



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

OHIO HISTORY CONNECTION

For State Archives - LGRP Use Only

Date Reviewed:

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SEP - 2 2014

STATE AND LOCAL  
 GOVERNMENT RECORDS

9-26-14

# RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

## Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Job and Family Services  
 (Local government entity)

6240  
 (Unit)

*Judy Eschmann*  
 (Signature of responsible official)

Judy Eschmann  
 (Name)

Director  
 (Title)

8.8.2014  
 (Date)

## Section B: Records Commission

Clermont County Records Commission  
 Records Commission

(513) 735-8660  
 (Telephone number)

289 East Main Street  
 (Address)

Batavia  
 (City)

45103  
 (Zip code)

Clermont  
 (County)

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

\_\_\_\_\_

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.

*[Signature]*

8-27-14

Records Commission Chair Signature

Date

## Section C: Ohio Historical Society - State Archives

*[Signature]*  
 Signature

Government Records Archivist  
 Title

9/4/2014  
 Date

## Section D: Auditor of State

*Martin E. Mueb*  
 Signature

9-17-14  
 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**

## Schedule of Records Retention and Disposition Continuation Sheet

## Section E: Records Retention Schedule

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>AGENCY ADMINISTRATIVE ALL DIVISIONS</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-01-AD	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-01-AD-A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal, or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-01-AD-B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-02-AD	Audit Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-02-AD-A	Audit Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-02-AD-B	Audit Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-03-AD	Blank Forms	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic		<input type="checkbox"/>
07-04-AD	Bulletins/Posters	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic		<input type="checkbox"/>
07-05-AD	Certified Mail	3 years after audit	Paper/Electronic		<input type="checkbox"/>
07-06-AD	Contracts (ORC 2305.06)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-06-AD-A	Contracts (ORC 2305.06)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-06-AD-B	Contracts (ORC 2305.06)	15 years after expiration	Microfilm		<input type="checkbox"/>
07-07-AD	Copies/All Media	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic		<input type="checkbox"/>
07-08-AD	General & Routine Correspondence	Retain until no longer of an administrative value	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Department of Job and Family Services

6240

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>AGENCY ADMINISTRATIVE ALL DIVISIONS</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-09-AD	Desk/Appointment Calendar	3 months	Paper/Electronic		<input type="checkbox"/>
07-10-AD	Federal Grant Files, Supporting Financial Records and Documents(until audits conducted and reports released and all litigation, claims and finding resolved)	After State and Federal audits	Paper/Electronic		<input type="checkbox"/>
07-11-AD	Inventories (annual of department property) copy (original filed with Auditor and BCC)	1 year	Paper/Electronic		<input type="checkbox"/>
07-12-AD	Management and Operations Reports including State/Federal	5 years	Paper/Electronic		<input type="checkbox"/>
07-13-AD	Publications (manuals, policies, procedures, rules and regulations, Meeting minutes)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-13-AD-A	Publications (manuals, policies, procedures, rules and regulations, Meeting minutes)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-13-AD-B	Publications (manuals, policies, procedures, rules and regulations, Meeting minutes)	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-14-AD	Receipt Books (stubs or carbon copies)	Until audited	Paper/Electronic		<input type="checkbox"/>
07-15-AD	Telecommunications Service Requests	2 fiscal years	Paper/Electronic		<input type="checkbox"/>
07-16-AD	Telephone Long Distance Logs	2 years after audited	Paper/Electronic		<input type="checkbox"/>
07-17-AD	Telephone Messages	Until it has no administrative value	Paper/Electronic		<input type="checkbox"/>
07-18-AD	Customer Complaints	1 year and no longer of an administrative value	Paper/Electronic		<input type="checkbox"/>
07-19-AD	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>
07-20-AD	Executive Correspondence	Retain until no longer of an administrative value	Paper/Electronic		<input type="checkbox"/>
07-21-AD	Memos/Drafts/Internal Notes	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>AGENCY ADMINISTRATIVE ALL DIVISIONS</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-22-AD	Policies/Procedures/Decisions/Operation Records for Agency	Retain until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
07-23-AD	Transient Documents	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic		<input type="checkbox"/>
07-46-AD	Annual Plans Plans for each program year	3 years	Paper/Electronic		<input type="checkbox"/>
07-47-AD	Client Files Includes all WIA/JTPA, SYEP files. These files contain applications, eligibility, determination, documentation, terminations/closings, case notes, vouchers, correspondence, employability plans, sanctions, attendance reports, school and work schedules, change notices, releases, individual service strategy, complaints and grievances.	3 years	Paper/Electronic		<input type="checkbox"/>
07-50-AD	Equal Employment Records	1 year after settlement	Paper/Electronic		<input type="checkbox"/>
07-51-AD	Fiscal Records (ledgers, journals, invoices, payroll, state reports, allocations, worksheets and closeouts)	5 years	Paper/Electronic		<input type="checkbox"/>
07-52-AD	Monitoring Reports (Programs activities, office systems) (4233)	3 years	Paper/Electronic		<input type="checkbox"/>
07-53-AD	On The Job Training Files (individual files)	6 years closed	Paper/Electronic		<input type="checkbox"/>
07-54-AD	Payroll Records: Needs-Based-Payments (payments made to clients)	6 years	Paper/Electronic		<input type="checkbox"/>
07-55-AD	Targeted Jobs Tax Credit Vouchers	1 year	Paper/Electronic		<input type="checkbox"/>
07-56-AD	Tracking Records (all enrollment and applicant data)	3 years	Paper/Electronic		<input type="checkbox"/>
07-57-AD	Unemployment Records (participants receiving compensation)	5 years	Paper/Electronic		<input type="checkbox"/>
07-58-AD	Workers Compensation Claims (participants)	10 years after final payment	Paper/Electronic		<input type="checkbox"/>
07-89-AD	Fiscal Reports	3 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>CHILD SUPPORT ENFORCEMENT-6180</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-01-CSEA	Child Support Payment Cards	3 years after closure provided case has not reopened & audited and all Non-Administrative Fee Balances have been reduced to zero	Paper/Electronic		<input type="checkbox"/>
07-02-CSEA	CSEA closed paternity files with support orders established	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-02-CSEA-A	CSEA closed paternity files with support orders established	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-02-CSEA-B	CSEA closed paternity files with support orders established	18 years after case closure	Microfilm		<input type="checkbox"/>
07-03-CSEA	CSEA closed paternity files with paternity established only	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-03-CSEA-A	CSEA closed paternity files with paternity established only	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-03-CSEA-B	CSEA closed paternity files with paternity established only	18 years after case closure	Microfilm		<input type="checkbox"/>
07-05-CSEA	IRS Offset Records: Electronic data generated information acquired on magnetic tape backup and produced as paper form. This includes documentation relative to SETS/ATEK Reports and State and County Reports.	3 years	Paper/Electronic		<input type="checkbox"/>
07-06-CSEA	Bank Reconciliation	7 years	Paper/Electronic	Audited means: <input type="checkbox"/> years	<input type="checkbox"/>
07-07-CSEA	Recoupment Records	3 years after all activities exhausted and paid	Paper/Electronic	Not impacted by the records have been audited <input type="checkbox"/> by the Auditor of State and the	<input type="checkbox"/>
07-18-CSEA	Check Registers (register of checks issued)	3 years after audit	Paper/Electronic	audit report was <input type="checkbox"/> on	<input type="checkbox"/>
07-19-CSEA	Child Support Receipts (carbon copies of originals for Child Support Payments)	Until audited by Auditor of State	Paper/Electronic	300-11/20/2011 <input type="checkbox"/>	<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(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
07-22-CSEA	Closed IV-D Files and Non-IV-D Files	3 years after closure provided case has not reopened & audited and all Non-Administrative Fee Balances have been reduced to zero	Paper/Electronic		<input type="checkbox"/>
07-23-CSEA	Closed IV-D Files and Non-IV-D Files with Non-Administrative Fee Balances	Until Non-ADFE balance has been reduced to zero	Paper/Electronic		<input type="checkbox"/>
07-24-CSEA	Audio Recordings – Taped Recordings of Hearings	60 days then erase and reuse, no RC-3 required	Electronic		<input type="checkbox"/>
	<b>CHILDREN'S PROTECTIVE SERVICES-6244</b>				
07-25-CPS	Adoption Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-25-CPS-A	Adoption Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-25-CPS-B	Adoption Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-26-CPS	Adult Services Quarterly Reports	3 years after audit	Paper/Electronic		<input type="checkbox"/>
07-27-CPS	Annual Statistical Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-27-CPS-A	Annual Statistical Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-27-CPS-B	Annual Statistical Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-28-CPS	Foster Home Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-28-CPS-A	Foster Home Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-28-CPS-B	Foster Home Files	Permanent	Microfilm		<input checked="" type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>CHILDREN'S PROTECTIVE SERVICES-6244</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-31-CPS	Bus Ticket Cards (CART)	3 years, audited	Paper/Electronic		<input type="checkbox"/>
07-32-CPS	Case Files (CPS)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-32-CPS-A	Case Files (CPS)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-32-CPS-B	Case Files (CPS)	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-33-CPS	Family Index At Case Files	1 year after fiscal year	Paper/Electronic		<input type="checkbox"/>
07-34-CPS	Homemaker Case Notes (original in CPS file)	3 years	Paper/Electronic		<input type="checkbox"/>
07-35-CPS	Investigation Records (confidential)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-35-CPS-A	Investigation Records (confidential)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-35-CPS-B	Investigation Records (confidential)	Permanent	Microfilm		<input type="checkbox"/>
07-36-CPS	Maintenance Off Effort Records (documenting transportation and clients needing resources)	3 years after audit	Paper/Electronic		<input type="checkbox"/>
07-37-CPS	Master Index To Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-37-CPS-A	Master Index To Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-37-CPS-B	Master Index To Case Files	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-38-CPS	Monthly Statistical Report	5 years after fiscal year	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>CHILDREN'S PROTECTIVE SERVICES-6244</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-39-CPS	Report of Child Abuse and Neglect (written notification should be retained in case records)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-39-CPS-A	Report of Child Abuse and Neglect (written notification should be retained in case records)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-39-CPS-B	Report of Child Abuse and Neglect (written notification should be retained in case records)	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-40-CPS	Service Files (CPS)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-40-CPS-A	Service Files (CPS)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-40-CPS-B	Service Files (CPS)	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-41-CPS	Social Worker's Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-41-CPS-A	Social Worker's Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-41-CPS-B	Social Worker's Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-42-CPS	Suspected Abuse of Adult Records	10 years	Paper/Electronic		<input type="checkbox"/>
07-43-CPS	Taxicab Trip Cards (EMT Files)	3 years, audited	Paper/Electronic		<input type="checkbox"/>
07-44-CPS	Visitors Registers	1 year after last entry	Paper/Electronic		<input type="checkbox"/>
07-45-CPS	Transportation Files (Combines CART, CAB and DJFS)	3 years, audited	Paper/Electronic		<input type="checkbox"/>

Audited records are hereby  
 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.

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>ADULT, CHILD &amp; FAMILY STABILITY</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-001-ACFS	Child Care Active	3 years	Paper/Electronic		<input type="checkbox"/>
07-002-ACFS	Child Care Closed	3 years continuously closed	Paper/Electronic		<input type="checkbox"/>
07-003-ACFS	Child Care Provider Files application, background checks, references, medical statement, contract, certificate, inspection reports, parent/provider agreements and complaints	3 years after services terminated	Paper/Electronic		<input type="checkbox"/>
07-004-ACFS	Child Care Provider Enrollment Records	3 years	Paper/Electronic		<input type="checkbox"/>
07-005-ACFS	OWF (Ohio Works First) Active	7 years	Paper/Electronic		<input type="checkbox"/>
07-006-ACFS	OWF (Ohio Works First) Closed	3 years continuously closed	Paper/Electronic		<input type="checkbox"/>
07-007-ACFS	OWF (Ohio Works First) Overpayment Record	3 years after all actions exhausted and paid	Paper/Electronic		<input type="checkbox"/>
07-008-ACFS	Food Stamp/Active	7 years	Paper/Electronic		<input type="checkbox"/>
07-009-ACFS	Food Stamp/Closed	3 years continuously closed	Paper/Electronic		<input type="checkbox"/>
07-010-ACFS	Food Stamp Overpayment Record	3 years after all actions exhausted and paid	Paper/Electronic		<input type="checkbox"/>
07-91-AD	Food Stamps IEVS (case not reopened)	3 years after case closed	Paper/Electronic		<input type="checkbox"/>
07-93-AD	IEVS Delinquency Lists (listing of delinquent IEVS matches)	6 months	Paper/Electronic		<input type="checkbox"/>
07-94-AD	IEVS Alerts Lists (listing of all high & medium IEVS alerts) (GDE 007RA)	3 months	Paper/Electronic		<input type="checkbox"/>
07-011-ACFS	Medicaid/Active	7 years	Paper/Electronic		<input type="checkbox"/>
07-012-ACFS	Medicaid/Closed	3 years continuously closed	Paper/Electronic		<input type="checkbox"/>
07-013-ACFS	Medicaid Deceased Case Record	3 years after closed	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>ADULT, CHILD &amp; FAMILY STABILITY</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-014-ACFS	Medicaid Overpayment Record	3 years after all actions exhausted and paid	Paper/Electronic		<input type="checkbox"/>
07-015-ACFS	PRC (Prevention, Retention and Contingency)	3 years	Paper/Electronic		<input type="checkbox"/>
07-016-ACFS	Disability Financial Assistance/Disability Medical Assistance/Active	7 years	Paper/Electronic		<input type="checkbox"/>
07-018-ACFS	Disability Financial Assistance/Disability Medical Assistance/Closed	3 years continuously closed	Paper/Electronic		<input type="checkbox"/>
07-019-ACFS	ODJFS 2453's (non-active) Hospital Admission Notices	1 year	Paper/Electronic		<input type="checkbox"/>
07-020-ACFS	NET, Healthcheck and PRS (Pregnancy Related Services) Materials	3 years	Paper/Electronic		<input type="checkbox"/>
07-021-ACFS	Investigative/Complaint Files	Until final disposition in case has been made	Paper/Electronic		<input type="checkbox"/>
07-022-ACFS	Monthly Report Records Confidential Records	3 years	Paper; CRISE Screen Prints and Control-D Reports		<input type="checkbox"/>
07-023-ACFS	FTI Records Destruction Log	3 years	Paper/Electronic		<input type="checkbox"/>
07-024-ACFS	IRS Address Information Lists	3 years	Paper/Electronic		<input type="checkbox"/>
07-025-ACFS	IRS Offset Lists	3 years	Paper/Electronic		<input type="checkbox"/>
07-026-ACFS	IRS Offset Submission Lists	3 years	Paper/Electronic		<input type="checkbox"/>
07-027-ACFS	Long Term Care Transmittal Letters	2 years	Paper/Electronic		<input type="checkbox"/>
07-028-ACFS	Hearing Docket	2 years after final action	Paper/Electronic		<input type="checkbox"/>
07-029-ACFS	Intake Appointment Schedule	1 year	Paper/Electronic		<input type="checkbox"/>
07-030-ACFS	Customer Receipts	6 months	Paper/Electronic		<input type="checkbox"/>
07-031-ACFS	CRIS-E Information Reports	1 month or no longer of an administrative value	Paper/Electronic		<input type="checkbox"/>
07-032-ACFS	Voter Registration: Notice of Rights	2 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

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(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
07-033-ACFS	Voter Registration: Record of Transmission	2 years	Paper/Electronic		<input type="checkbox"/>
	<b>FISCAL DIVISION</b>				
07-102-F	Account Receivable Ledger and Documents	4 FY after paid, audited	Paper/Electronic		<input type="checkbox"/>
07-103-F	Annual Account Records (contains work and expense accounts)	3 years, audited	Paper/Electronic		<input type="checkbox"/>
07-104-F	Annual Budgets	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-104-F-A	Annual Budgets	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-104-F-B	Annual Budgets	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-105-F	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-105-F-A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-105-F-B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-106-F	Appropriation Ledger (records of expenditures, purchase orders, and appropriation balances)	10 years after last entry	Paper/Electronic		<input type="checkbox"/>
07-107-F	Auditor's Revenue Control Reports	3 years provided audit and no problems	Paper/Electronic		<input type="checkbox"/>
07-108-F	Audit Reports (Bureau of Inspection and Supervision)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-108-F-A	Audit Reports (Bureau of Inspection and Supervision)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-108-F-B	Audit Reports (Bureau of Inspection and Supervision)	Permanent	Microfilm		<input checked="" type="checkbox"/>
07-109-F	Bank Deposit Receipts	2 years after FY , audited	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>FISCAL DIVISION</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-110-F	Bank Statements	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-111-F	Bids (successful) (file with contracts, includes requests for proposals) (copies, original to BCC) (equipment/supplies/service)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
07-111-F-A	Bids (successful) (file with contracts, includes requests for proposals) (copies, original to BCC) (equipment/supplies/service)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
07-111-F-B	Bids (successful) (file with contracts, includes requests for proposals) (copies, original to BCC) (equipment/supplies/service)	15 years after expiration	Microfilm		<input type="checkbox"/>
07-112-F	Bids (unsuccessful), provided audited by Auditor of State. (same as above)	2 years after letting of the contract	Paper/Electronic		<input type="checkbox"/>
07-113-F	CDHS Daily Time Report (ODHS 2808)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-114-F	Cancelled Checks	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-115-F	Cash Books and Cash Journals (all items must clear)	Audited	Paper/Electronic		<input type="checkbox"/>
07-116-F	Check Registers	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-117-F	Children's Services Quarterly Statistical Reports (part b) (ODHS 4281)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-118-F	Federal Child Welfare IV-B (ODPW 2009 and ODPW 2010)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-119-F	Federal Grant Files Supporting Financial Records and Documents (until State and Federal audits, finding resolved)	3 years, audited	Paper/Electronic		<input type="checkbox"/>
07-120-F	Fiscal Reports (OHDS 2590, 2834, 2835, 4227, 4224 & AA90)	3 years, audited	Paper/Electronic		<input type="checkbox"/>
07-121-F	Fiscal Records (JPTA)	5 years, audited	Paper/Electronic		<input type="checkbox"/>
07-122-F	Independent Living Initiative (OHDS 2020)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-123-F	Invoices (records copy send to Auditor)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>

**Sec. 117.26 O.R.C.**

## Schedule of Records Retention and Disposition Continuation Sheet

**Department of Job and Family Services**
**6240**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b>FISCAL DIVISION</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-124-F	Leave Requests (sick , vacation & personal)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-125-F	Monthly Net Expenditures (OHDS 2827)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-126-F	Official/Employee's Bond	10 years after expiration, audited	Paper/Electronic		<input type="checkbox"/>
07-127-F	Pay-Ins to Treasury Records	4 FY, audited	Paper/Electronic		<input type="checkbox"/>
07-128-F	Payment Journals	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-129-F	Payroll Records (shows name, base and net salary and all withholdings) (copies of payroll records)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-130-F	Purchase Orders (original at Auditor's Office)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-131-F	Quarterly report or CDHS FTE Positions (ODHS 4290)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-132-F	Random Moment Records-Code Sheet (ODHS 1432) Follow up (ODHS 1433) and IM Observation Form (ODHS 2710) (ODHS 2714)	4 years after reporting quarter	Paper/Electronic		<input type="checkbox"/>
07-133-F	Receipt Books (stubs or carbon copies of originals issued for payment)	Until audited	Paper/Electronic		<input type="checkbox"/>
07-134-F	Records of Accrued Fees	Until audited	Paper/Electronic		<input type="checkbox"/>
07-135-F	Records of Receipts and Expenditures	10 years after last entry, audited	Paper/Electronic		<input type="checkbox"/>
07-136-F	Requisitions	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-137-F	State Child Welfare Subsidy (ODPW 2023 & 2025)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-138-F	Time Sheets	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-139-F	Title xx Social Service Summary (ODHS 1811)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-140-F	Travel Approval/Expense Report (original at Auditor's Office)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>

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(Local government entity)

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(1) Schedule Number	(2) Record Title and Description <b>FISCAL DIVISION</b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
07-141-F	Voucher Registers	4 years until audited	Paper/Electronic		<input type="checkbox"/>
07-143-F	Warrant Registers	4 years until audited	Paper/Electronic		<input type="checkbox"/>
07-144-F	Warrants (paid/cancelled)	4 years until audited	Paper/Electronic		<input type="checkbox"/>
07-145	Pay for Stay Dismissed Charges	Destroy when determined by Justice Connection Investigator to have no administrative value	Paper/Electronic		<input type="checkbox"/>
07-146	Pay for Stay Case Files	1 year after Paid in Full	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.**