



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

FEB 13 2019

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

Madison Public Library

(Local Government Entity)

(Unit)

Sh R Goostre

Shawnar Boostree Fiscal Officer 2/13/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Madison Public Library

Records Commission

440-428-2189

(Telephone Number)

1111 Middle Ridge Rd

Madison

44057

Lake

(Address)

(City)

(Zip Code)

(County)

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

Finance @ madison-library.info

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.

Sh R Goostre

2/13/2019

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amadea Rinaldi

Local Government Records Archivist

2/26/19

Signature

Title

Date

Section D: Auditor of State

Morton E. Mueller

Records Manager

3-11-19

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

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
ACCT1-5	Accounting Records	5 Years Provided Audited	Paper	
<i>These records include all invoices, cancelled checks, check stubs, check registers, and reports not listed separately including but not limited to: Schedule A, Estimated Resources Worksheets, Certificate of Total Amounts Certification from the County Auditor, Settlement Statements from the County Auditor</i>				
ACCT1-5E	Accounting Records	5 Years Provided Audited	Electronic	
<i>These records include all invoices, cancelled checks, check stubs, check registers, and reports not listed separately including but not limited to: Schedule A, Estimated Resources Worksheets, Certificate of Total Amounts Certification from the County Auditor, Settlement Statements from the County Auditor</i>				
ACCT2-5	Appropriation Ledgers	5 Years, Provided Audited	Paper	
<i>This record shows budgeted appropriations and actual expenditures by appropriation account</i>				
ACCT2-5E	Appropriation Ledgers	5 Years, Provided Audited	Electronic	
<i>This record shows budgeted appropriations and actual expenditures by appropriation account</i>				
ACCT3-5	Check Registers	5 Years	Paper	
<i>This record shows a listing of all checks written and includes check number, date, amount, and payee</i>				
ACCT3-5E	Check Registers	5 Years	Electronic	
<i>This record shows a listing of all checks written and includes check number, date, amount, and payee</i>				
ACCT4-5	Bank Deposit Receipts	Until Audited	Paper	
<i>These records serve as proof of deposit at a financial institution and includes patron credit card receipts</i>				
ACCT5-5	Bank Statements	5 Years Provided Audited	Paper	
<i>These records are provided by financial institutions on a monthly basis and document all activity in the Library's bank accounts</i>				
ACCT6-5	Checks	5 Years Provided Audited	Paper	
<i>Cancelled checks and check stubs, these provide proof of payments made.</i>				
ACCT6-5E	Checks	5 Years Provided Audited	Electronic	
<i>Cancelled checks and check stubs, these provide proof of payments made.</i>				
ACCT7-5	Depository Agreements & Related Collateral	5 Years after contract expired, provided audited	Paper	
<i>These records document an agreement with a financial institution to serve as a depository for public funds.</i>				
ACCT8-5	Investments-Statements	5 Years Provided Audited	Paper	
<i>These records are provided by investment institutions that document all activity in the Library's investment accounts</i>				
ACCT9-5	Purchase Orders/Requisitions	5 Years Provided Audited	Paper	

<i>These records document that a purchase is authorized by administration and that funds are available to make the purchase.</i>			
ACCT10-5	Petty Cash Records	5 Years Provided Audited	Paper
<i>These records document expenditures out of the petty cash fund.</i>			
ACCT11-10	Budgets-Annual	5 Years Provided Audited	Paper
<i>This record forecasts revenues and allocates expenditures for the next fiscal year.</i>			
ACCT12-5	Budget & Fiscal Worksheets	5 Years, Provided Audited	Paper
<i>The annual budget with expanded account lists used in preparing the budget.</i>			
ACCT13-11	Cash Journals	5 Years Provided Audited	Paper
<i>These records provide a chronological listing of each days fines, materials, taxes, PLF, Interest, and any other money collected and deposited.</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.

ACCT14-5	Amended Official Certificates	5 Years Provided Audited	Paper	
	<i>This record documents year end fund balances and the amounts of resources available for expenditure and are provided by the County Auditor</i>			
ACCT15-1	Annual Tax Budget	5 Years Provided Audited	Paper	
	<i>This document is provided to show the expected revenues for the next year it is incorporated into Board Meeting Minutes as a resolution</i>			
ACCT15-1E	Annual Tax Budget	5 Years Provided Audited	Electronic	
	<i>This document is provided to show the expected revenues for the next year it is incorporated into Board Meeting Minutes as a resolution</i>			
AFR-P	Annual Financial report to the Auditor of State	Permanent	Paper	✓
	<i>These records document the Library's financial condition and are submitted annually to the Auditor of State</i>			
AUDIT	AUDIT REPORTS	5 Years	Paper	
	<i>This report is provided by the State Auditors after an audit has been completed</i>			
AUDIT-E	AUDIT REPORTS	5 Years	Electronic	
	<i>This report is provided by the State Auditors after an audit has been completed</i>			
BID1-15	Bids-Successful	15 Years after letting go of contract	Paper	
	<i>Formal bid packets submitted in response to request by the library. Successful bids are those accepted by the Board of Trustees</i>			
BID2-3	Bids-Unsuccessful	3 Years after not accepting	Paper	
	<i>Formal bid packets submitted in response to a request by the Library. Unsuccessful bids are those not accepted by the Board of Trustees</i>			
BMM1-P	Board Meeting Minutes	Permanent	Paper	✓
	<i>This records document the proceedings at Library Board meetings including all formal action taken by the Board of Trustees</i>			
BMM1-PE	Board Meeting Minutes	Permanent	Electronic	✓
	<i>This records document the proceedings at Library Board meetings including all formal action taken by the Board of Trustees</i>			
BMM2-P	Board of Trustee Appointments	Permanent	Paper	✓
	<i>These records are a log of current and past trustees</i>			
BMM3-U	Board Policies	Until Superseded	Paper	
	<i>This record contains Library policies which have been formally adopted by the Board of Trustees</i>			
BMM4-5	Budgets-Annual Resolution	5 years-incorporated into minutes	Paper	
	<i>The board resolution which approves the Annual Budget</i>			
BMM5-0	Board Meeting Minutes Notes	Until Copied into Typed Minutes	Paper	
	<i>This records document the proceedings at Library Board meetings including all formal action taken by the Board of Trustees until typed.</i>			
BM-1	Board Meeting Notices	Until No Longer of Administrative Value	Paper	
	<i>Notices posted for public to notify them of upcoming trustee meetings</i>			
BM-1E	Board Meeting Notices	5 Years	Electronic	
	<i>Notices which are emailed to Newspapers to notify them of upcoming trustee meetings</i>			
CON1-15	Contracts & Agreements	5 Years after Expiration	Paper	

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<i>These records document an agreement between the Library and a third party such as vendors, program performers, or others.</i>				
CON2-2	Lease Agreements-Equipment	2 Years after Expiration	Paper	
<i>These records document any leases of equipment.</i>				
CON2-3	Repair Logs Reports from Contractors	2 Years from Date of Repair	Paper	
<i>Records vendors and contractors send showing repairs or work which has been done on items within the library. Records showing sign-ins and outs and times of vendors on premises</i>				
CON2-3	Repair Logs Reports from Contractors	2 Years from Date of Repair	Electronic	
<i>Records vendors and contractors send showing repairs or work which has been done on items within the library</i>				
COR-0	Correspondence-administrative,drafts,letters,internal,memos	Until no longer of administrative value	Paper	
<i>These records document correspondence which does not relate to a specific project or part of another record series.</i>				
COR-0	Correspondence-administrative,drafts,letters,internal,memos	Until no longer of administrative value	Electronic	
<i>These records document correspondence which does not relate to a specific project or part of another record series.</i>				
CS1-0	Software & Licenses	Until upgraded or obsolete	Paper	
<i>Software used on computers within the library and the licenses purchased to use them.</i>				
CS1-0	Software & Licenses	Until upgraded or obsolete	Electronic	
<i>Software used on computers within the library and the licenses purchased to use them.</i>				
DON1-3	Donation Records-cash/non-cash	3 Years	Paper	
<i>These records document donations of money or property and may include donor contact information, donation acknowledgement letter, date and amount of donation, and purpose of donation if specified.</i>				
EMP1-P	Payroll Reports	Permanent	Paper	
<i>These records document the gross pay and withholdings for each employee by pay period.</i>				
EMP2-P	Time Sheets	Permanent	Paper	
<i>Record of Employees hours worked by date and time</i>				
EMP3-1	Employment Applications (Not Hired)	1 Year from when received	Electronic	
<i>These records are applications that were submitted online but did not result in employment</i>				
EMP4-1	Employment Applications (Not Hired)	1 Year from when received	Paper	
<i>These records are applications that were submitted online but did not result in employment</i>				
EMP5-0	Employee Withholding Requests (W4)	Until superseded or termination	Paper	
<i>These records consist of signed federal,state, and local tax withholding forms. They may also include forms authorizing deductions for charitable donations or private savings plans.</i>				
EMP6-6	Employer Tax Withholding Reports	5 Years Provided Audited	Paper	
<i>These records document that payroll withholdings have been reported and remitted to the appropriate federal,state, or local taxing authority</i>				
EMP7-6	Employment Reports (Quarterly JFS Report)	75 Years	Paper	
<i>These are the quarterly reports submitted to Ohio Department of Jobs and Family Services</i>				

EMP8-0	Bulletin, Posters, & Notices to Employees	Until now longer of Administrative Value	Paper	
	<i>These documents are for employees to notify them of information and includes Department of Labor Posters and other types of notices.</i>			
EMP9-3	Form I-9	ears after hire or 1 year after termination, whichever is la	Paper	
	<i>These records are Federal I-9 forms which document verification by employers of identity and immigration status.</i>			
EMP10-0	Position Descriptions	Until Superseded	Paper	
	<i>These documents describe positions within the library.</i>			
EMP11-75	OPERS RETIREMENT REPORTS	75 YEARS	Paper	
	<i>These records are used to calculate and document library payments to the Ohio Public Employee Retirement System</i>			
EMP12-2	Staff Meeting Minutes	2 Years	Electronic	
	<i>These records document items discussed at Staff Meetings</i>			
EMP13-4	Unemployment Compensation Claims	4 Years Provided Audited	Paper	
	<i>These records include correspondence from the Ohio Department of Job & Family Services regarding unemployment claims and charges assessed</i>			
EMP14-2	Employee Personnel Files	traneous records. Retain retirement waivers, service req	Paper	
	<i>These records include hire letters, job descriptions, employment application, emergency contact forms, change in status or compensation, performance reviews, continuing education and seminar attendance, certifications for professional staff, employee benefits information, and other human resource related transactions</i>			
EMP14-3	Employee Desk /Appointment Calendar	Until no longer of Administrative Value	Paper	
	<i>Calendars employees use to schedule appointments and reminders</i>			
EMP14-3	Employee Desk /Appointment Calendar	Until no longer of Administrative Value	Electronic	
	<i>Calendars employees use to schedule appointments and reminders</i>			
EMP14-4	Employees Proof of Automotive Insurance	Until Superseded or until Employment is reminated	Paper	
	<i>Employees Declarations page or Insurance card which proves they have car insurance-required for employees who get paid mileage only.</i>			
ERATE1-1	Erate Paperwork	10 Years from last date covered	Paper	
	<i>All paperwork in the Erate application process.</i>			
ERATE2-1	Erate Paperwork	10 Years from last date covered	Electronic	
	<i>All email related to the Erate application process.</i>			
GRANT1-5	Grant Files	5 Years provided audited	Paper	
	<i>These are files related to grants which the library receives and may include applications and related documents</i>			
INS1-2	Insurance Policies	25 Years after Expiration, provided all claims settled	Paper	
	<i>These records document all insurance policies that the library as purchased or any claims against those policies. Such policies may cover library property, general liability, and directors' and officers' liability</i>			
INV1-4	Fixed Asset Inventories	4 Years Provided Superseded & Audited	Paper	
	<i>These are listings of current assets which the library owns usually items above the price of \$300.00</i>			
INV1-4E	Fixed Asset Inventories	4 Years Provided Superseded & Audited	Electronic	

<i>These are listings of current assets which the library owns usually items above the price of \$300.00</i>				
INV2	Warranties on Inventory items and Building Items	1 Year from the Expiration of Warranty	Paper	
<i>Warranty paperwork on items purchased by the library.</i>				
INV2E	Warranties on Inventory Items and Building Items	1 Year from the Expiration of Warranty	Electronic	
<i>Warranty paperwork on items purchased by the library.</i>				
LEG1-P	Formal Legal Opinions	Permanent	Electronic	✓
<i>Opinions on library-related legal matters provided by the County Prosecutor or other attorneys</i>				
LEG1-P	Formal Legal Opinions	Permanent	Paper	✓
<i>Opinions on library-related legal matters provided by the County Prosecutor or other attorneys</i>				
LEG2-5	Claims and Litigation Records	5 Years after case closed and appeals exhausted	Paper	
<i>Documentation related to lawsuits and other legal action or proceedings.</i>				
LEG3-P	Trust Agreements	Permanent	Paper	
<i>Wills and other legal documents defining a Trust for assets given to the Library or providing a return to the Library</i>				
News-1-1	Newsletters	Current Year	Paper	
<i>Dear Friends Quarterly Newsletter and Monthly In House Newsletter</i>				
News-1-1	Newsletters	Current Year	Electronic	
<i>Dear Friends Quarterly Newsletter and Monthly In House Newsletter</i>				
PATRON1-0	Ill Records	No longer of Administrative Value	Paper	
<i>These records pertain to requests from patrons to receive materials from other libraries.</i>				
PATRON2-0	Library Card Applications	No longer of Administrative Value	Paper	
<i>These records pertain to patrons applications for a library card.</i>				
PATRON3-3	Patron Information	3 Years after last Activity	Electronic	
<i>Patron information connected with their library card such as address, telephone number, current checkouts, email address, etc.</i>				
PATRON4-3	Patron Information	Disposed of as soon as information is entered electronically	Paper	
<i>Patron information connected with their library card such as address, telephone number, current checkouts, email address, etc.</i>				
PATRON5-2	Material Reconsideration	2 Years	Paper	
<i>These records document a patrons request to remove items from the library's shelves.</i>				
PATRON6-2	Incident Reports	2 Years or Until situation is resolved	Paper	
<i>Staff generated reports regarding unusual interactions with patrons, accidents, illness or problem behavior by Library patrons.</i>				
PATRON7-2	Incident Reports	2 Years or Until situation is resolved	Electronic	
<i>Staff generated reports regarding unusual interactions with patrons, accidents, illness or problem behavior by Library patrons.</i>				
PATRON8-1	Meeting Room Applications	No longer of Administrative Value	Paper	
<i>These documents are requests submitted by the public to use our meeting rooms.</i>				

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PATRON9-1	Meeting Room Applications	No longer of Administrative Value	Electronic	
	<i>These documents are requests submitted by the public to use our meeting rooms.</i>			
PATRON10-0	Circulation Records	Until no longer of Administrative Value	Paper	
	<i>Records of patrons checkouts and bills</i>			
PATRON11-0	Circulation Records	Until no longer of Administrative Value	Electronic	
	<i>Records of patrons checkouts and bills</i>			
PATRON12-2	Collection Agency Reports	2 Years after Payment or Settlement	Paper	
	<i>Reports on Patrons material or fine collections and statuses of payment.</i>			
PROP-P	Deeds	Permanent	Paper	✓
	<i>These records show ownership of property</i>			
PASS-1	Passport Transmittals	2 Years	Paper	
RR1-2	Records Requests	2 Years	Paper	
	<i>Public Records Request under Sunshine Law</i>			
RR2-P	Records Commission Files	Permanent	Paper	
	<i>Approved Record Retention Schedules</i>			
Sec-1	Security Log from Security Company	1 Year	Paper	
	<i>This report is sent from the security company recording staff and vendors entering and leaving the building.</i>			
Sec-2	Security Log from Security Company	1 Year	Electronic	
	<i>This report is sent from the security company recording staff and vendors entering and leaving the building received through email</i>			
Sec-3	Video Recording from Inside Building	Automatically Delete after 6 Days	Electronic	
	<i>Video Recording of specific areas inside the library.</i>			
Sec-3	Video Recording from Inside Building which have been kept due to known issues	Until All Issues have been Settled	Electronic	
	<i>Video Recording of specific areas inside the library which have been downloaded or saved do to a known incident within the library</i>			
SLR-P	Annual Report to the State Library	Permanent	Paper	✓
	<i>This record is a statistical report submitted annually to the State Library that provides data about the Library such as size, hours of operation, circulation, and budgetary information</i>			
STATS1-5	Library Statistics-Monthly Reports	5 Years	Paper	
	<i>Record of circulation, programming, and other library services statistics.</i>			
STATS1-5E	Library Statistics-Monthly Reports	5 Years	Electronic	
	<i>Record of circulation, programming, and other library services statistics.</i>			
STATS1-5	Library Statistics Worksheets	Until no longer of Administrative Value	Paper	

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<i>Worksheets created while gathering statistics from the prior month. Information from these are used to create the Monthly Library Statistics Report and not needed once adde.</i>			
STATS1-5E	Library Statistics Worksheets	Until no longer of Administrative Value	Electronic
<i>Worksheets created while gathering statistics from the prior month. Information from these are used to create the Monthly Library Statistics Report and not needed once adde.</i>			
TAX-1	1099's & 1096's	5 Years from Dates Covered	Paper
<i>Forms sent to contractors and the IRS for services showing taxable income the contractor has earned from the library.</i>			

TCOR1-0	Transitory Correspondence	Until no longer of Administrative Value	Electronic	
<i>May include post-it-notes, drafts, and other limited documents which serve to convey information of temporary importance.</i>				
TCOR2-0	Transitory Correspondence	Until no longer of Administrative Value	Paper	
<i>May include post-it-notes, drafts, and other limited documents which serve to convey information of temporary importance.</i>				
TRDC1-0	Transient Documents	Until no longer of Administrative Value	Paper	
<i>May include post-it-notes, drafts, and other limited documents which serve to convey information of temporary importance.</i>				
TRDC2-0	Transient Documents	Until no longer of Administrative Value	Electronic	
<i>May include post-it-notes, drafts, and other limited documents which serve to convey information of temporary importance.</i>				
QUOTE1-5	Quotes for Goods and Services	Until No Longer of Administrative Value	Paper	
<i>Quotes for Goods and Services from Vendors</i>				
QUOTE1-5	Quotes for Goods and Services	Until No Longer of Administrative Value	Electronic	
<i>Quotes for Goods and Services from Vendors</i>				
REC1-5	Receipt Books	2 Years	Paper	
<i>Records of receipts provided for patrons when paying for materials which are lost or damaged.</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.