



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

OCTOBER 20 2022

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Trumbull County

Combined Health District

(local government entity)

(unit)

*Frank Migliozzi*

Frank Migliozzi, MPH, REHS.

Health Commissioner

(Signature of responsible official)

(Name)

(Title)

(Date)

### Section B: Records Commission

(330) 675-7832

Records Commission

(telephone number)

176 Chestnut Ave., N.E.

Warren

44483

Trumbull

(Address)

(City)

(Zip code)

(County)

To have this form returned to the Records Commission electronically, include an email address: rswallac@co.trumbull.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.

*Lisa DeNunzio Blair, Asst Clerk*

*Oct 20, 2022*

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

Government Records Archivist

10/26/2022

Signature

Title

Date

### Section D: Auditor of State

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

Trumbull County

Health Department

(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
<p><b>This schedule lists records commonly found in the county Health District's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.</b></p>					
15-01A	<b>AGREEMENTS &amp; CONTRACTS</b> (Vendor contracts.)	15 Yrs.	Electronic		<input type="checkbox"/>
15-01B	<b>AGREEMENTS &amp; CONTRACTS</b> (Vendor contracts.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-02A	<b>ANIMAL BITE REPORTS</b>	3 Yrs.	Electronic		<input type="checkbox"/>
15-02B	<b>ANIMAL BITE REPORTS</b>	Kept Until Digitized	Paper		<input type="checkbox"/>
15-03A	<b>ANNUAL BUDGETS</b>	3 Yrs.	Electronic		<input type="checkbox"/>
15-03B	<b>ANNUAL BUDGETS</b>	Kept Until Digitized	Paper		<input type="checkbox"/>
15-04	<b>ANNUAL REPORTS OF HEALTH DISTRICT</b>	Permanent	Paper (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-05A	<b>APPLICATION FOR STATE SUBSIDY</b>	3 Yrs.	Electronic		<input type="checkbox"/>
15-05B	<b>APPLICATION FOR STATE SUBSIDY</b>	Kept Until Digitized	Paper		<input type="checkbox"/>
15-06A	<b>APPLICATIONS FOR EMPLOYMENT</b>	1 Yr.	Electronic		<input type="checkbox"/>
15-06B	<b>APPLICATIONS FOR EMPLOYEMENT</b>	Kept Until Digitized	Paper		<input type="checkbox"/>



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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
15-07A	<b>APPLICATIONS FOR LICENSES &amp; PERMITS</b> (ALL TYPES)	2 Yrs.	Electronic		<input type="checkbox"/>
15-07B	<b>APPLICATIONS FOR LICENSES &amp; PERMITS</b> (ALL TYPES)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-08	<b>AUDIO RECORDINGS</b> (Recording of Bd. Mtgs., Dept. Mtgs., etc. for the purpose of back-up "note-taking" for the transcriber of the minutes.)	Kept Until Minutes are Transcribed and Approved & Then Erased.	Electronic		<input type="checkbox"/>
15-09A	<b>AUDITOR OF STATE REPORTS</b> (Financial audits of the department's funds and grants.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-09B	<b>AUDITOR OF STATE REPORTS</b> (Financial audits of the department's funds and grants.)	Kept Until Digitized	Electronic		<input type="checkbox"/>
15-10	<b>BLANK FORMS</b> Obsolete, unneeded, or superseded form stock.	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
15-11A	<b>BLUEPRINTS</b> (Drawings of plumbing, sewage, buildings, for various programs.)	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
15-11B	<b>BLUEPRINTS</b> (Drawings of plumbing, sewage, buildings, for various programs.)	Kept Until Digitized	Paper		
15-12A	<b>BOARD OF HEALTH MEMBER INFORMATION</b> (Current & Past – Nomination Petition, Resume, Letter of Interest, etc.)	5 Yrs. or as Long as Person is a Member	Electronic		<input type="checkbox"/>
15-12B	<b>BOARD OF HEALTH MEMBER INFORMATION</b> (Current & Past – Nomination Petition, Resume, Letter of Interest, etc.)	Kept Until Digitized	Paper		
15-13A	<b>CAMP/PARK RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include insp. records or yearly applications.)	5 Yrs. After park ceases operation	Electronic		<input type="checkbox"/>
15-13B	<b>CAMP/PARK RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include insp. records or yearly applications.)	Kept Until Digitized	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
15-14	<b>CASH RECEIPTS AND/OR BOOKS</b> (Paper receipts and receipt books for monies taken in by the agency.)	3 Yrs. After audit is complete	Paper /Electronic		<input type="checkbox"/>
15-15A	<b>CHILD FATALITY REVIEW BOARD RECORDS</b> (Correspondence, meeting notices, death certificates, etc.)	7 Yrs. (Per ORC 3701-67-04 (E))	Electronic		<input type="checkbox"/>
15-15B	<b>CHILD FATALITY REVIEW BOARD RECORDS</b> (Correspondence, meeting notices, death certificates, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-17A	<b>CHRONIC DISEASE RECORDS</b> (Reports from physicians, hospitals, lab results, investigation reports, etc.)	1 Yr. after final disposition of case	Electronic (Kept in ODRS)		<input type="checkbox"/>
15-17B	<b>CHRONIC DISEASE RECORDS</b> (Reports from physicians, hospitals, lab results, investigation reports, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-18A	<b>COMMUNICABLE DISEASE REPORTS</b> (Reports from physicians, hospitals, lab results, investigation reports, etc.)	Permanent	Electronic (Kept in ODRS)		<input type="checkbox"/>
15-18B	<b>COMMUNICABLE DISEASE REPORTS</b> (Reports from physicians, hospitals, lab results, investigation reports, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-19A	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After site ceases operation	Electronic		<input type="checkbox"/>
15-19B	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-20A	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS INSPECTION REPORTS</b> (Facility site inspection reports)	5 Yrs.	Electronic		<input type="checkbox"/>
15-20B	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS INSPECTION REPORTS</b> (Facility site inspection reports)	Kept Until Digitized	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
15-21A	<b>CORRESPONDENCE</b> (Incoming and outgoing general correspondence.)	1 Yr. or until no longer of value.	Electronic		<input type="checkbox"/>
15-21B	<b>CORRESPONDENCE</b> (Incoming and outgoing general correspondence.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-22A	<b>COST STUDIES/REPORTS</b> (Cost methodologies, financial reports supplied to the Board, etc.)	3 Yrs.	Electronic		<input type="checkbox"/>
15-22B	<b>COST STUDIES/REPORTS</b> (Cost methodologies, financial reports supplied to the Board, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-23A	<b>DAILY ACTIVITY REPORTS/FORMS</b> (Handwritten daily activity reports prepared by the employee.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-23B	<b>DAILY ACTIVITY REPORTS/FORMS</b> (Handwritten daily activity reports prepared by the employee.)	Kept Until Digitize	Paper		<input type="checkbox"/>
15-24	<b>DEPOSIT SHEETS</b> (Pay-In report used for the daily deposits to the county auditor that shows the breakdown of monies into the individual funding categories.)	3 Yrs. Provided audit is complete	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"/>
15-25A	<b>EPIDEMIOLOGICAL CASE RECORDS</b> (Laboratory reports, investigation reports, etc.)	5 Yrs. After case is closed	Electronic		<input type="checkbox"/>
15-25B	<b>EPIDEMIOLOGICAL CASE RECORDS</b> (Laboratory reports, investigation reports, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-26A	<b>EQUIPMENT INVENTORIES</b> (Annual inventories)	3 Yrs.	Electronic		<input type="checkbox"/>
15-26B	<b>EQUIPMENT INVENTORIES</b> (Annual inventories)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-27A	<b>FAMILY CASE FILES</b> (i.e. Help Me Grow, Help Me Grow Pt. C, MIECHV, OCTF and other home visiting programs.)	6 Yrs. from date of last payment	Electronic (Kept in OCHIDS)		<input type="checkbox"/>
15-27B	<b>FAMILY CASE FILES</b> (i.e. Help Me Grow, Help Me Grow Pt. C, MIECHV, OCTF and other home visiting programs.)	Kept Until Digitized	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
15-28A	<b>FEE SCHEDULES</b> (Fee schedules for environmental, nursing and administrative programs.)	Until updated, superseded, or obsolete	Electronic		<input type="checkbox"/>
15-28B	<b>FEE SCHEDULES</b> (Fee schedules for environmental, nursing and administrative programs.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-29A	<b>FOOD SERVICE RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After permit holder ceases operation.	Electronic		<input type="checkbox"/>
15-29B	<b>FOOD SERVICE RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-30A	<b>GRANT RECORDS</b> (Documents the application, evaluation, awarding, monitoring & tracking of grants received.)	Maintain records as required by grant; if retention unspecified, 5 Yrs. provided all state or federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Electronic		<input type="checkbox"/>
15-30B	<b>GRANT RECORDS</b> (Documents the application, evaluation, awarding, monitoring & tracking of grants received.)	Kept Until Digitized	Paper		<input checked="" type="checkbox"/>
15-31A	<b>IMMUNIZATION RECORDS</b> (Children's)	Until person turns age 21	Electronic		<input type="checkbox"/>
15-31B	<b>IMMUNIZATION RECORDS</b> (Children's)	Kept Until Digitized	Paper		<input type="checkbox"/>



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15-32A	<b>IMMUNIZATION RECORDS</b> (Adult - including flu.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-32B	<b>IMMUNIZATION RECORDS</b> (Adult - including flu.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-33A	<b>INSPECTION RECORDS</b> (All types, if not listed separately.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-33B	<b>INSPECTION RECORDS</b> (All types, if not listed separately.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-34A	<b>INSURANCE POLICIES</b> (Automobile, life, liability)	5 Yrs. provided all claims are settled	Electronic		<input type="checkbox"/>
15-34B	<b>INSURANCE POLICIES</b> (Automobile, life, liability)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-35A	<b>JOB DESCRIPTIONS</b> (Job classification descriptions)	Until updated, superseded or obsolete	Electronic		
15-35B	<b>JOB DESCRIPTIONS</b> (Job classification descriptions)	Kept Until Digitized	Paper		
15-36A	<b>LABORATORY REPORTS</b> (Nursing)	+ Diphtheria, TB or STD tests 5 yrs. after last contact with patient. All other tests 1 yrs.	Electronic		<input type="checkbox"/>
15-36B	<b>LABORATORY REPORTS</b> (Nursing)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-37A	<b>LABORATORY REPORTS</b> (Environmental)	2 Yrs.	Electronic		<input type="checkbox"/>
15-37B	<b>LABORATORY REPORTS</b> (Environmental)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-38	<b>LEAVE RECORDS</b> (Requests for vacation, sick, comp time, overtime, etc.)	5 YRS.	All Done Electronically Through MUNIS		<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
15-39A	<b>LEGAL NOTICES/ADVERTISEMENTS</b> (Legal announcements to inform the public of meetings, hearings, regulation changes, bids, auctions, etc.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-39B	<b>LEGAL NOTICES/ADVERTISEMENTS</b> (Legal announcements to inform the public of meetings, hearings, regulation changes, bids, auctions, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-40A	<b>LEGAL OPINIONS</b> (Legal opinions requested for administration, environmental & nursing.)	Until Superseded	Electronic		<input checked="" type="checkbox"/>
15-40B	<b>LEGAL OPINIONS</b> (Legal opinions requested for administration, environmental & nursing.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-41A	<b>MANUFACTURED HOME PARK RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After park ceases operation	Electronic		<input type="checkbox"/>
15-41B	<b>MANUFACTURED HOME PARK RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-42A	<b>MASTER PLUMBERS RECORDS</b> (Annual applications, bonds and general correspondence.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-42B	<b>MASTER PLUMBERS RECORDS</b> (Annual applications, bonds and general correspondence.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-43A	<b>MATERNAL/INFANT/PRENATAL CARE</b> (Client/patient records – lab reports, physician notes, etc.)	7 Yrs. after last entry	Electronic		<input type="checkbox"/>
15-43B	<b>MATERNAL/INFANT/PRENATAL CARE</b> (Client/patient records – lab reports, physician notes, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-44	<b>MEETING AGENDAS OF BOARD OF HEALTH MEETING</b>	Permanent	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-45	<b>MEETING AGENDAS – DISTRICT ADVISORY COUNCIL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		
15-46	<b>MEETING AGENDAS – LICENSING COUNCIL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		



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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
15-47A	<b>MEETING AGENDAS – GENERAL</b> (i.e. staff, accreditation, etc.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-47B	<b>MEETING AGENDAS – GENERAL</b> (i.e. staff, accreditation, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-48A	<b>MEETING SIGN IN SHEETS</b> (i.e. staff, accreditation, etc.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-48B	<b>MEETING SIGN IN SHEETS</b> (i.e. staff, accreditation, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-49	<b>MINUTES OF MEETINGS – BOARD OF HEALTH</b>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
15-50	<b>MINUTES OF MEETINGS - DISTRICT ADVISORY COUNCIL</b>	Permanent	Paper /Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-51	<b>MINUTES OF MEETINGS – LICENSING COUNCIL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-52	<b>MINUTES OF MEETINGS – GENERAL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-53A	<b>OPERATION &amp; MAINTENANCE RECORDS</b> (Annual applications and service contracts for Permits to Operate, does NOT include laboratory testing results.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-53B	<b>OPERATION &amp; MAINTENANCE RECORDS</b> (Annual applications and service contracts for Permits to Operate, does NOT include laboratory testing results.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-54A	<b>ORGANIZATIONAL CHARTS</b> (Health Department organizational charts.)	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
15-54B	<b>ORGANIZATIONAL CHARTS</b> (Health Department organizational charts.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-55	<b>PAYROLL RECORDS</b> (Bi-Weekly payroll, requests for leave and associated payroll reports.)	3 Yrs. - provided audit released	Paper/Electronic (May Maintain Electronically)		<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
15-56A	<b>PERFORMANCE BONDS</b> (Surety bonds for tank installers, master plumbers, soil scientists, etc.)	3 Yrs. After expiration	Electronic		<input type="checkbox"/>
15-56B	<b>PERFORMANCE BONDS</b> (Surety bonds for tank installers, master plumbers, soil scientists, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-57	<b>PERSONNEL FILES</b> (Current & Former Employees)	Permanent	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-58A	<b>PLUMBING RECORDS</b> (Applications for plumbing permits.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-58B	<b>PLUMBING RECORDS</b> (Applications for plumbing permits.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-59A	<b>PRIVATE WATER SYSTEM APPLICATIONS</b> (New Installation, alteration & abandonment of existing.)	5 yrs.	Paper		<input type="checkbox"/>
15-59B	<b>PRIVATE WATER SYSTEM APPLICATIONS</b> (New Installation, alteration & abandonment of existing.)	Kept Until Digitized	Electronic		<input type="checkbox"/>
15-60A	<b>PUBLIC HEALTH NUISANCE INVESTIGATION RECORD</b> (Public health nuisance complaint investigation files.)	5 Yrs. After Nuisance is Abated	Electronic		<input type="checkbox"/>
15-60B	<b>PUBLIC HEALTH NUISANCE INVESTIGATION RECORD</b> (Public health nuisance complaint investigation files.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-61	<b>PURCHASE ORDERS</b> (Including invoices associated with the purchase order.)	3 Yrs - Provided Audit is Complete	Electronic – Kept in County's MUNIS System		<input type="checkbox"/>
15-62A	<b>REGULATIONS/DIRECTIVES/POLICIES/RULES</b> (Administration, Environmental, Nursing)	Until Superseded - Then Retain One Copy Until Audited	Electronic		<input type="checkbox"/>
15-62B	<b>REGULATIONS/DIRECTIVES/POLICIES/RULES</b> (Administration, Environmental, Nursing)	Kept Until Digitized	Paper		<input type="checkbox"/>



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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
15-63A	<b>RETAIL FOOD ESTABLISHMENT RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After Permit Holder Ceases Operation	Electronic		<input type="checkbox"/>
15-63B	<b>RETAIL FOOD ESTABLISHMENT RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-64A	<b>SANITARY SEWER CONNECTION RECORDS</b> (Orders for connection, plbg. insp. & tank abandonment forms.)	5 Yrs. After Connection Complete	Electronic		<input type="checkbox"/>
15-64B	<b>SANITARY SEWER CONNECTION RECORDS</b> (Orders for connection, plbg. insp. & tank abandonment forms.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-65A	<b>SEWAGE DISPOSAL SYSTEM APPLICATION/RECORD</b> (Private Household)	Permanent Or Until Replacement Or Connection To Sanitary Sewer	Electronic		<input type="checkbox"/>
15-65B	<b>SEWAGE DISPOSAL SYSTEM APPLICATION/RECORD</b> (Private Household)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-66A	<b>SEWAGE INSTALLERS FILES</b> (Annual applications, bonds and general correspondence.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-66B	<b>SEWAGE INSTALLERS FILES</b> (Annual applications, bonds and general correspondence.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-67A	<b>SEMI-PUBLIC SEWAGE DISPOSAL SYSTEM RECORDS</b> (H.B. 110 - Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Permanent Or Until Connection To Sanitary Sewer	Electronic		<input type="checkbox"/>
15-67B	<b>SEMI-PUBLIC SEWAGE DISPOSAL SYSTEM RECORDS</b> (H.B. 110 - Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>



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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
15-68A	<b>SOLID WASTE SITE HAZARDOUS WASTE RECORDS</b> (Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Permanent	Electronic		<input type="checkbox"/>
15-68B	<b>SOLID WASTE SITE HAZARDOUS WASTE RECORDS</b> (Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-69A	<b>SOLID WASTE SITE INSPECTIONS</b> (Facility inspection reports.)	5 Yrs.	Electronic		<input type="checkbox"/>
15-69B	<b>SOLID WASTE SITE INSPECTIONS</b> (Facility inspection reports.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-70A	<b>SOLID WASTE SITE RECORDS</b> (Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After Site Ceases Operation	Electronic		<input type="checkbox"/>
15-70B	<b>SOLID WASTE SITE RECORDS</b> (Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-71A	<b>SUBDIVISION RECORDS</b> (Records that record the origination and development of a subdivision - site plans, EPA correspondence, etc.)	Permanent	Electronic		<input type="checkbox"/>
15-71B	<b>SUBDIVISION RECORDS</b> (Records that record the origination and development of a subdivision - site plans, EPA correspondence, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-72A	<b>SWIMMING POOL OPERATION REPORTS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After Site Ceases Operation	Electronic		<input type="checkbox"/>
15-72B	<b>SWIMMING POOL OPERATION REPORTS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Kept Until Digitized	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
15-73A	<b>TATTOO &amp; BODY PIERCING APPLICATIONS</b> (Facility & Operator)	5 Yrs.	Electronic		<input type="checkbox"/>
15-73B	<b>TATTOO &amp; BODY PIERCING APPLICATIONS</b> (Facility & Operator)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-74	<b>TRANSIENT RECORDS</b> (i.e. Voicemail Messages, Telephone Message Clips, Notes, Drafts, etc.)	May Destroy When No Longer of Administrative Value and/or Has Been Responded To	Paper/audio/ electronic		<input type="checkbox"/>
15-75A	<b>TUBERCULIN TEST RECORDS</b> (Routine TB Tests.)	+ Test Results Permanently - Test Results 3 Yrs.	Electronic		<input type="checkbox"/>
15-75B	<b>TUBERCULIN TEST RECORDS</b> (Routine TB Tests.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-76A	<b>TUBERCULOSIS CASE RECORDS</b> (TB Patient Records)	Lifetime Of Patient	Electronic		<input type="checkbox"/>
15-76B	<b>TUBERCULOSIS CASE RECORDS</b> (TB Patient Records)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-77A	<b>VARIANCES</b> (i.e. Sewage, Private Water Systems, etc.)	3 Yrs. After Expiration Of Variance	Electronic		<input type="checkbox"/>
15-77B	<b>VARIANCES</b> (i.e. Sewage, Private Water Systems, etc.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-78A	<b>VENDING MACHINE LICENSE APPLICATIONS</b> (Annual Food Service Licenses)	5 Yrs.	Electronic		<input type="checkbox"/>
15-78B	<b>VENDING MACHINE LICENSE APPLICATIONS</b> (Annual Food Service Licenses)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-79	<b>VIDEO SURVEILLANCE</b> (Footage documenting daily actions of employees and visitors w/i the building and the parking lot for security purposes.)	14 Days & Is Then Recorded Over	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
15-80A	<b>WATER BACTERIOLOGICAL EXAMINATIONS</b> (Well water laboratory results.)	2 Yrs.	Electronic		<input type="checkbox"/>
15-80B	<b>WATER BACTERIOLOGICAL EXAMINATIONS</b> (Well water laboratory results.)	Kept Until Digitized	Paper		<input type="checkbox"/>
15-81A	<b>WELL LOGS</b> (ODNR well logs)	10 Yrs.	Electronic		<input type="checkbox"/>
15-81B	<b>WELL LOGS</b> (ODNR well logs)	Kept Until Digitized	Paper		<input type="checkbox"/>

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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