



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

Jul 01 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: Local Government Unit

CITY OF ASHTABULA

HEALTH DEPARTMENT

(local government entity)

(unit)

CHRISTINE HILL, RN

HEALTH COMMISSIONER

(signature of responsible official)

(name)

(title)

(date)

Christine Hill *RN, HEALTH COMMISSIONER* *06/22/2020*

Section B: Records Commission

CITY OF ASHTABULA

Records Commission

(440) 992-7141

(telephone number)

4717 MAIN AVENUE

ASHTABULA

44004

ASHTABULA

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: CSheldon@ashtabulacity.com

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]
 Records Commission Chair Signature

06-30-2020

Date

Section C: Ohio History Connection - State Archives

Local Government Records Management 7/13/2020

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 (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

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
0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper		<input type="checkbox"/>
0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper		<input type="checkbox"/>
0000003	Executive Correspondence - This includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.:	2 Year(s) And no longer of an Administrative or Legal value.	Multi		<input type="checkbox"/>
0000004	General Correspondence - This includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).:	1 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.:	6 Month(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000006	Transient Documents - This includes text messages, telephone messages, telephone message books \ logs and other limited documents which serve to convey information of temporary importance in lieu of oral communication.:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000007	Unsolicited Correspondence:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000008	Copies - (Reading, Informational & Reference):	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000009	Drafts and Informal Notes:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000010	Bulletins, Posters and Notices:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Paper		<input type="checkbox"/>
0000011	Blank Forms:	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000013	Reference Publications & Directories:	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>

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(local government entity)

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0000014	Laws, Regulations & Rules (Local, County, State & Federal):	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000016	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy	Paper		<input type="checkbox"/>
0000017	Business Card \ Rotary & Rolodex Files:	Until obsolete or superseded, then destroy. No RC3 required.	Multi		<input type="checkbox"/>
0000018	Planning, Scheduling, Calendar & Training Information on : Display Boards, Erasable \ Dry- Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000019	Daily, Weekly, Monthly & Yearly Appointment Books \ Calendars\ Schedules \ Organizers\ Planners & Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000020	Facsimile Logs\ Cover Sheets\ Confirmation Notices\ Buffer Printouts:	Until no longer of an Administrative Value or Fiscal Value, then destroy	Paper		<input type="checkbox"/>
0000021	PC \ Computer System Backup Files:	Retain for 2 System Backup Cycles then Erase & Reuse Tapes, Disks or Cartridges.	Multi		<input type="checkbox"/>
0000022	PC \ Computer Systems \ Servers- Hard Drives, RAM, Disks, Diskettes, Tapes, Cartridges and similar electronic storage media:	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary.	Multi		<input type="checkbox"/>
0000023	Awards, Newspaper Articles, Photographs:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic:	Until no longer of an Administrative Value or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative:	Until no longer of Admin. or Fiscal Value	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of an Admin. Value.	Multi		<input type="checkbox"/>
0000027	General Administrative Files:	Until no longer of an Administrative or Legal Value	Multi		<input type="checkbox"/>
0000028	Professional Organizations & Association Files:	1 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0000029	News Releases:	2 Year(s)	Multi		<input type="checkbox"/>
0000030	Surveys, Survey Reports & Questionnaires:	5 Year(s) And no longer of an Administrative or Legal value.	Paper		<input type="checkbox"/>

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0000031	Equipment Operating & Maintenance Manuals:	Life of Equipment	Multi		<input type="checkbox"/>
0000032	Equipment Maintenance & Repair Records:	Life of Equipment	Multi		<input type="checkbox"/>
0000033	Annual Departmental Budget (Departmental Copy):	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000034	Annual Departmental Budget Preparation Documents & Workpapers:	3 Year(s) After final budget approved	Multi		<input type="checkbox"/>
0000035	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Departmental Copy):	3 Year(s) Provided Audited	Paper	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. 17.26 O.R.C.	<input type="checkbox"/>
0000036	Fixed Asset Form:	When Asset transferred or sold, Return this form to the Auditor's Office.	Paper		<input type="checkbox"/>
0000037	Voice Mail:	Erase when no longer of an administrative or legal value. No RC-3 required.	Multi		<input type="checkbox"/>
0000038	Board of Health Written Minutes of Meetings:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000039	Board of Health - Meeting Agendas \ Notices (Sc. 121.22 ORC):	5 Year(s)	Paper		<input checked="" type="checkbox"/>
0000040	Board of Health - Resolutions & Regulations:	Retain One Copy Permanently with Board Minutes	Paper		<input type="checkbox"/>
0000041	Board of Health - Written Summaries, Notes of Minutes & Recordings of Meetings:	Until official minutes prepared and approved.	Multi		<input type="checkbox"/>
0000042	Board of Health - Legal Notices:	15 Year(s)	Paper		<input type="checkbox"/>
0000043	Board of Health Monthly Report:	3 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000044	Board of Health Annual Report:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000045	Legal Opinions to the Board:	6 Year(s) Provided No Longer of Legal Value to the Board	Paper		<input type="checkbox"/>
0000046	Immunizations:	Until person is Deceased.	Paper		<input type="checkbox"/>
0000047	Bureau for Children for Medical Handicaps Records - Clinic:	Until person is Deceased.	Paper		<input type="checkbox"/>
0000048	Sexual Transmitted Diseases (STD) Case Reports \ Files \ Register \ Logs:	Until person is Deceased.	Paper		<input type="checkbox"/>

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0000049	STD Lab Reports:	5 Year(s)	Paper		<input type="checkbox"/>
0000050	STD Informant Report:	5 Year(s)	Paper		<input type="checkbox"/>
0000051	Water \ Clinical Chemistry Reports:	10 Year(s)	Paper		<input type="checkbox"/>
0000052	Microbiology Reports - Negative:	3 Year(s)	Paper		<input type="checkbox"/>
0000053	Microbiology Reports Postive \ Reactive:	Retain Permanently	Paper		<input type="checkbox"/>
0000054	Water Bacteriology Laboratory Report:	5 Year(s)	Paper		<input type="checkbox"/>
0000055	All Nursing Records:	Until No Longer of an Administrative or Legal Value.	Paper		<input type="checkbox"/>
0000056	Chronic Disease \ NCI- CCSP\CCSD - Records\ Reports\ Forms\ Histories:	5 Year(s) After Last Care Given Patient	Paper		<input type="checkbox"/>
0000057	Report of Diagnosis ODHIOS9:	Until person is Deceased.	Paper		<input type="checkbox"/>
0000058	Enrollment Application - ODHRFI:	Until person is Deceased.	Paper		<input type="checkbox"/>
0000059	Immunization Releases:	2 Year(s)	Paper		<input type="checkbox"/>
0000060	Epidemiologic Investigations:	5 Year(s) After case closed	Paper		<input type="checkbox"/>
0000061	Nuisance Investigation Reports & Summaries:	5 Year(s) After case closed	Paper		<input type="checkbox"/>
0000062	Animal Bite Notices \ Logs \ Reports:	3 Year(s) After case closed	Paper		<input type="checkbox"/>
0000063	Tattooing Parlor Files:	Life of Business	Paper		<input type="checkbox"/>
0000064	Health Concern Program Files:	6 Year(s)	Paper		<input type="checkbox"/>
0000065	Daily Complaint Log - Nuisance \ Animal Bite:	2 Year(s)	Paper		<input type="checkbox"/>
0000066	Recreation: Camps, Vehicles, Parks & Mobile Home \ House Trailer Parks- Inspection Forms \ Inspection Records:	5 Year(s)	Paper		<input type="checkbox"/>

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(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
0000067	All Certifications & Applications for Licenses \ Permits:	3 Year(s) Provided City Audited and Audit is released per Sec.117.26 ORC	Paper		<input type="checkbox"/>
0000068	Communicable Disease Reports:	5 Year(s)	Paper		<input type="checkbox"/>
0000069	Tuberculin Cards - Postive Reaction:	Until person is Deceased.	Paper		<input type="checkbox"/>
0000070	Tuberculin Cards - Negative Reaction:	3 Year(s)	Paper		<input type="checkbox"/>
0000071	All Inspection Forms \ Reports \ Cards & Summary Cards:	5 Year(s) And no longer of an Administrative or Legal value.	Paper		<input type="checkbox"/>
0000072	Enviromental Health Orders:	1 Year(s) After compliance	Paper		<input type="checkbox"/>
0000073	Enviromental Health - Blueprints, Drawings,Plans & Sketches:	As long as Structure \ Project \ Facility in Existence then Destroy.	Paper		<input type="checkbox"/>
0000074	Food Handler's Permit:	Maintain Current Record Only.Destroy when replaced.	Paper		<input type="checkbox"/>
0000075	Swimming Pool Data Sheet:	5 Year(s)	Paper		<input type="checkbox"/>
0000076	Swimming Pool & Spa Operation Reports:	1 Year(s)	Paper		<input type="checkbox"/>
0000077	Swimming Pool & Spa Sanitation Records:	5 Year(s) After closed & business operations discontinued	Paper		<input type="checkbox"/>
0000078	Food Service Operation Plans:	1 Year(s) After closed & business operations discontinued	Paper		<input type="checkbox"/>
0000079	Food Service Operation Plan - Check List:	After closed & business operations discontinued	Paper		<input type="checkbox"/>
0000080	Food Services Operation Plan Approvals & Notifications:	1 Year(s) After closed & business operations discontinued	Paper		<input type="checkbox"/>
0000081	Water Supply Sample Records:	5 Year(s) And no longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000082	Foodborne Illness Investigation Reports \ Records \ Results:	5 Year(s) And no longer of an Administrative or Legal value.	Paper		<input type="checkbox"/>
0000083	Cash Register Receipts:	2 Year(s) Provided Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000084	Receipts \ Receipt Books:	3 Year(s)	Paper		<input type="checkbox"/>
0000085	Birth Certificates & Amended Certificates \ Affidavits (Corrections):	Retain Permanently	Paper		<input checked="" type="checkbox"/>

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0000086	Death Certificates & Amended Certificates \ Affidavits (Corrections):	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000087	Stillborn Certificates:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000088	Burial Permits:	5 Year(s)	Paper		<input type="checkbox"/>
0000089	Applications for Birth, Death & Stillborn Certificates:	3 Year(s) Provided Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000090	Cash Journal:	6 Year(s)	Paper		<input type="checkbox"/>
0000091	State Subsidy Files (Applications \ Receipts \ Check Stubs):	6 Year(s)	Paper		<input type="checkbox"/>
0000092	Agreements & Contracts:	15 Year(s) After expiration	Paper		<input type="checkbox"/>
0000093	Vital Statistics Reports:	25 Year(s)	Paper		<input checked="" type="checkbox"/>
0000094	Client Files:	Until person is Deceased.	Multi		<input type="checkbox"/>
0000095	Electronic Mail (E- Mail) & Attachments:	Within 30 days print to paper or save to electronic folder email which has admin., fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will- no RC-3 required.	Multi		<input type="checkbox"/>
0000096	Professional Magazines & Publications:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Paper		<input type="checkbox"/>
1000097	Bakup Data Required by Change of Personnel:	3 Year(s) Backup data created by reason of change of personnel (i.e. existing computer used by new employee) will be retained by dept. head for 3 yrs unless data is separately reviewd and retained or disposed of in accordance with retention schedules.	Multi		<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