



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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NOV 17 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 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)

*Shelby R. Murphy*  
 (Signature of Responsible Official)

Shelby Murphy

Administrative Secretary/Records Manager

(Name)

(Title)

*11/10/20*  
 (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  
 201 Reading Road

Mason

45040

(Telephone Number)  
 Warren

(Address)

(City)

(Zip Code)

(County)

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

*Marska E. Wazostaff Ch. MHRBS. WCC*  
 Records Commission Chair Signature

Date

*11/11/20*

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

*Amanda Rinder*  
 Signature

Local Government Records Archivist

11/23/2020

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)<br>Schedule<br>Number | (2)<br>Record Title and Description  | (3)<br>Retention<br>Period  | (4)<br>Media Type       | (5)<br>For use by<br>Auditor of<br>State or LGRP | (6)<br>RC-3<br>Required<br>by<br>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 checked="" type="checkbox"/>   |
| A-4                       | Board Applications (appointed)   | Permanent unless superseded.  | 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 (all correspondence including faxes, email) and text messages) This includes internal and external correspondence dealing with significant aspects of the administration of the office. Correspondence includes information concerning agency policies, program, fiscal, and personnel matters. All other correspondence is kept until no longer of administrative, fiscal, or legal value. | 2 years, and until no longer of administrative, fiscal, or legal value. | Paper and/or Electronic |  | <input type="checkbox"/>              |

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(Unit)

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|---------------------------|--|--|-------------------------|---|---------------------------------------|
| A-13                      | Leases (Equipment)                           | 2 years after expiration of lease, provided audited. | Paper and/or Electronic | 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. | <input type="checkbox"/>              |
| 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 checked="" 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 MHRS)               | Until superseded.                                    | Paper and/or Electronic |   | <input type="checkbox"/>              |

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|---------------------------|--|--|-------------------------|--|---------------------------------------|
| 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"/>              |
| 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  | 8 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"/>              |
| F-1                       | Accounts Receivable Ledger & Documents   | 7 years.                                 | Paper and/or Electronic |  | <input type="checkbox"/>              |
| F-2                       | Accrual/Usage Reports (Reports Vacation, Sick, Compensatory, and Personal time)          | 7 years.                                 | Paper and/or Electronic |  | <input type="checkbox"/>              |
| F-3                       | Appropriation Adjustments (MHRS copy, orig. held by Auditor)                             | 3 years, provided audited.               | Paper and/or Electronic |  | <input type="checkbox"/>              |
| F-4                       | Audit Reports (MHRS)   | 7 years.                                 | Paper and/or Electronic |  | <input type="checkbox"/>              |
| F-5                       | Audit Reports (Providers)  | 7 years.                                 | Paper and/or Electronic |  | <input type="checkbox"/>              |
| F-6                       | Authorizations for Initial and Continued Hospital Stay                                   | 2 Years.                                 | Paper and/or Electronic |  | <input type="checkbox"/>              |

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|---------------------------|---|---|----------------------------|--|---------------------------------------|
| F-7                       | Bank Deposit Receipts   | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-8                       | Budget - Annual   | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-9                       | Cash Books and Cash Journals  | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-10                      | Expense Records<br>(MHRB copy, original held by Auditor)                        | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-11                      | Federal and/or State Grant Files, Supporting<br>Financial Records and Documents | 5 years, provided<br>audited.               | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-12                      | Financial Eligibility Forms   | 1 year.                                     | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-13                      | Inventory - Equipment   | Permanent unless<br>superseded.             | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-14                      | Leave Requests (Sick and Vacation)  | Permanent,<br>effective January<br>1, 1998. | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-15                      | Monthly Expenditures Report (MHRS copy; orig. held<br>by Auditor)               | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-16                      | Pay-Ins to Treasury Records   | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-17                      | Payroll Maintenance Forms   | Permanent,<br>effective January<br>1, 1998. | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-18                      | Payroll Vouchers (MHRS copy, orig. held by Auditor)                             | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |
| F-19                      | Purchase Orders (MHRS copy, orig. held by Auditor)                              | 7 years.                                    | Paper and/or<br>Electronic |  | <input type="checkbox"/>              |

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| F-20                      | Then and Now Records (MHRS copy, orig. held by Auditor)                      | 7 years.  | Paper and/or Electronic |  | <input type="checkbox"/>              |
| F-21                      | Time Cards, Time Sheets  | Permanent, effective January 1, 1998.                                 | 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 (MHRS 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"/>              |
| P-8                       | Personnel Files  | Permanent.  | Paper and/or Electronic |  | <input type="checkbox"/>              |

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|---------------------------|--|--|-------------------------|--|---------------------------------------|
| 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"/>              |

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