	Payroll Reports	5 yrs/ w audit	Paper/ Electronic		<input type="checkbox"/>
67	Personnel Files	2 yrs after termination of employment purge extraneous records. Retain retirement waivers, service record and leave balances permanently	Paper		<input type="checkbox"/>
68	Petty Cash Records	5 yrs/ w audit	Paper		<input type="checkbox"/>
69	Purchase Orders/ Blanket Certificates & Requisition Forms	5 yrs/ w audit	Paper		<input type="checkbox"/>
70	Real Property Acquisition Records	5 yrs after asset is sold	Paper		<input type="checkbox"/>
71	Receipts/ Receipt Books/ Deposit Slips & Worksheets	5 yrs/ w audit	Paper		<input type="checkbox"/>
72	State Income Tax Reports	25 yrs	Paper		<input type="checkbox"/>
73	Survey Reports	4 yrs	Paper		<input type="checkbox"/>
74	Tax Withholding Reports	6 yrs/ w audit	Paper		<input type="checkbox"/>
75	Time Sheets/ Leave Use & Balances	5 yrs/ w audit	Paper		<input type="checkbox"/>
76	Training Manuals	Until no longer of value No RC3	Paper		<input type="checkbox"/>

(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
77	Vendor Payment Detail Report	5 yrs/ w audit	Paper/ electronic		<input type="checkbox"/>
78	Video Recordings/ Tape of Proceedings	1 yr	Electronic		<input type="checkbox"/>
79	Vouchers	5 yrs/ w audit	Paper		<input type="checkbox"/>
80	Warrant/ Check Register	5 yrs/ w audit & payroll history	Paper/ electronic		<input type="checkbox"/>
81	Worker's Compensation Claims / Files	7 yrs after termination of employment	Paper		<input type="checkbox"/>
82	W-2 Forms	6 yrs/ w audit	Paper		<input type="checkbox"/>
83	W-4 Forms / Other withholding records	Until superseded or employee terminates	Paper		<input type="checkbox"/>

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