



## 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

Coshocton County

Coordinated Transportation

(Local Government Entity)

(Unit)

*Valerie Shaw*

Valerie Shaw

Director

3/1/2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Coshocton County

Records Commission

740-622-1753

401 ½ Main Street

Coshocton

43812

Coshocton

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

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

### Section C: Ohio History Connection - State Archives

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

Coshocton County

Coordinated Transportation

(Local Government Entity)

(Unit)

**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 and Description	(3) Retention Period YEARS	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1	Accident Reports/Files	6	Paper		<input type="checkbox"/>
2	Annual Inventory	3	Paper		<input type="checkbox"/>
3	Annual Reports	Permanent	Paper		<input type="checkbox"/>
4	Audit Reports	5	Paper		<input type="checkbox"/>
5	Budget Prep Documents	2	Paper		<input type="checkbox"/>
6	Cash Books/Journals/ Receipts	3	Paper		<input type="checkbox"/>
7	Client Files	3 after last Contact	Paper		<input type="checkbox"/>
8	Complaints	5	Paper		<input type="checkbox"/>
9	Compliance Reports	5	Paper		<input type="checkbox"/>
10	Contracts	8 after Expiration	Paper		<input type="checkbox"/>
11	Correspondence: General	2	Paper		<input type="checkbox"/>
12	Correspondence: Executive	5	Paper		<input type="checkbox"/>
13	Drug & Alcohol Files	5	Paper		<input type="checkbox"/>
14	Employment Apps-Unsuccessful	1	Paper		

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					<input type="checkbox"/>
15	Expense Records	3	Paper		<input type="checkbox"/>
16	Financial Records	3	Paper		<input type="checkbox"/>
17	Fuel Usage Records	3	Paper		<input type="checkbox"/>
18	Grants	3 after End	Paper		<input type="checkbox"/>
19	Grants: Federal	5, Provided Audited	Paper		<input type="checkbox"/>
20	Invoices	3 (Copies 2)	Paper		<input type="checkbox"/>
21	Leave Requests	3	Paper		<input type="checkbox"/>
22	Leases: Equipment	2 after Expiration	Paper		<input type="checkbox"/>
23	Meeting Notices	1	Paper		<input type="checkbox"/>
24	Pay-Ins	3	Paper		<input type="checkbox"/>
25	Payroll Records	2	Paper		<input type="checkbox"/>
26	Personnel Files	2 after Term	Paper		<input type="checkbox"/>
27	Personnel Files - Discipline	6	Paper		<input type="checkbox"/>

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28	Personnel Files - Medical	6	Paper		<input type="checkbox"/>
29	Petty Cash Records	3	Paper		<input type="checkbox"/>
30	Press/News Releases	3	Paper		<input type="checkbox"/>
31	Procurement Files - ODOT	5	Paper		<input type="checkbox"/>
32	Public Records Requests	2	Paper		<input type="checkbox"/>
33	Receipt Documents	2	Paper		<input type="checkbox"/>
34	Requisitions	3	Paper		<input type="checkbox"/>
35	RFP/RFQ's	3	Paper		<input type="checkbox"/>
36	Timesheets	3	Paper		<input type="checkbox"/>
37	Travel Requests/Expense Reports	3	Paper		<input type="checkbox"/>
38	Vouchers	3	Paper		<input type="checkbox"/>
39	Audio Recordings	1	Electronic		<input type="checkbox"/>
40	Meeting Minutes	Permanent	Paper		<input type="checkbox"/>
41	Accruals	3	Paper/ Electronic		<input type="checkbox"/>

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42	PASSPORT Grant Files (AAA)	6	Paper		<input type="checkbox"/>
43	Surveys/Questionnaires	Until of No Value	Paper		<input type="checkbox"/>
44	DODD UI/MUI Reports	4	Paper		<input type="checkbox"/>
45	Worker's Comp Claims	10 after last activity	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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