



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

MAR 02 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Mental Health and Recovery Board serving Belmont, Harrison and Monroe Counties General Records/Special Taxing District Wide

(Local Government Entity)	(Unit)		
<i>Wendy S. McKivitz</i>	Wendy S. McKivitz	Fiscal Officer	02/25/2020
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Mental Health and Recovery Board serving Belmont, Harrison and Monroe Counties Records Commission (740) 695-9998

(Address)	(City)	(Zip Code)	(Telephone Number) (County)
99 North Sugar Street	Saint Clairsville	43950	Belmont

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

wendym@bhmbboard.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.

Richard Schenk *2-28-20*
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Fred Trent *State Archivist* *3-4-2020*
 Signature Title Date

Section D: Auditor of State

Martin E. Murr *Records Mgr* *3-27-2020*
 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.

(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
ACF-01	Adult Care Facility Files	10 years	Electronic /Paper		<input type="checkbox"/>
REP-01	Annual Reports (MHRS)	Permanent	Electronic /Paper		<input checked="" type="checkbox"/>
REP-02	Audit Reports	10 years	Electronic /Paper		<input type="checkbox"/>
BRD-01	Board of Directors' Committee and Regular Meeting Agendas, Minutes, & Resolutions	Permanent	Electronic /Paper		<input checked="" type="checkbox"/>
BRD-02	Board of Directors' Meetings Audio Recordings	2 years after transcribed	Electronic		<input type="checkbox"/>
FIN-01	Bids (Issued for Goods and Services)	6 years after contract completed	Paper		<input type="checkbox"/>
FIN-02	Budgets filed with County Budget Commission	Permanent	Electronic /Paper		<input type="checkbox"/>
FIN-03	Budget Working Papers	Until Audit Completed	Electronic /Paper		<input type="checkbox"/>
FIN-04	Claims and Member Data Reports	7 years	Electronic /Paper		<input type="checkbox"/>
FIN-05	Community Capital Applications	6 years	Electronic /Paper		<input type="checkbox"/>
CLI-01	Client Right Annual Reports	10 years	Electronic /Paper		<input type="checkbox"/>
CLI-02	Client Rights Grievances/Complaints/Resolutions (includes residential care facilities)	6 years	Electronic /Paper		<input type="checkbox"/>
CLI-03	Consumer (individual) case information (all types including civil commitment) (Demographics, services rendered, releases of information, prior authorizations, HIPAA)	7 years	Electronic /Paper		<input type="checkbox"/>
CON-01	Contracts for services (Operations, personnel, misc.)	10 years	Electronic /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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
COR-01	Correspondence (Executive) <ul style="list-style-type: none"> Dealing with significant aspects of executive office, regarding policies, programs, fiscal, and personnel matters Letters of Support 	2 years	Electronic /Paper		<input type="checkbox"/>
COR-02	Correspondence (General) To and from individuals, providers, companies and organizations (not attempting to influence policy or procedures)	1 year	Electronic /Paper		<input type="checkbox"/>
COR-03	Documents (General/Transient) <ul style="list-style-type: none"> Phone Messages Documents serving to convey information of temporary importance in lieu of oral communications Desk Calendars 	Until no longer of administrative Value	Electronic /Paper		<input type="checkbox"/>
COR-04	E-mails	Retain according to content	Electronic		<input type="checkbox"/>
FIN-06	General Ledger Account Records	7 years	Electronic /Paper		<input type="checkbox"/>
FIN-07	Grant Records	7 years after grant expires or until audited	Electronic /Paper		<input type="checkbox"/>
CLI-04	Incident Reports	6 years	Paper		<input type="checkbox"/>
ADM-01	Insurance Policies	3 years	Paper		<input type="checkbox"/>
FIN-08	Inventories	3 years if audited	Electronic /Paper		<input type="checkbox"/>
ADM-02	Litigation	5 years after case closed and appeals exhausted	Paper		<input type="checkbox"/>
FIN-09	SmartCare Billing Claim Reports	7 years	Electronic		<input type="checkbox"/>

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(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
QA-01	Needs Assessment	10 years	Paper		<input type="checkbox"/>
BRD-03	Oaths of Office for Board Members/documentation on individual appointments and terms served	20 years from appointment	Paper		<input type="checkbox"/>
QA-02	Outcome Information (non-client)	5 years	Electronic /Paper		<input type="checkbox"/>
HR-01	Personnel—Advertisements for Vacancies	2 years	Electronic /Paper		<input type="checkbox"/>
HR-02	Personnel—Employee Medical Files	6 years	Paper		<input type="checkbox"/>
HR-03	Personnel—Employee Payroll (maintained by County)	2 years after employee terminates, retirement, leave balances and service record maintained	Paper		<input type="checkbox"/>
FHR-01	Personnel—Employee Expense Records	5 years	Paper		<input type="checkbox"/>
HR-04	Personnel—Reference or Background Checks	6 years	Paper		<input type="checkbox"/>
FHR-02	Personnel—Health Insurance Plans	6 years	Paper		<input type="checkbox"/>
HR-05	Personnel—Leave Forms	Until no longer of value	Paper		<input type="checkbox"/>
HR-06 HR-07 HR-08 HR-09 HR-10	Personnel—Files <ul style="list-style-type: none"> • Application, Resume, Appointment letter • Job Description • Evaluations • Salary and Changes • Disciplinary Actions 	Permanent	Paper		<input type="checkbox"/>
FHR-03	Personnel—Payroll Records	5 years	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 LGRP	(6) RC-3 Required by LGRP
HR-11	Personnel—Resumes from Candidates Not hired	3 years	Paper		<input type="checkbox"/>
FHR-04	Personnel—Time records	5 years	Paper		<input type="checkbox"/>
HR-12	Personnel—Terminated Employee Data	5 years after termination	Paper		<input type="checkbox"/>
CLI-05	PHI Authorized Releases	6 years	Paper		<input type="checkbox"/>
ADM-03	Policies and Procedures	Retained until superseded or replaced	Electronic /Paper		<input type="checkbox"/>
ADM-04	Public Information Requests	3 years	Paper		<input type="checkbox"/>
QA-03	Quality Assurance—Quarterly, Periodic Reports	5 years	Paper		<input type="checkbox"/>
QA-04	Quality Assurance—Client Satisfaction	5 years	Paper		<input type="checkbox"/>
QA-05	Quality Assurance—Provider QI (Reports)	5 years	Paper		<input type="checkbox"/>
ADM-05	Record Requests	2 years	Paper		<input type="checkbox"/>
REP-04	Reports <ul style="list-style-type: none"> • Program/System • Funder Mandated • Certification Mandated 	10 years	Electronic /Paper		<input type="checkbox"/>
ACF-02	Residential Care Facility Licensure Applications	3 years	Paper		<input type="checkbox"/>
ADM-06	Request for Proposals/Requests for Information	6 years	Electronic /Paper		<input type="checkbox"/>
ADM-07	Service Directory	5 years	Paper		<input type="checkbox"/>
ADM-08	Staff Meeting Agendas/Minutes	2 years	Electronic /Paper		<input type="checkbox"/>
QA-06	Strategic or Community Plans (Board)	Permanent	Electronic /Paper		<input checked="" type="checkbox"/>

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QA-07	Surveys	10 years	Paper		<input type="checkbox"/>
FIN-10	Title XX Records	7 years	Electronic /Paper		<input type="checkbox"/>
FIN-11	Vouchers	7 years	Paper		<input type="checkbox"/>

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