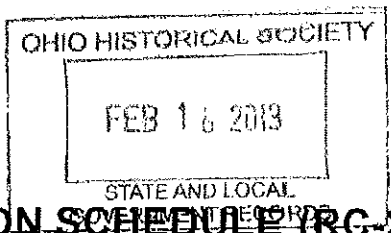




Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497



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)
Ron Struble Ron Struble _____ Fiscal Officer 2/12/13
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

_____ 419-422-1712
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: strubro@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.

Lein Hoffman Guiso 02/12/2013
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo Gov't Records Archivist-LGRP 2/20/13
Signature Title Date

Section D: Auditor of State

Martin E. Mack _____ 3-7-13
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

For the period the year
 is covered by the records
 to be retained by the
 records of state and the
 state report has been
 returned pursuant to
 26 C.F.R. 117.26 O.R.G.

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		<input type="checkbox"/>
96-3	Audit Reports by State Auditor	Permanent	Paper		<input checked="" type="checkbox"/>
96-4	Bank Deposit Receipts	4 yrs provided audited	Paper		<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		<input checked="" type="checkbox"/>
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	Request means: the years encompassed by the records must have been audited by the auditor of state and the amount of money has been released pursuant to the O.H.S.C.	
96-35	Requisitions	3 yrs provided audited	Paper		
96-36	Tape recordings, video recordings, and shorthand notes	30 days after transcribed or minutes approved	Paper		
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	Permanent	Paper		✓
96-41	Federal W-2 Forms	4 years	Paper		
96-42	Federal W-4 Forms	Until superseded	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	Paper (Faint stamp: "All records are to be maintained by the State of Ohio...")		

(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			
				<p> The records listed above were reviewed and the records were found to be accurate and the audit report has been released pursuant to Rev. 11/26 O.R.C. </p>	
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			

All data entered into the system
 is subject to the records
 retention schedule of the
 state of Ohio. All data
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