



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

FEBRUARY 15 2024

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 Recovery Board Serving Warren and Clinton Counties

(Local Government Entity)

(Unit)


 (Signature of Responsible Official)

Shelby Murphy

Office Manager/Records Manager

2/15/24

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Mental Health Recovery Board Serving Warren and Clinton Counties

513-695-1695

Records Commission

(Telephone Number)

201 Reading Road

Mason

45040

Warren

(Address)

(City)

(Zip Code)

(County)

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


 Records Commission Chair Signature

Date

2/14/24

Section C: Ohio History Connection - State Archives

Government Records Archivist

2/21/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

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.***Mental Health Recovery Board Serving Warren and Clinton Counties**

(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
A-1	Accident Reports/Files - Major Unusual Incidents	6 years, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>
A-2	Agendas	2 years.	Paper and/or Electronic		<input type="checkbox"/>
A-3	Annual Report	5 years.	Paper and/or Electronic		<input type="checkbox"/>
A-4	Board Applications (appointed)	2 years after resignation or term ending.	Paper and/or Electronic		<input type="checkbox"/>
A-5	Board Applications (non-appointed)	1 year.	Paper and/or Electronic		<input type="checkbox"/>
A-6	Building Use Applications	1 year.	Paper and/or Electronic		<input type="checkbox"/>
A-7	Bulletins, Posters, Notices to Employees	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
A-8	Claims and Litigation Records	5 years after case is closed and appeals are exhausted.	Paper and/or Electronic		<input type="checkbox"/>
A-9	Community Plan	6 years.	Paper and/or Electronic		<input type="checkbox"/>
A-10	Compliance Reports (OhioMHAS)	6 years.	Paper and/or Electronic		<input type="checkbox"/>
A-11	Contracts (Including MOUs, and Signed Agreements)	8 years after expiration.	Paper and/or Electronic		<input type="checkbox"/>
A-12	Correspondence (Transient) (ie. correspondence including faxes, email, drafts, requests for routine information, and text messages) Communication which conveys information of temporary importance in lieu of oral communication.	Until no longer of administrative, fiscal, or legal value.	Paper and/or Electronic		<input type="checkbox"/>
A-13	Leases (Equipment)	2 years after expiration of lease, provided audited.	Paper and/or 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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Mental Health Recovery Board Serving Warren and Clinton Counties**

(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
A-14	Leases (Real Estate)	8 years after expiration of lease.	Paper and/or Electronic		<input type="checkbox"/>
A-15	Mailing Lists	Until updated, superseded, or obsolete.	Paper and/or Electronic		<input type="checkbox"/>
A-16	Manuals, Handbooks (Policies and Procedures)	Until updated, superseded, or obsolete.	Paper and/or Electronic		<input type="checkbox"/>
A-17	Meeting Notices	3 years, provided audited.	Paper and/or Electronic		<input type="checkbox"/>
A-18	Minutes of Board Meetings (Drafts/Notes)	Until official minutes are approved.	Paper and/or Electronic		<input type="checkbox"/>
A-19	Minutes of Board Meetings (Official Copy)	Permanent.	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-20	Minutes of Board Sub-Committee Meetings	6 years.	Paper and/or Electronic		<input type="checkbox"/>
A-21	Minutes of Internal Administrative Meetings	3 years.	Paper and/or Electronic		<input type="checkbox"/>
A-22	Press/News Releases	1 year.	Paper and/or Electronic		<input type="checkbox"/>
A-23	Public Records Request Form	2 years.	Paper and/or Electronic		<input type="checkbox"/>
A-24	Publication Stock	Until superseded.	Paper and/or Electronic		<input type="checkbox"/>
A-25	Publications (created by MHRB)	Until superseded.	Paper and/or Electronic		<input type="checkbox"/>
A-26	Records Retention & Disposition Documents (official signed copy)	Until superseded.	Paper and/or Electronic		<input type="checkbox"/>
A-27	Telephone Messages	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Mental Health Recovery Board Serving Warren and Clinton Counties**

(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
A-28	Quality Improvement, Satisfaction Surveys and Outcome Information submitted by providers	5 years	Paper and/or Electronic		<input type="checkbox"/>
A-29	Board Meeting Monthly Packet	6 years	Paper and/or Electronic		<input type="checkbox"/>
A-30	Client Grievances	5 years from date of resolution	Paper and/or Electronic		<input type="checkbox"/>
A-31	Residential Service Authorization	7 years	Paper and/or Electronic		<input type="checkbox"/>
A-32	Insurance Binders	Until superseded, provided audited	Paper and/or Electronic		<input type="checkbox"/>
A-33	Ohio Bureau of Workers Compensation Collaborative Client Records	6 years.	Paper and/or Electronic		<input type="checkbox"/>
A-34	Pre-Contracting Questionnaires	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
A-35	HIPAA BAAs	8 years.	Paper and/or Electronic		<input type="checkbox"/>
A-36	Records Derived from any Council, Board or Committee with Board Staff Serving in an Official Capacity	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
F-1	Accounts Receivable Ledger & Documents	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-2	Leave Sheets (Reports Vacation, Sick, Compensatory, and Personal time) Located in personnel file.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
F-3	Appropriation Adjustments (MHRB copy, orig. held by Auditor)	3 years, provided audited.	Paper and/or Electronic		<input type="checkbox"/>
F-4	Audit Reports (MHRB)	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-5	Audit Reports (Providers)	7 years.	Paper and/or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Mental Health Recovery Board Serving Warren and Clinton Counties**

(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
F-6	Authorizations for Initial and Continued Hospital Stay	2 Years.	Paper and/or Electronic		<input type="checkbox"/>
F-7	Bank Deposit Receipts	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-8	Budget - Annual	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-9	Cash Books and Cash Journals	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-10	Expense Records (MHRB copy, original held by Auditor)	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-11	Federal and/or State Grant Files, Supporting Financial Records and Documents	5 years, provided audited.	Paper and/or Electronic		<input type="checkbox"/>
F-12	Financial Eligibility Forms	1 year.	Paper and/or Electronic		<input type="checkbox"/>
F-13	Inventory - Equipment	Permanent unless superseded.	Paper and/or Electronic		<input type="checkbox"/>
F-14	Leave Requests (Sick and Vacation)	3 years	Paper and/or Electronic		<input type="checkbox"/>
F-15	Monthly Expenditures Report (MHRB copy; orig. held by Auditor)	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-16	Pay-Ins to Treasury Records	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-17	Payroll Maintenance Forms	Permanent, effective January 1, 1998.	Paper and/or Electronic		<input type="checkbox"/>
F-18	Payroll Vouchers (MHRB copy, orig. held by Auditor)	7 years.	Paper and/or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Mental Health Recovery Board Serving Warren and Clinton Counties**

(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
F-19	Purchase Orders (MHRB copy, orig. held by Auditor)	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-20	Then and Now Records (MHRB copy, orig. held by Auditor)	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-21	Time Sheets	3 years	Paper and/or Electronic		<input type="checkbox"/>
F-22	Travel Expense Reports	7 years.	Paper and/or Electronic		<input type="checkbox"/>
F-23	Unemployment Report (MHRB copy, orig. held by Auditor)	7 years.	Paper and/or Electronic		<input type="checkbox"/>
P-1	Accident Reports/Files (Employee Injury Reports)	6 years, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>
P-2	Affirmative Action Plan	Until superseded.	Paper and/or Electronic		<input type="checkbox"/>
P-3	Application for Employment (Unsuccessful/Not Hired)	1 year provided Affirmative Action Plan is completed.	Paper and/or Electronic		<input type="checkbox"/>
P-4	Continuing Education Certification/Class/Seminar/Training Attendance Records	1 year provided Affirmative Action Plan is completed.	Paper and/or Electronic		<input type="checkbox"/>
P-5	FMLA Documentation	3 years after leave ends.	Paper and/or Electronic		<input type="checkbox"/>
P-6	I-9 Forms and additional verification information	The later of 3 years from date of hire or one year after termination.	Paper and/or Electronic		<input type="checkbox"/>
P-7	Job Descriptions	Until superseded or abolished.	Paper and/or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Mental Health Recovery Board Serving Warren and Clinton Counties**

(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
P-8	Personnel Files	Permanent.	Paper and/or Electronic		<input type="checkbox"/>
P-9	Records or Charges of Discrimination and any personnel records relevant to a pending charge.	6 years, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>
P-10	Resumes (solicited)	1 year for non- hires. Permanent for hires.	Paper and/or Electronic		<input type="checkbox"/>
P-11	Table of Organization/ Organizational Charts	Until superseded.	Paper and/or Electronic		<input type="checkbox"/>