

COSHOCTON COUNTY AUDITOR'S OFFICE RECORD RETENTION
AS OF SEPTEMBER 4, 2008

Schedule#	Description	Retention (provided audit has been conducted)	Approval Date
87 002	Adders/Remitters	5 years	Dec 1987 *
87 003	Animal Claims	till audit	Dec 1987 *
87 049	Annual Inventories (County property)	3 years	Dec 1987 *
05 001	Application for 2 1/2% Tax Reduction on Home	till audit	Jan 2005
08-001	Application for CAUV	6 years	July 2008
87 008	Appropr ledger (Exp reports)	5 years	Dec 1987 *
87 010	Appropr resolutions	till audit	Dec 1987 *
87 032	Auditor's record of fees	till audit	Dec 1987 *
87 015	Bills filed docket (invoice transfer & batch posting)	till audit	Dec 1987 *
08-007	Blank Forms	Retain til no longer of admin value then destroy no RC-3	Jan 2009
08-006	Bulletins, announcements, posters, gen notices, displays	Retain til no longer of admin value then destroy no RC-3	Jan 2009
87 048	Cancelled checks (warrants)	3 years	Dec 1987 *
08-004	Cancelled forestry certifications	2 years	July 2008
87 012	Cigarette Licence Applications	1 year	Dec 1987 *
87 021	Court warrants issued	till audit	Dec 1987 *
08-008	Delinquent land tax certificates	2 years	Jan 2009
87 014	Depository reports	till audit	Dec 1987 *
87 004	Destruction forms	6 years	Dec 1987 *
87 016	Dog & Kennel applications	till audit * ORC 955.07 states 2 years after audit	Dec 1987 *
87 011	Election charge backs	5 years	Dec 1987 *
08-002	Electronic Mail Messages	By approved retention schedule based on content	July 2008
	Electronic Mail Messages - non record material	Delete at will	
	Electronic Mail Messages of Permanent/Archival Record	Delete when transferred to paper or microfilm	
87 047	Employment applications	1 year	Dec 1987 *
87 017	Estate tax records	5 years after last entry	Dec 1987 *
87 005	Exempt applications	6 years	Dec 1987 *
87 018	Exempt Personal property lists	2 years	Dec 1987 *
05 003	Expense Audit Trail	10 years	Nov 2005
87 020	Homestead Applications	till property sold or person deceased	Dec 1987 *
87 001	House Trailer Tax Abstracts	5 years	Dec 1987 *
87 006	Inheritance Tax Appraisals (Paid)	1 year	Dec 1987 *
08-005	Interoffice communications (post its, drafts, notes, agendas)	Retain til no longer of admin value then destroy no RC-3	Jan 2009
87 022	Journal of pmts & disb from treasury	till audit	Dec 1987 *
87 023	Journal of warrants issued (check registers)	till audit	Dec 1987 *
87 024	Junkyard license registers	till audit	Dec 1987 *
01 002	Lodging Tax Distribution	5 years	May 2001
87 026	Malt licenses (Brewer's Wort)	1 year	Dec 1987 *
87 028	Monthly accounting reports (audit trails)	till audit	Dec 1987 *
87 027	Monthly financial statements (Cash positions)	till audit	Dec 1987 *
87 007	New building appraisals	6 years	Dec 1987 *
08-003	Office correspondence	2 years	July 2008
87 029	Ohio Resident Investor's cards	5 years	Dec 1987 *
96 01	Payroll registers & worksheets by pay period	5 years	Dec 1996
01 001	Personal Property extensions (Form 993B)	5 years	May 2001
87 030	Personal Property returns (DTE Form 920)	5 years	Dec 1987 *
05 004	Posting Reports	till audit	Nov 2005
87 013	Prosecutor's list	2 years	Dec 1987 *
87 050	Purchase Orders	3 years	Dec 1987 *
87 031	Reappraisements (appraisal cards, etc)	7 years	Dec 1987 *
87 051	Receipt Books (payin books)	till audit	Dec 1987 *
87 009	Receipt ledger (Rev reports)	5 years	Dec 1987 *
87 052	Records of receipts & expenditures (detail activity)	10 years	Dec 1987 *
87 033	Relief orders (General relief check registers)	till audit	Dec 1987 *
05 002	Revenue Audit Trail	10 years	Nov 2005
87 034	Safe Deposit Inventories (Estate Tax Form 15A)	1 year	Dec 1987 *

COSHOCOTON COUNTY AUDITOR'S OFFICE RECORD RETENTION
AS OF SEPTEMBER 4, 2008

87 036	Settlements (all kinds)	10 years	Dec 1987 *
87 035	Settlements (school)	10 years	Dec 1987 *
87 037	Soldier's relief grants	2 years	Dec 1987 *
87 038	Special Assessment records (paid)	5 years	Dec 1987 *
87 039	Tax Lists - Classified	2 years	Dec 1987 *
87 040	Tax Lists - Delq	2 years	Dec 1987 *
87 041	Tax Lists - Delq personal	2 years	Dec 1987 *
87 042	Tax Lists - Personal	2 years	Dec 1987 *
87 053	Time sheets	3 years	Dec 1987 *
90 001	Transfer slips (Conveyance fee forms)	3 years	Jan 1991
87 044	Treasurer's Daily Statements (auditor's copy)	2 years	Dec 1987 *
87 045	Vendor's License Applications (cancelled)	2 years	Dec 1987 *
	Voicemails	Permanent / Delete at will	
87 054	Vouchers	5 years	Dec 1987 *
87 046	Weights & Measures Inspections (violations corrected)	2 years	Dec 1987 *

*Submitted in 1987, but no record of all required signatures. Resubmitted in 2008 and signed by all in July 2008.