



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

MAR 17 2022

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Findlay-Hancock County Public Library

(local government entity)

(unit)

Kelly Conine  
 (signature of responsible official)

Kelly Conine  
 (name)

Fiscal Officer  
 (title)

3/8/22  
 (date)

### Section B: Records Commission

419-434-1478

Records Commission

(telephone number)

206 Broadway

Findlay

45840

Hancock

(address)

(city)

(zip code)

(county)

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

Kelly Conine  
 Records Commission Chair Signature

3/8/22  
 Date

### Section C: Ohio Historical Society - State Archives

Shirley Gubek  
 Signature

Government Records Archivist  
 Title

5/25/2022  
 Date

### Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks  
 Date: 2022.05.27 13:42:21 -04'00'

Signature

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

Findlay-Hancock County Public Library  
(local government entity)

(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	(6) RC-3 Required by OHS- LGRP
96-1	Annual Report to State Library	Permanent	Paper		<input checked="" type="checkbox"/>
96-2	Appropriation Ledger	4 yrs provided audited	Paper	Audited means: the years encompassed by the records have been audited by the	
96-3	Audit Reports by State Auditor	Permanent	Paper	Auditor of State and the audit report has been released pursuant to	<input checked="" type="checkbox"/>
96-4	Bank Deposit Receipts	4 yrs provided audited	Paper	Sec. 117.26 O.R.C	<input type="checkbox"/>
96-5	Bank Statements	4 yrs provided audited	Paper		<input type="checkbox"/>
96-6	Bids (successful) Original	15 yrs after expiration of contract	Paper		<input type="checkbox"/>
96-7	Bids (unsuccessful)	3 yrs after letting of contract provided audited	Paper		<input type="checkbox"/>
96-8	Board Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
96-9	Policies, Dept. Manuals, Procedural rules and regulations.	Permanent	Paper		<input type="checkbox"/>
96-10	Book Inventories	Until Superseded	Paper		<input type="checkbox"/>
96-11	Annual Budget	Permanent	Paper		<input checked="" type="checkbox"/>
96-12	Building Specifications	Permanent	Paper		<input checked="" type="checkbox"/>
96-13	Cancelled Checks	4 yrs provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
96-14	Cash Journals	4 yrs provided audited	Paper		<input type="checkbox"/>
96-15	Check Registers	4 yrs provided audited	Paper		
96-16	Statistics-Circulation, Reference, etc.	20 years	Paper		
96-17	Correspondence	1-5 years at the discretion of the Office Supervisor	Paper		
96-18	Depository Agreements	3 years provided audited	Paper		
96-19	Director's Monthly Reports	4 yrs provided audited	Paper		
96-20	Applications for employment(Unsuccessful not hired)	1 year after receipt	Paper		
96-21	Annual Financial Report to the Auditor of State	Permanent	Paper		✓
96-22	Grant files	5 yrs provided audited	Paper		
96-23	Insurance Policies	2 yrs after expiration provided all claims settled	Paper		
96-24	Incident Reports	2 yrs after end of year provided all litigation is settled	Paper		
96-25	Interlibrary Loan Records	2 yrs	Paper		
96-26	Inventories (Annual of library property)	3 yrs provided audited	Paper		
96-27	Leave Requests	4 yrs provided audited	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
96-28	Officials Bonds	10 yrs after expiration provided audited	Paper		✓
96-29	Payroll History Report	Permanent	Paper		
96-30	OPERS Records	Permanent	Paper		
96-31	Personnel Files (Individual Employees)	Permanent	Paper		
96-32	Publications and Newsletters	Permanent	Paper		✓
96-33	Purchase Orders	4 yrs provided audited	Paper		
96-34	Receipt documents	4 yrs provided audited	Paper		
96-35	Requisitions	3 yrs provided audited	Paper		
96-36	Tape recordings, video recordings, and shorthand notes	<b>7 days after recording, no longer of adm. value</b>	<b>Media</b>		
96-37	Time Sheets	3 yrs provided audited	Paper		
96-38	Voucher registers	4 yrs provided audited	Paper		
96-39	Vouchers	4 yrs provided audited	Paper		
96-40	Treasurer's Report to the Board	<b>Permanent - included in Board minutes</b>	<b>Paper</b>		✓
96-41	Federal W-2 Forms	4 years	Paper		
96-42	Federal W-4 Forms	Superseded or terminated	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
96-43	Workers's Compensation Claims	10 years after final payment	Paper		
96-44	Payroll Bank Statements	4 yrs provided audited	Paper		
96-45	Copies, extra copies, photocopies, etc.	Until no longer needed	Paper		
96-46	Contracts	15 years after expiration	Paper		
	The following items are items/reports for our new Accounting and Payroll system put in place in 2007.				
11-1	Payroll Register-each payroll Timesheet edit-each payroll Direct Deposit Report Revenue Budget Report Appropriation Budget PO status report BC status report Fund status report Revenue status report Payment summary Cash summary by fund report Fund summary report Payroll register-monthly Appropriation summary report-monthly Appropriation status report-monthly Cash Journal-monthly Fund ledger-monthly Investment journal-monthly	4 yrs provided audited			

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Revenue ledger-monthly Appropriation ledger-monthly Bank reconciliation summary-monthly				
11-2	Annual Reports Follow Transfers Fund status Revenue status Primary bank reconciliation Receipt register Payment register by vendor Cash summary by fund Appropriation status Investment journal PO status BC status Revenue ledger Cash journal Appropriation ledger	4 yrs provided audited			
11-3	Payroll register-annual  End of items from the new accounting and payroll system put in place in 2007	Permanent			
11-4	Tax reports-City, State, School district, and Federal	4 yrs provided audited			
11-5	Ohio Department of Job and Family Services quarterly report	4 yrs provided audited			
11-6	Deferred Compensation Records	4 yrs provided audited			
11-7	Employer Quarterly Federal Tax Return	4 yrs provided audited			
11-8	Reimbursing Employer's Quarterly Payroll report	4 yrs provided audited			

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
11-9	Direct Deposit Reports from 5/3 website	4 yrs provided audited			

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