

PUBLIC RECORDS POLICY
SENECA COUNTY COMMISSIONERS' OFFICE
SENECA COUNTY, OHIO

INTRODUCTION

We are an open government within Seneca County, located at the Seneca County Commissioners Office. We welcome public participation by our citizens. We believe openness leads to a better-informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of disclosure.

HOURS AND COSTS

You may make public records requests at the Seneca County Commissioners' Office located at 111 Madison Street, Tiffin, Ohio between the hours of 8:30A.M and 4:30P.M on weekdays, excluding government holidays.

For copies of public records on 8.5 X 11 inch one-sided paper in black ink, the copy cost is ten (10) cents per page. We may require you to pay the estimated copy costs before copies are made. All other copies (photos, disks, etc) will be provided at actual cost. If records are mailed to you, we may charge you, in advance, postage, and the cost of mailing materials.

HOW TO MAKE A PUBLIC RECORDS REQUEST

We will provide prompt inspection of public records and copies of public records in a reasonable period of time. When you make a request, we will ask you to complete a "Public Records Request Form", which will help us locate the records and expedite your request. You are not legally required to fill out the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available.

DEFINITION OF PUBLIC RECORDS

Under Ohio Law, public records are those items that meet all of the following elements:

1. Any document, device or item, regardless of physical form or characteristic, including an electronic record;
2. That is created or received by, or coming under the jurisdiction of a public office; and
3. That documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for our administrative convenience.

You may ask for a copy of our records retention schedule, which will familiarize you with the types of records available.

RECORDS THAT WILL NOT BE RELEASED

Under Ohio law, some records that meet the above three elements will still be withheld from release because State of Federal law makes the record confidential. Some commonly requested records that are confidential include:

1. Attorney-client privileged information and trial preparation records
2. Social Security numbers
3. Records of ongoing investigations
4. Medical records
5. BMV Records
6. Records that a judge ordered to be sealed per a statute
7. Peace officer, parole officer, probation officer, bailiff, prosecuting attorney, assistant prosecuting attorney, correctional employee, community-based correctional facility employee, youth services employee, firefighter, EMT, or investigator of the bureau of criminal identification and investigation residential and familial information (R.C. 149.43(A)(7))

LIMITATIONS

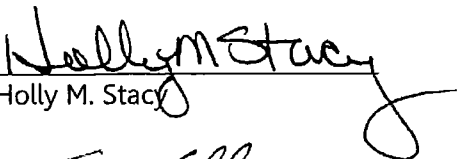
We may limit to ten (10) the number of public records requests mailed to you, unless you certify in writing that you do not intend to use this records for commercial purposes.

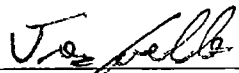
We will not provide copies of public records that we create or receive after your original request is completed.

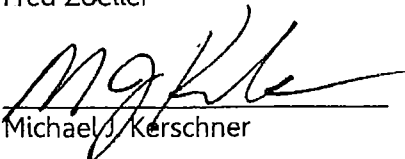
QUESTIONS OR CONCERNS

If you have any questions or concerns about the Ohio Public Records law, please contact your state legislator. You can find contact information at www.ohio.gov.

This public records policy is effective November 17, 2015 in accordance with H.B 9 and is subject to amendment at the discretion of the Seneca County Commissioners Office.


Holly M. Stacy


Fred Zoeller


Michael J. Kerschner



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43211-2497

MAY 09 2017

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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: Local Government Unit

Seneca County

ALL COUNTY OFFICES

(local government entity)

Stacy Wilson

(signature of responsible official)

Stacy Wilson

(name)

(unit)

Administrator

(title)

5-4-17

(date)

Seneca County

Section B: Records Commission

Seneca County Records Commission

JUN 09 2017

419-447-4550

(telephone number)

111 Madison Street
(address)Tiffin
(city)

Commissioners' Office

44883
(zip code)Seneca
(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.

Nelly M. Stacy

Records Commission Chair Signature

5-4-17

Date

Section C: Ohio Historical Society - State Archives

Christine A. Hutton

Signature

Government Records Submit

Title

5/4/17

Date

Section D: Auditor of State

Martin E. McBride

Signature

5-26-17

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.**

SCANNED



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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.

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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Seneca County
(local government entity)

ALL COUNTY OFFICES
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
17-1	Accident reports/files Bodily injury to non- employee Employee Injury Reports Damage to County Vehicles	6 yrs (no action pending place in personnel file) 6 yrs (no action pending place in personnel file) 6 yrs (no action pending)	Multi Multi Multi	
17-2	Accounts Payable	7 yrs, provided audited	Multi	
17-3	Accounts Receivable Ledger/Documents	7 yrs, provided audited	Multi	
17-4	Accrual/Usage Reports (reports use of vacation, sick, compensatory, and personal time)	6 years, provided audited	Multi	
17-5	Agendas	2 yrs	Multi	
17-6	Annual County Budgets	Permanent	Multi	
17-7	Annual Departmental/Office Budget	5 yrs	Multi	
17-8	Annual Reports	Permanent	Multi	
17-9	Anonymous or Unfounded Complaints	Retain until no longer of Administrative Value or Legal Value (RC-3 not required)	Multi	
17-10	Application for Employment (unsuccessful/not hired)	2 yrs, providing no action pending	Multi Multi	
17-11	Attendance Reports/Records	3 yrs	Multi	
17-12	Audit Reports (Federal, State, Internal)	4 yrs, provided audited	Multi	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
17-13	Automatic Data Processing/Electronic Data Processing Material	Retain until no longer of administrative value	Multi	
17-14	Awards, Newspaper Articles & Clippings	Retain until no longer of administrative value	Multi	
17-15	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's	Retain for two system backup cycles then delete erase or destroy data. Reuse media if possible (RC-3 not required)	Multi	
17-16	Badges and Identification Items	Retain until termination of employment, then destroy (RC-3 not required)	Multi	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.
17-17	Bank Deposit Receipts	4 yrs, provided audited	Multi	
17-18	Bank Statements	4 yrs, provided audited	Multi	
17-19	Benefits Cost Summary Report	Retain until audited	Multi	
17-20	Bids, IBT, RPF, RFQ (successful)	15 yrs after exp. of contract	Multi	
17-21	Bids, IBT, RFP, RFQ (unsuccessful)	2 yrs after letting contract	Multi	
17-22	Blank forms	Retain until no longer of administrative value (RC-3 not required)	Multi	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
17-23	Board Minutes Approved Hardcopy Audio/Video Recordings	Permanent 1 yr provided meeting information is substantially transcribed	Multi	<input checked="" type="checkbox"/> (permanent)
17-24	Policy Books	Permanent	Multi	
17-25	Bond Documents	Permanent	Multi	
17-26	Cancelled Checks	2 yrs, provided audited	Multi	
17-27	Cash Books & Cash Journals	3 yrs	Multi	
17-28	Cell Phone Records	If records are created by cell phone provider, retain for 2 years after audit	Multi	
17-29	Certifications (Staff and Fiscal officer)	Until superseded	Multi	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.
17-30	Check Registers	4 yrs, provided audited	Multi	
17-31	Civil Rights, Civil Services, and Disciplinary Reports	Permanent	Multi	
17-32	Claims & Litigation Records	5 yrs after case closed appeals exhausted	Multi	
17-33	Complaints	2 yrs after complaint is resolved	Multi	
17-34	Compliance Letters to Governing Board, Fiscal Officer	Until superseded by new contract	Multi	
17-35	Contracts	15 years after expiration	Multi	
17-36	Cookies, cached files, temp files, metadata, or other data stored in employees' computers based upon their usage rather than specific input(s)	Until no longer of administrative value (RC-3 not required)	Multi	



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17-37	Copies, Extra Copies, Photocopies	Until no longer admin value (RC- 3 not required)	Multi	
17-38	Correspondence – Routine <u>Description:</u> This includes referral letters, requests for routine information or publications provided to the public which are answered by standard form letters	1 yr, and until no longer of administrative value	Multi	
17-39	Correspondence – General <u>Description:</u> This includes both internal and external correspondence. Also, this includes correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative and does not attempt to influence agency policy	2 yrs, and until no longer of administrative, fiscal, or legal value	Multi	
17-40	Correspondence – Executive <u>Description:</u> This includes correspondence of the Trustees and their Executive Staff dealing with significant aspects of the administration of the office. Correspondence includes information concerning agency policies, program, fiscal, and personnel matters	5 yrs, and until no longer of administrative, fiscal, or legal value. Migrate electronic records as necessary	Multi	
17-41	Court Decisions	Permanent	Multi	<input checked="" type="checkbox"/>
17-42	Deeds, Easements, Right-of-Ways	Permanent	Multi	<input checked="" type="checkbox"/>
17-43	Dispatcher Radio/Telephone Calls/Audio Recordings	30 days if no action pending (RC-3 not required)	Multi	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
17-44	Electronic Mail System (E-mail) Non-Record Messages: messages that do not meet the criteria of the definition of a record found in R.C. 149.43	Purge any time, unless email message becomes part of an official record as the result of special circumstances (RC-3 not required)	Multi	
17-45	Electronic Mail (Email) Transient Messages: drafts and other limited documents that do not set policy, do not establish guidelines or procedures, do not certify a transaction, or do not become a receipt. These messages serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value or 90 days, whichever is longer (RC-3 not required)	Multi	
17-46	Electronic Mail (Email) Intermediate Messages: more significant administrative, legal, and/or fiscal value	Refer to retention schedule for corresponding record series on schedule, and cite those schedule numbers when submitting RC-3	Multi	



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17-47	Electronic Mail (Email) Permanent Messages: significant administrative, legal, and/or fiscal value. Refer to corresponding records series on schedule	Retain 1 copy off-line with metadata and attachments and file with appropriate records series, then purge electronic record. Cite corresponding records series when submitting RC-3 for destruction of source documents that have been stored permanently through electronic means	Multi	
17-48	Equipment Maintenance Records & Operating/Maintenance Manual	Life of the equipment (RC-3 not required)	Multi	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.
17-49	Expense and Travel Records	5 years, provided audited	Multi	
17-50	Facsimile (incoming and outgoing Messages)	Treat as correspondence. Refer to series number for correspondences when citing to this for RC-3.	Multi	
17-51	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	1 yr, provided audited	Multi	
17-52	Federal Grant Files, Supporting Financial Records & Documents	5 years	Multi	
17-53	General Financial Reports (includes OT reports)	7 yrs, provided audited	Multi	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
17-54	General Photographs, Negatives, and Electronic Images	Retain images that have significant Legal, Fiscal, administrative or historical value. Maintain significant images according to content. (Refer to RC-2) Erase images that have no significant value. (RC-3 not required)	Multi	<input checked="" type="checkbox"/> (historical)
17-55	Insurance Certificates	Until superseded or 2 years after expiration	Multi	
17-56	Insurance Policies	15 yrs after expiration provided all claims settled	Multi	
17-57	Inventory Records – Major (including vehicles, heavy equipment)	10 yrs, provided audited and all claims settled	Multi	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. 117.28 O.R.C.
17-58	Invoices (Paid)	County Auditor – 3 yrs Copies – 2 yrs	Multi	
17-59	ITBs, RFQs, and RFPs (successful)	Place with contract and retain according to records series.	Multi	
17-60	ITBs, RFQs, and RFPs (unsuccessful)	2 yrs, provided no action pending	Multi	
17-61	Job Descriptions	2 yrs, providing no action pending	Multi	



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17-62	Job Postings for Employment	One year after position has been filled, provided no action pending	Multi	
17-63	Leases Equipment Real Estate	5 yrs after expiration, provided audited 10 yrs after expiration, provided audited	Multi Multi	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.
17-64	Mail (postal records)	2 yrs, provided audited	Multi	
17-65	Material Safety Data Sheets (MSDS)	Until Revised, Superseded or Obsolete (RC-3 not required)	Multi	
17-66	Minutes	Until Official Record adopted by resolution	Multi	
17-67	911 System Logs Printouts Tapes/Videos	3 yrs 1 yr 30 days if no action pending (no RC-3 required)	Multi	
17-68	Oaths of Office of Elected Officials	10 yrs	Multi	
17-69	Officials Bonds	10 yrs	Multi	
17-70	Ohio Public Records Compliance Folder	25 Yrs After revised, superseded or discontinued	Multi	
17-71	Payroll Records	5 yrs, provided audited	Multi	
17-72	Pay-Ins to Treasury Records	3 yrs	Multi	



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
17-73	Personnel Files	2 yrs after last date of employment	Multi	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.
17-74	Petty Cash Records	5 yrs, provided audited	Multi	
17-75	Public Records Commission documents	Permanent	Multi	
17-76	Public Records Request Forms	1 yr	Multi	
17-77	Purchase Orders	5 yrs, provided audited	Multi	
17-78	Receipt Documents	2 yrs	Multi	
17-79	Records of Accrued Fees	3 yrs	Multi	
17-80	Public Records Requests and Written Responses	2 yrs, provided audited	Multi	
17-81	Resolutions	Permanent	Multi	<input checked="" type="checkbox"/>
17-82	Requisitions	5 yrs, provided audited	Multi	
17-83	Shipping Invoices	2 yrs or place with related documents and track according to the retention schedule for the related documents. Cite that records series when submitted an RC- 3	Multi	
17-84	Social Media and Social Networking websites	Removed in accordance with website policy as updates are made, assuming no action pending (RC-3 not required)	Multi	



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17-85	Supplies Inventory	Fiscal year plus 2 yrs	Multi	
17-86	Surveillance Tapes and Videos	30 days, providing no pending or threatened action (RC-3 not required)	Multi	
17-87	Unemployment claims and files	5 yrs	Multi	
17-88	Voice Mail, Text Messages, Caller ID Logs, Pagers, Activity Logs, and related IT issues	Until no longer of Administrative Value (RC-3 not required)	Multi	
17-89	Vouchers/ Warrants	3 yrs	Multi	
17-90	W-2's	5 yrs, provided audited	Multi	
17-91	Workers Compensation Claims	2 yr after completion of case and all appeals	Multi	
17-92	Workers' Compensation Premium	7 yrs	Multi	
17-93	Year-End Financial Statements	Permanent	Multi	

**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.**