



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OCT 07 2019

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

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

### Section A: Local Government Unit

Tuscarawas County	Job & Family Services		
(Local Government Entity)	(Unit)		
<i>Joseph A. Krocker</i>	Joe	MIS	
(Signature of Responsible Official)	Krocker	Supervisor	10/2/2019
	(Name)	(Title)	(Date)

### Section B: Records Commission

Tuscarawas County	Records Commission	(330) 364-8811
	(Telephone Number)	
(Local Government Entity)		
125 East High Avenue	New Phila	44663 Tuscarawas
(Address)	(City)	(Zip Code) (County)

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

commissioners@co.tuscarawas.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>Joe Scrimitti</i>	10/04/19
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Arc

<i>Amanda Riddle</i>	Local Government Records Archivist	10/15/19
Signature	Title	Date

### Section D: Auditor of State

<i>Martin E. Mull</i>	Records Mgr	10-24-19
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.

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

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## **Section E: Table of Records to be Disposed**

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
<b>2019-1</b>	<b>Public Assistance Case Records</b> TANF, Food Stamps, Medicaid, EA, Disability Assistance (containing paperwork per PAM 1200)				<input type="checkbox"/>
	A. Active Case Files	Purge/Destroy eligible documents more than 7 years old.	Paper/Electronic		<input type="checkbox"/>
	B. Cases closed for 3 years	3 years	Paper/Electronic		<input type="checkbox"/>
	C. Cases for which finding for recovery of overpayment has been made.	3 years after all legal actions finalized or appeals exhausted, findings paid, withdrawn or resolved	Paper/Electronic		<input type="checkbox"/>
	D. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper or electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
<b>2019-2</b>	<b>Deceased Medicaid Case Files</b>	5 years from date closed.	Paper/Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper or electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
<b>2019-3</b>	<b>IEVS (Income Eligibility Verifications)</b>				<input type="checkbox"/>
	A. Delinquency Lists	1 year	Paper/Electronic		<input type="checkbox"/>
	B. Alerts	1 year	Paper/Electronic		<input type="checkbox"/>
	C. FTROP Correspondence & Reports	1 year	Paper/Electronic		<input type="checkbox"/>
	D. Destruction Log	5 years	Paper/Electronic		<input type="checkbox"/>
	E. Verification Letters from Employers & Banking Institutions	7 years	Paper/Electronic		<input type="checkbox"/>
	F. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>

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2019-4	Employment & Training Case Files	3 years after closed	Paper/Electronic		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-5	L.E.A.P. (Learning, Earning, and Parenting)	3 years after closed	Paper/Electronic		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-6	Day Care Case (Provider Type B and Client Files)	3 years after closed	Paper/Electronic		<input type="checkbox"/>



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	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-7	Title XX	3 year after closed	Paper/Electronic		<input type="checkbox"/>
2019-8	Healthchek	3 years after closed, 7 years on active assistance cases	Paper/Electronic		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-9	At Risk Pregnancy	When closed combine w/Medicaid case & destroy per Medicaid	Paper/Electronic		<input type="checkbox"/>

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(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-10	Medicaid Transportation (data containing unduplicated count, cost or payment, date, destination, etc.)	6 years after closed	Paper/Electronic		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability in ODJFS system. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-11	Foster Home Files				<input type="checkbox"/>
	A. Inquiries	6 months after inquiry	Paper/Electronic		<input type="checkbox"/>
	B. Foster Home Files	Until inactive then transfer to either Foster Home inactive or withdrawn.	Paper/Electronic		<input type="checkbox"/>
	C. Inactive Foster Home Files	Permanent	Paper/Electronic		<input type="checkbox"/>

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	D. Withdrawn Foster Home Files	Permanent	Paper/Electronic		<input type="checkbox"/>
	E. Applications not finalized.	1 year from date of application.	Paper/Electronic		<input type="checkbox"/>
	F. Files where adoptions resulted and /or potential litigation	Permanent	Paper/Electronic		<input type="checkbox"/>
	G. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-12	Foster Care Maintenance Case Files	Permanent	Paper/Electronic		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-13	Fraud Investigative Files Founded	7 years after closed provided audit.	Paper/Electronic		<input type="checkbox"/>

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	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
<b>2019-14</b>	<b>Adoption Files -</b> Child File, Parent File, Adoption Assistance				<input type="checkbox"/>
	A. Applications/Homestudies not completed	1 Year after application submitted	Paper/Electronic		<input type="checkbox"/>
	B. Inactive Adoption Records	5 years from last activity	Paper/Electronic		<input type="checkbox"/>
	C. Adoption Files (IV-E (AA) & SAMS)	Permanent	Paper		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
<b>2019-15</b>	<b>Protective Files</b>				<input type="checkbox"/>
	A. Children Services Investigation and Case Management Records	Permanent	Paper		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
	B. Adult Protective Investigation and Case Management Records	Permanent	Paper		<input type="checkbox"/>
	C. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-16	<b>Children's Home and Receiving Home Admittance Records</b>	Permanent	Paper/Electronic		<input type="checkbox"/>
	Note: These records were transferred to Akron University Regional Storage in 1992.				
	<b>Financial Records</b>				
2019-17	<b>Payee Accounts</b>				<input type="checkbox"/>
	A. For children in custody	Permanent	Paper/Electronic		<input type="checkbox"/>
	B. Adults	Permanent	Paper/Electronic		<input type="checkbox"/>

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	C. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-18	Staff Payrolls	3 years provided audited.	Paper/Electronic	<i>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.</i>	<input type="checkbox"/>
2019-19	Maintenance Agreements/Service Contracts	During life of equipment plus 1 year provided audited.	Paper/Electronic		<input type="checkbox"/>
2019-20	Bills	3 years provided audited.	Paper/Electronic		<input type="checkbox"/>
2019-21	Building Lease	5 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-22	Boarding Home Payrolls	3 years provided audited.	Paper/Electronic		<input type="checkbox"/>
2019-23	Vouchers, Transmittals, Invoices, Purchase Orders	3 years provided audited.	Paper/Electronic		<input type="checkbox"/>
2019-24	Receipt Books/Journals	3 years provided audited	Paper/Electronic		<input type="checkbox"/>

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2019-25	Program Financial Records - Day Care, State Child Welfare Subsidy, Purchased/Direct Services, Vendor Payment Agreements, Title XX, IV-B, ODHS Reports	3 years provided audited	Paper/Electronic	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"/>
2019-26	IV-E financial, statistical, program	5 years provided audited	Paper/Electronic		
2019-27	Procurements Records	3 years provided audited	Paper/Electronic		
2019-28	PRC	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-29	Food Stamp Inventory Records	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-30	CAFS Community Alternative Funding System - no longer used	7 years from the date of receipt of payment or 6 years after any audit	Paper/Electronic		<input type="checkbox"/>
2019-31	Contracts	7 years from end date provided audited	Paper/Electronic		<input type="checkbox"/>
2019-32	Grant Files	Until state/fed audits conducted/reporte d; all litigation & findings resolved	Paper/Electronic		<input type="checkbox"/>
2019-33	Audit Reports	5 years	Paper/Electronic		<input type="checkbox"/>

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	<b>PERSONNEL</b>				
2019-34	Application for Employment	2 calendar years	Paper/Electronic		<input type="checkbox"/>
2019-35	Personnel Records	Permanent	Paper/Electronic		<input type="checkbox"/>
2019-36	Employee Rosters	5 years	Paper/Electronic		<input type="checkbox"/>
2019-37	Time Cards, OT Logs, Call back log	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-38	Job Descriptions (Position Descriptions)	Until superceded or abolished	Paper/Electronic		<input type="checkbox"/>
2019-39	Leave Requests/Absence Forms	3 years	Paper/Electronic		<input type="checkbox"/>
2019-40	OSHA Accident Report 301 Form (was Form 101)	5 years	Paper/Electronic		<input type="checkbox"/>
2019-41	OSHA 300 Log (was 200 log)	5 years	Paper/Electronic		<input type="checkbox"/>



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2019-42	OSHA Training Records	3 years after termination of employment	Paper/Electronic		<input type="checkbox"/>
2019-43	OSHA Exposure/Contagious Record	30 years after termination of employment	Paper/Electronic		<input type="checkbox"/>
2019-44	OSHA Exposure/Bloodborne Record	Career of employee + 30 years	Paper/Electronic		<input type="checkbox"/>
2019-45	OSHA Noise Exposure Records	25 years	Paper/Electronic		<input type="checkbox"/>
2019-46	OSHA Audiometric Test Results	Duration of affected employee's employment	Paper/Electronic		<input type="checkbox"/>
2019-47	Employee Medical Records	Career + 30 years	Paper/Electronic		<input type="checkbox"/>
	<b>MISCELLANEOUS</b>				
2019-48	Social Service Rolodex Cards	Permanent	Paper/Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-49	Data Entry Forms	1 year after entry	Paper/Electronic		<input type="checkbox"/>
2019-50	IM-RMS Obsolete - Now a web-based system completely maintained by ODJFS	3 1/2 years after quarter ends	Paper/Electronic		<input type="checkbox"/>
2019-51	SS-RMS (quarterly worker list and original 2714, 2715, 2716) Obsolete - Now a web-based system completely maintained by ODJFS	3 1/2 years after quarter ends	Paper/Electronic		<input type="checkbox"/>
2019-52	Policies, Plans, Agreements	5 years after terminated provided audited	Paper/Electronic		<input type="checkbox"/>
2019-53	Correspondence - General	1 year	Paper/Electronic		<input type="checkbox"/>
	A. Correspondence - Programmatic & Fiscal	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-54	Transcription Logs	6 months	Paper/Electronic		<input type="checkbox"/>

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2019-55	Inventories	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-56	ADA Self Evaluation	3 years from completion	Paper/Electronic		<input type="checkbox"/>
2019-57	A. Transportation Requests	3 months	Paper/Electronic		<input type="checkbox"/>
	B. Schedule & Daily Logs	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
	C. Pre Trip Inspections	3 years	Paper/Electronic		<input type="checkbox"/>
2019-58	Annual Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
2019-62	FNS Reports	3 years	Paper/Electronic		<input type="checkbox"/>
2019-65	All other SIS Reports	3 months	Paper/Electronic		<input type="checkbox"/>
2019-66	Day Care Transmission Logs	1 month	Paper/Electronic		<input type="checkbox"/>
2019-68	Misc. Reports & Printouts	1 month	Paper/Electronic		<input type="checkbox"/>

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2019-69	Agency Attorney's Legal Files	Permanent	Paper/Electronic		<input type="checkbox"/>
	A. Cases scanned to Ohio Department of Job & Family Services (ODJFS) Electronic Document Managing System (EDMS)	Destroy paper/electronic originals after electronic images verified for completeness & readability. ODJFS becomes responsible for retention of these records.	Electronic managed by ODJFS.		<input type="checkbox"/>
2019-70	Email Records Sent and Received				<input type="checkbox"/>
	A. Email records which are listed in the Retention Schedule.	Delete email after transferred to the system of record.	Paper/Electronic Email		<input type="checkbox"/>
	B. Email records with no listing in the Retention Schedule.	Until no longer of administrative value.	Electronic Email		<input type="checkbox"/>
	C. Email records printed for Retention	Transfer to and retain according to appropriate schedule number.	Paper/Electronic		<input type="checkbox"/>
2019-80	Telephone Voicemail Messages	Until no longer of administrative value.			<input type="checkbox"/>
2019-81	Vehicle Maintenance Records	Until vehicle is sold or disposed of.			<input type="checkbox"/>



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2019-83	Surveillance Videos	Use for one cycle then reuse provided no action pending.			<input type="checkbox"/>
2019-84	<b>Transient Documents</b> - Includes telephone messages, post-it notes, text messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value.	Paper/Electronic		<input type="checkbox"/>
2019-85	<b>Meeting Minutes</b> (Internal, Department, Workgroup, Management)	1 year	Paper/Electronic		<input type="checkbox"/>
2019-86	<b>Meeting Minutes (Public)</b> Document date, time, and place of a meeting along with a list of items to be discussed in a meeting and records documenting meeting (if taken.)	3 year	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.