

Section E: Records Retention Schedule

Canton City Public Health
(local government entity)Administration
(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
100_001_001	Board of Health Minutes	Minutes recording monthly and special board meetings	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
100_001_002	Board Reports	Reports issued by each division of the Health Department for Board Review	10 Years	Paper and/or Electronic		<input type="checkbox"/>
100_001_003	Resolutions	Resolutions adopted by the Board of Health	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
100_002_001	Sales and Service Contracts	Sales and Service Contracts on equipment and software	Expiration of contract or warranty	Paper		<input type="checkbox"/>
100_003_001	Administrative Memoranda and Executive Orders	Memoranda and Executive Orders	Until terminated or superseded; appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
100_004_001	Attendance Records	City's time reporting system.	City's time reporting system managed by the Auditor's office. Kept per their Record Retention Schedule.	Electronic		<input type="checkbox"/>
100_004_002	Master Payroll Card Worksheet	Earning information	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
100_004_003	Employment Applications of Hired Applicants	Application for employment - includes notes taken during interview process.	Permanent in Personnel File	Paper		<input type="checkbox"/>
100_004_004	Employment Applications of Un-hired Applicants	Application for employment - includes notes taken during interview process.	2 Years	Paper and/or Electronic		<input type="checkbox"/>
100_004_005	Resumes	Resumes mailed in or e-mailed to Health Department voluntarily	1 year or until no longer of Administrative value.	Paper and/or Electronic		<input type="checkbox"/>
100_004_006	HDIS Time & Effort Reports	Time and Effort reports from HDIS - used for Grants.	3 years, provided audited	Paper		<input type="checkbox"/>
100_005_001	Individual Personnel Records	Records of hiring. Department procedure/policy sign offs.	Permanent	Paper		<input type="checkbox"/>
100_005_002	Personal Request Forms	CCPH personal request forms.	2 Years	Paper		<input type="checkbox"/>
100_005_003	Job description approval request form.	CCPH Job Description Approval Request form - for Civil Service.	2 Years	Electronic		<input type="checkbox"/>

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100_005_004	Job Posting Request form.	CCPH Job Posting Request form - for Civil Service.	2 Years	Electronic		<input type="checkbox"/>
100_006_001	Insurance, Professional, Liability	Insurance Policies	2 years after expiration, provided no claims pending	Paper		<input type="checkbox"/>
100_007_001	Vehicle Mileage Records	Log kept by each employee, includes car make, model and mileage tracking	Keep until vehicle is sold	Paper		<input type="checkbox"/>
100_008_001	Employee Incident Reports	Accident Reports involving injury to employee, on department property and/or damage to municipal vehicle or property	Personnel File	Paper		<input type="checkbox"/>
100_009_001	Inventory Lists	List of all inventory/equipment used by Health Department	Permanent	Paper and/or Electronic		<input type="checkbox"/>
100_010_001	Organizational Chart	Listing of departments and staff	Retain until superseded	Paper and/or Electronic		<input type="checkbox"/>
100_010_002	Position Classification Schedule	Listing of Position Classifications	1 year after superseded	Paper and/or Electronic		<input type="checkbox"/>
100_010_003	Position Descriptions	Listing of Job Descriptions	1 year after superseded	Paper and/or Electronic		<input type="checkbox"/>
100_011_001	Records Retention Schedule	List of Records and Schedules under which they will be maintained and destroyed	Until superseded, then permanent	Paper and/or Electronic		<input type="checkbox"/>
100_011_002	Certificate of Records Disposal	Form used in destruction/deletion of records	Permanent	Paper and/or Electronic		<input type="checkbox"/>
100_012_001	Travel Request Forms	Forms used to request out-of-district travel	3 years	Paper and/or Electronic		<input type="checkbox"/>
100_013_001	Cleaning checklist	CCPH Cleaning checklist used by hired cleaning company	1 year	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health
(local government entity)**Nursing**
(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
200_001_001	BCMh Diagnostic Record	Child's health assessment/record for State Funded program - Bureau for Children with Medical Handicaps	1 year or until renewed	Paper and/or Electronic		<input type="checkbox"/>
200_001_002	BCMh Service Coordination Record	Child's health assessment/record for State Funded program - Bureau for Children with Medical Handicaps	Until renewal received	Paper and/or Electronic		<input type="checkbox"/>
200_001_003	BCMh Treatment Record	Child's health assessment/record for State Funded program - Bureau for Children with Medical Handicaps	Until renewal received	Paper and/or Electronic		<input type="checkbox"/>
200_001_004	Help Me Grow (HMG) BCMh Consultation	Child's health assessment/record	Until child reaches 24 years of age (source: Ohio History Connection)	Paper and/or Electronic		<input type="checkbox"/>
200_001_005	Application for services made by BCMh	Medical application for Bureau for Children with Medical Handicaps	Until child reaches 24 years of age (source: Ohio History Connection)	Paper and/or Electronic		<input type="checkbox"/>
200_001_006	BCMh - Billing and Reconciliation	Billing for services	Until child reaches 24 years of age (source: Ohio History Connection)	Paper and/or Electronic		<input type="checkbox"/>
200_002_001	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class A	6 years after last contact (source: Ohio History Connection)	Paper		<input type="checkbox"/>
200_002_002	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class A	Permanent	Electronic		<input type="checkbox"/>
200_002_003	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class B	6 years after last contact (source: Ohio History Connection)	Paper		<input type="checkbox"/>
200_002_004	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Class B	Permanent	Electronic		<input type="checkbox"/>

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200_002_005	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Gonorrhea and Chlamydia	6 years (source: Columbus Public Health)	Paper		<input type="checkbox"/>
200_002_006	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Reports - Gonorrhea and Chlamydia	Permanent	Electronic		<input type="checkbox"/>
200_002_007	Reports and supporting documentation of communicable disease received by local health authorities from physicians, dentists, hospitals, school districts, or others as prescribed by law.	Communicable Disease Report - COVID positive	6 years after last contact (source: Ohio History Connection)	Paper and/or Electronic		
200_003_001	Outbreak Investigation Project (non-essential items) Includes all materials associated with an investigation of a potential outbreak that were used in the completion of the final report (e.g. including but not limited to restaurant reservation lists, charge card receipts, menus, employee work schedules, rough drafts of reports, data collection forms/questionnaires - does NOT include client clinical records). (source: Columbus Public Health)	Outbreak Investigation without client clinical records	1 year minimum (from the date of issuance of a final report) or until the data have been entered and verified in a computerized database or until no longer of administrative use or legal value.	Paper and/or Electronic		
200_003_002	Outbreak Investigation Project (non-essential items) Includes all materials associated with an investigation of a potential outbreak that were used in the completion of the final report (e.g. including but not limited to restaurant reservation lists, charge card receipts, menus, employee work schedules, rough drafts of reports, data collection forms/questionnaires - does NOT include client clinical records). (source: Columbus Public Health)	Outbreak Investigation without client clinical records (non-essential items)	7 years (from the date of issuance of a final report provided no action pending)	Paper and/or Electronic		

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200_003_003	Outbreak Investigation Project (essential items) Includes all materials associated with an investigation of a potential outbreak that were used in the completion of the final report (e.g. including but not limited to restaurant reservation lists, charge card receipts, menus, employee work schedules, rough drafts of reports, data collection forms/questionnaires - does NOT include client clinical records). (source: Columbus Public Health)	Outbreak Investigation without client clinical records (essential items)	7 years (from the date of issuance of a final report provided no action pending)	Paper and/or Electronic		
200_004_001	700 Interview Files	Investigation records for newly diagnosed clients with Syphilis	Permanent Current + 1 year for paper	Paper and Electronic		<input type="checkbox"/>
200_004_002	900/950 Interview Files	Investigation records for newly diagnosed clients with HIV/AIDS	Permanent Current + 1 year for paper	Paper and Electronic		<input type="checkbox"/>
200_004_003	Daily Staff Activities Log	Record of daily attendance in Nursing Division	Permanent Current + 1 year for paper	Paper and/or Electronic		<input type="checkbox"/>
200_004_004	Credit Card Log	Receipt from clinic	1 year	Paper		<input type="checkbox"/>
200_004_005	Clinic Appointment Books	Patient appointment books that record the appointment time and patient name	CY + 3 years	Electronic		<input type="checkbox"/>
200_004_006	Staffing Records	Assigned duties for the month	2 years	Paper and/or Electronic		<input type="checkbox"/>
200_004_007	Employee Training Grant Required	Records related to employee training provided on hazards and such.	3 years after separation from job	Paper		<input type="checkbox"/>
200_004_008	Training Programs	Records related to classes and training programs provided to agencies and customers by clinical staff	3 years after separation from job	Paper		<input type="checkbox"/>
200_004_009	Training Record - CPR	Certification card	2 years until certification expired or superseded	Paper		<input type="checkbox"/>
200_004_010	Medical Directives, Policy and Procedure Manuals	Directives, policies, and procedures for facility operations. Includes emergency code procedures and cards	7 years after Superseded	Paper and/or Electronic		<input type="checkbox"/>

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200_004_011	Nursing Assignment Card - Log Card	To obtain information on one-time complaint or ongoing needs	2 years after last contact	Paper		<input type="checkbox"/>
200_004_012	Order and Receipt of Drugs (medications) and/or biologicals	Serves as both order and receipt of drugs/medications and biologicals	CY + 1 year	Paper		<input type="checkbox"/>
200_004_013	Fee Schedules	Fees for goods and services provided by the Nursing department	Until updated, superseded or obsolete	Paper		<input type="checkbox"/>
200_004_014	Litigation Records	Records related to legal claims against the Nursing department and subsequent legal actions and court proceedings	5 years after case is closed and appeals are exhausted	Paper		<input type="checkbox"/>
200_004_015	OSHA training documentation	Documentation of staff completion of OSHA training	3 years	Paper		<input type="checkbox"/>
200_004_016	Lexis Nexis searches	Documentation/requests for searches via Lexis Nexis	5 years	Paper		<input type="checkbox"/>
200_004_017	Fax machine reports	Fax activity reports for incoming and outgoing faxes on Nursing and WIC fax machines	6 years	Paper		<input type="checkbox"/>
200_005_001	Patient Health Records	Medical records, including laboratory reports and master index to records, of persons treated in local health programs and similar records created as the result of control or surveillance measures instituted by the local health authority	Adult: 6 years Minor: 2 years plus age of majority (or 20 years) since last service date (source: Columbus Public Health)	Paper		<input type="checkbox"/>
200_005_002	Adult health, child health, chronically ill and disabled children, and communicable disease	Medical Records	Adult: 6 years Minor: 2 years plus age of majority (or 20 years) since last service date (source: Columbus Public Health)	Paper		<input type="checkbox"/>
200_005_003	Communicable Disease Report - Syphilis	Positive Test Results	Permanent	Electronic/E MR		<input type="checkbox"/>
200_005_004	Sexually Transmitted Diseases except Syphilis	Positive Test Results	Permanent	Electronic/E MR		<input type="checkbox"/>
200_005_005	Communicable Disease Report - Syphilis	Negative results	permanent	Electronic/E MR		<input type="checkbox"/>

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200_005_006	Tuberculosis (including x-rays)	Positive Test Results	permanent	Electronic/E MR		<input type="checkbox"/>
200_005_007	Questionnaire and Monitoring of INH therapy	To acquire information and monitor for side effects of medications	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		<input type="checkbox"/>
200_005_008	Tuberculosis Skin Test Record - negative results	TST administered	Permanent Current + 1 year for paper	Paper and/or Electronic		<input type="checkbox"/>
200_005_009	Suspect TB Cases		3 years after last contact	Paper		<input type="checkbox"/>
200_005_010	Tuberculosis Skin Test Record - Previous Positive Reactor	Record of patient when verbally reported as previous positive TST	Permanent Current + 1 year for paper	Paper and/or Electronic		<input type="checkbox"/>
200_005_011	Tuberculosis Skin Test Record - Two-step negative results	TST record	Permanent Current + 1 year for paper	Paper and/or Electronic		<input type="checkbox"/>
200_005_012	Immunization Record - Adult	To record routine adult vaccinations	Permanent	Electronic/E MR		<input type="checkbox"/>
200_005_013	Tuberculosis Skin Test Record - Positive Reactor	TST record	Permanent	Electronic/E MR		<input type="checkbox"/>
200_005_014	Immunization Record - Child	To record routine child vaccinations	Permanent unless uploaded into EMR or Immunization Registry	Paper		<input type="checkbox"/>
200_005_015	Influenza Vaccine Form	To record annual administration of influenza vaccine	Permanent Current + 1 year for paper	Paper and/or Electronic		<input type="checkbox"/>
200_005_016	Dental Record - Sealant Program	Medical record with consent and teeth sealed	Until Patient reaches 21st birthday	Paper		<input type="checkbox"/>
200_005_017	Immunization Record - Adult	To record routine adult vaccinations in EMR and/or Immunization Registry	Permanent	Electronic/E MR		<input type="checkbox"/>
200_005_018	Billings/write-offs	Includes Medicaid, patient and private insurance payments and documentation of all write-offs, including Sliding Fee Discount, inability to pay, uncollectable accounts, etc.	Permanent 7 years after payment for paper	Paper and/or Electronic		<input type="checkbox"/>

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200_005_019	Home Birth Records "Out of Institution Birth"	Convenience Copy followup records for Canton City home births. May include Newborn Home Screening, GC/Chlamydia testing, eye prophylaxis	2 years after last contact	Paper		<input type="checkbox"/>
200_005_020	Electronic Medical Record - Scanned Documents	All scanned documents placed in the EMR will become the document of record for the patient record	Permanent	Electronic/EMR		<input type="checkbox"/>
200_005_021	Immunization Record - Child	To record routine child vaccinations	Permanent	Electronic/EMR		<input type="checkbox"/>
200_005_022	Clinic Stats	Details race, ethnicity, age and high risk categories	2 years	Paper		<input type="checkbox"/>
200_005_023	STI Billing	(Mainted by Fiscal) Convenience copy	1 year	Paper		<input type="checkbox"/>
200_005_024	STI Clinic Medication Sheets	Details patient name, medication and the dosage given to patients attending STI clinic	3 years	Paper		<input type="checkbox"/>
200_005_025	Standing orders for administration of vaccines	Renewed annually to provide childhood and adult vaccinations	1 year + current year	Paper		<input type="checkbox"/>
200_006_001	Screening Procedures	Microscopically, cultural, serological, and other screenings and tests, performed in local government owned laboratories or clinic that do not become part of the patient records of a local health program. If such test or screenings do become part of the patient records of a local health program, they should be retained for the period listed for that program under patient records	1 year + current year	Paper		<input type="checkbox"/>
200_006_002	Health risk appraisal; blood pressure screening, blood pressure referral; vision, hearing, and speech; diabetic screening; syphilis serology;	Screening lab results - positive	7 years past the last date on which service was given or until the patient's 21st birthday, whichever is later.	Paper		<input type="checkbox"/>
200_007_001	HIV	Anonymous Test Results	60 days	Paper		<input type="checkbox"/>

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200_007_002	HIV	Seropositive confidential test results	7 years after the patient's death, if known; or 25 years after seropositive results if not known	Paper		<input type="checkbox"/>
200_007_003	HIV	Seronegative confidential test results	Current Year + 1 year	Paper		<input type="checkbox"/>
200_007_004	HIV/AIDS confidential case report	Patient information and risk factors for contracting HIV/AIDS as well as lab test results	Permanent	Paper and/or Electronic		<input type="checkbox"/>
200_007_005	HIV Clinical Log	Annual log of individuals testing for HIV - includes OPSCAN number, result, and residence	2 years	Paper		<input type="checkbox"/>
200_008_001	Lead Case Management Reports	PHN documentation/records of children reported with elevated lead levels	current grant cycle + 1 year	Paper		<input type="checkbox"/>
200_008_002	Hepatitis C Clinical Log	Annual log of individuals tested for Hepatitis C	2 years	Paper		<input type="checkbox"/>
200_008_003	Car Seat Program Logs	Log of individuals who attended training	Current grant cycle + 1 year (or, current year + 1 year)	Paper		<input type="checkbox"/>
200_008_004	STD Clinical Log	Annual log of individuals that received services in STI clinic	2 years	Paper		<input type="checkbox"/>
200_008_005	Yellow Fever Log	Annual log of individuals utilizing services for Yellow Fever Vaccination	CY + 1 year	Paper		<input type="checkbox"/>
200_008_006	Temperature Control Log for Vaccine storage	Annual log of vaccine refrigerators/freezers	3 years	Paper		<input type="checkbox"/>
200_008_007	Speeches/Presentations	Also press conferences involving the nursing department and/or its operations	Until no longer of administrative value	Paper		<input type="checkbox"/>
200_009_001	Meaningful Use	Compiled Clinic Data for Medicaid, EOB, insurance information for patient, medicaid patient volume	7 years following the year payment was received	Paper and/or Secure electronic		<input type="checkbox"/>

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200_009_002	Early Head Start Screening Medical Records for YWCA programming	Grant program in collaboration with YWCA to meet Early Head Start Screening Standards	3 years	Paper		<input type="checkbox"/>
200_009_003	Medicaid Assisted Claiming (MAC)	Implementation plans, summary list of MAC claims, fiscal documents related to employee time	3 years	Paper and/or Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health
(local government entity)

WIC
(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
250_001_001	Participant Records	The entire content of initially ineligible, terminated, and wait listed participant records	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_001_002	Ohio Department of Medicaid's Application for Health Coverage & Help Paying Costs form	The Ohio Department of Medicaid (ODM 07216) <i>Application for Health Coverage & Help Paying Costs</i> form received as a referral and the applicants decline WIC services or cannot be contacted.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_001	Group Nutrition Education Attendance Records	Attendance Records for all WIC appointments, including group nutrition education, are documented/maintained in the Daily Schedule Reports.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_002	High-Risk Plan	Current State WIC High-Risk Plan and any current approved local high-risk plans (optional; approval from State WIC necessary).	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_003	Master Nutrition Education Schedule/ <i>Nutrition Education Plan for Low Nutrition Risk Participants-Attachment 8</i>	Current Master Nutrition Education Schedule (shows the future three months schedule of group education sessions). The Master Nutrition Education Schedule document used in local clinics is called the, "Nutrition Education Plan-Attachment 8".	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_004	Nutrition Education Lesson Plans	Lesson plans required per current State WIC Policy including any authorization of non-WIC mid-certification nutrition education forms.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_005	Nutrition Education Materials File	Nutrition Education Materials file (current materials & evaluation checklists and non-English nutrition education materials)	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_006	Breast Pump Inventory/ <i>Ohio WIC Program State Supplied Pump and Kit Issuance Only Report</i>	Ohio WIC Program State Supplied Pump and Kit Issuance Only; Ohio WIC Loaned/Single-user Electric Breast Pump Survey	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_002_007	Ohio WIC Loaned/Single-user Electric Breast Pump Survey	Ohio WIC Loaned/Single-user Electric Breast Pump Surveys.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		
250_003_001	Advisory Committee File	Advisory Committee Meeting Minutes and Attendee List	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>

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250_003_002	Staff Meeting Minutes	WIC Staff Meeting minutes	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_003_003	State/Federal Correspondence	All Project Letters, Policy and Procedure Letters	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Electronic		<input type="checkbox"/>
250_003_004	Program Activity Reports	Quarterly Activity Reports; reports are submitted to the State WIC office per set deadlines each fiscal year.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_003_005	Show Rate and Instruction Worksheet	WIC Certification System Show Rate Report, or other NAS approved show rate documentation.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		
250_003_006	Subpoenas and search warrants	Subpoenas and search warrants	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_003_007	Health Professional job orientation plan	Written job orientation plans for new health professionals	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_003_008	VENA Forms	VENA Training and Observation Summary Form	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_003_009	Outreach File	Current Outreach Files (copies of letters mailed to physicians, churches, day care centers; copies of locally developed fliers, posters; approval letters of locally developed materials; documentation of outreach activities).	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_003_010	Documentation of calibration of WIC lab equipment.	Documentation of WIC scale calibrations and hematological equipment when appropriate.	1 year from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains.	Paper and/or Electronic		<input type="checkbox"/>
250_004_001	Fair Hearing Files	Full contents of fair hearing files. Refer to the Fair Hearing Section of the State WIC Policy & Procedure Manual (PPM) for complete information. Fair Hearing files are not filed with participant records.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		<input type="checkbox"/>
250_005_001	General Ledgers; Time and Activity Reports	General Ledgers; Time and Activity Reports (Time Studies); Certificates of Attendance/time cards.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		<input type="checkbox"/>

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250_005_002	System Inventory/ <i>WIC Equipment Inventory</i>	Equipment and system inventory database and reports. There is a specific WIC Program Equipment Inventory	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		<input type="checkbox"/>
250_006_001	Automated Response System (ARS) Report	ARS Report when used as the only proof of an appointment reminder.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		
250_006_002	Program Participation Report	Participant by Priority and Category Report	1 year	Paper and/or Electronic		<input type="checkbox"/>
250_006_003	Computer generated program reports	All other computer generated reports, particularly those reports used as an internal reporting system. Used as needed for program management.	Use as needed, then discard.	Paper and/or Electronic		<input type="checkbox"/>
250_007_001	Vendor and Participant Complaints	Complaints: Vendor complaints & participant complaints.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		<input type="checkbox"/>
250_007_002	Vendor Records	Vendor Site Visit Checklists; Vendor Error Letters; Letters to vendors giving notice of training date; List of all contracted vendors (provided by State WIC office).	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		<input type="checkbox"/>
250_008_001	Waiting Lists	All Waiting List information as outlined by State WIC Policy. NOTE: Policy only followed by local WIC projects if instructed to do so by State WIC.	3 years from the date of the submission of the Final Expense Report for the fiscal year to which the item pertains	Paper and/or Electronic		<input type="checkbox"/>
250_009_001	Milk Bank Drop Records	All milk drop records required by the OhioHealth Mothers Milk Bank, including: freezer temperature logs, milk collection site logs, milk drop exception logs and the freezer cleaning logs.	1 year after the calendar year that the required log sheets were used in. All milk drop records are maintained for one year, after which they may be discarded or surrendered to the affiliated milk bank.	Paper and/or Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health
(local government entity)Air Pollution Control
(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
300_001_001	Activity Reports	Contains (if applicable and created/received by the office): Periodic reports of project or task progress, planning, obstacles, etc. Most of these are able to be viewed electronically through Ohio EPA databases, or internal databases.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
300_001_002	Agendas/Minutes of internal staff/management meetings	Contains (if applicable and created/received by the office): Agendas/Minutes of internal staff/management meetings and supporting records that document internal decisions made at those meetings. If no decisions are documented, those meeting documents are not part of this record series.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
300_001_003	Archived Records List	List of records stored in archive for the Division for easy retrieval. Also contains information of disposed records.	Continuously maintained and updated.	Electronic		<input type="checkbox"/>
300_001_004	Call Logs	Contains (if applicable and created/received by the office): Logs for phone correspondences between CCPH employees and facilities, persons, or entities. Important conversations are transferred to a formal document format and retained per the appropriate record series.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
300_001_005	Data Analysis	Contains (if applicable and created/received by the office): Computer Data Printout, database reports, etc that are generated to check for data completeness, data entry accuracy, periodic reports, and other purposes.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
300_001_006	Guidance	Contains (if applicable): Engineering Guides, Interoffice communications, memorandums, Answer Place communications, Applicability Determination Index, and other guidance documents received by or retrieved from the internet by the office and created by outside agency's (Ohio EPA, USEPA, etc.). These documents reflect interpretation and implementation guidance on air pollution rules and regulations, performance of activities, etc. This record is only for those documents used by the office to conduct activities of the office and are typically organized by subject.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
300_001_007	Ohio EPA Contract, Budget, and Expenditures	Documents related to Contract between CCPH, APC Division and Ohio EPA for the performance of services. Contains (if applicable and created/received by the office): Signed copies of Contract, draft Contract versions with comments/decisions, Contract application (exhibits, etc.), approved budgets, budget preparation documents, funding allocation proposals, expenditures details, approved expenditure reports, correspondence, notes, etc.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 federal fiscal years. Machine Readable: Retain local copy on file servers for 10 federal fiscal years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>

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300_001_008	Ohio EPA Program Audit	Audit/Review conducted by Ohio EPA to assess the performance of the Contract obligations. Contains (if applicable and received/created): Results, questionnaire response, forms, correspondence, exhibits and other related documents.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 5 federal fiscal years. Machine Readable: Retain local copy on file servers for 5 federal fiscal years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_001_009	Procedures	Internal Standard Operating Procedures (SOP) describing office specific policies and procedures for performance of regular job functions (air monitoring, permitting, STARS2, clerical, etc.)	Retain until superseded or obsolete. Keep one copy of old version until audited (if applicable).	Paper and/or Electronic		<input type="checkbox"/>
300_001_010	Public Record Requests	Records documenting public record requests by the public, facilities or other entities and our fulfillment	3 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_001_011	Rule Review Comments	Comments submitted by the office on Ohio EPA or USEPA draft rules during the comment period of the rules.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine Readable: Retain local copy on file servers for 10 years, then destroy.	Electronic		<input type="checkbox"/>
300_001_012	Rules and Regulations	Contains (if applicable): Air pollution rules and regulations created by the Ohio EPA or USEPA, that were received by or retrieved from the internet by the office. These are constantly referred to and used to complete the activities of the office.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if superseded, obsolete, or available on the internet for retrieval. Machine Readable: Retain local copy on file servers until superseded, obsolete, or available on the internet for retrieval, then destroy.	Paper		<input type="checkbox"/>
300_001_013	Statistics	Contains (if applicable and created/received by the office): Various statistics related to office performance (permit issuance, FCE completion, timeliness, etc.), facility performance (timeliness, compliance status, etc.), community performance (air quality trends, health, etc.), etc.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
300_001_014	Time Accounting System	Time Accounting System (TAS) electronic data of APC staff time accounting data of hours spent on the various funded programs, contained in the TAS database. Also includes reports generated from the TAS DB and reports of data submitted to Ohio EPA per contractual obligation.	10 federal fiscal years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_001_015	Title V/TAS Audit	Audit conducted by a third party of the TAS records and the total TV hours spent versus fees collected and related contract expenditure reports. Contains (if applicable and created/received by the office): Audit Report, correspondence, provided documentation, comments on report draft and other documents related to the Title V/TAS Audit.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 5 federal fiscal years. Machine Readable: Retain local copy on file servers for 5 federal fiscal years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>

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300_001_016	Federal Grant Files	Documents related to Federal Grants between CCPH, APC Division and Federal government entity for the performance of grant activities. Contains (if applicable and created/received by the office): Signed copies of Grant Award, Grant application (narrative, completed forms, etc.), approved budgets, budget preparation documents, funding allocation proposals, expenditures details, approved expenditure reports, correspondence, notes, etc.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 grant fiscal years. Machine Readable: Retain local copy on file servers for 10 grant fiscal years, then destroy.	Paper and/or Electronic		
300_002_001	Asbestos Bulk Samples	Contains (if applicable and created/received by the office): These are samples not yet submitted to lab for analysis, or returned from the lab after analysis, and their identification labels and chain of custody. Organized by address or ANTS number. Once submitted to lab, the analysis is filed and retained per its associated record series.	10 years, then destroy.	Paper and Physical		<input type="checkbox"/>
300_002_002	Asbestos Landfill Inspection	Inspection of asbestos waste accepting landfills to determine compliance with asbestos regulations. Contains (if applicable and created/received by the office): inspection notes, inspection report, photos, videos, related correspondence, supporting information, etc. Organized by location and year.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy on file servers for 10 years, then destroy.	Paper		<input type="checkbox"/>
300_002_003	Asbestos Non-Notifiers Files	Contains (if applicable and created/received by the office): Request for information letters and responses, chain of custody for samples, sample analysis, survey reports, inspection notes, inspection reports, related correspondence, photos, videos, etc. Organized by location and year.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy on file servers for 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_002_004	Asbestos Notification Files	Records related to asbestos notifications that did not get inspected. Contains (if applicable and created/received by the office): Asbestos notification(s), survey reports, related correspondence, photos, etc. Organized by location and year.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy on file servers for 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_002_005	RACM Manifests and Reports	Contains (if applicable and created/received by the office): Regulated Asbestos Containing Material (RACM) waste hauling documents (Manifests, etc.) and reports received from landfills on a periodic basis, and related information and correspondence.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine Readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>

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300_002_006	Asbestos Notification Inspection Files	Records related to an inspection conducted for an asbestos notification received. Contains (if applicable and created/received by the office): Asbestos notification(s), chain of custody for samples, sample analysis, survey reports, inspection notes, inspection reports, related correspondence, photos, videos, etc. Files organized by location/ID number and year.	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine Readable: Transfer necessary information to Ohio EPA by uploading into their database. Retain local copy on file servers for 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_003_001	Enforcement Actions - Confidential	Contains (if applicable and created/received by office): Records related to Ohio EPA administrative and judicial enforcement actions. Contains: Referrals [Compliance and Enforcement plans (CEP), Enforcement Action Alerts (EAA), Enforcement Action Referral (EAR)], Case Meeting agendas/notes, case correspondence, enforcement tracker, Investigatory records, Court Case files, Trial preparation files, briefing memos, calculations, draft orders/settlements, research materials, depositions, Attorney-client privileged documents, etc.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers for 10 years.	Paper and/or Electronic		<input type="checkbox"/>
300_003_002	Enforcement Actions - Public	Contains (if applicable and created/received by the office): Final Administrative and judicial enforcement actions issued by the Ohio EPA that resolve outstanding violations of Ohio's environmental laws with an entity. Includes: Consent Agreement, Consent orders, Findings and Orders (F&Os), Expedited Settlement Agreements (ESA), Ohio EPA Director Warning Letter, Ohio EPA DAPC Chief Warning Letter, court rulings, and termination letters.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Machine readable: Transfer record to Ohio EPA by uploading into their database so they can retain permanently. Retain local electronic copy on file servers for 10 years.	Paper and/or Electronic		<input type="checkbox"/>
300_003_003	Environmental Review Appeals Commission (ERAC) Material	Contains (if applicable and created/received by the office): Case files appealing final actions of the Ohio EPA Director related to activities conducted by this office. Includes any documents received by the office until after the case is closed or settled.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers for 10 years.	Paper and/or Electronic		<input type="checkbox"/>
300_003_004	Non-Compliance Records (Non-facility) - Public	Contains (if applicable and created/received by office): All documentation related to air pollution programmatic enforcement between CCPH (on behalf of Ohio EPA) and regulated entities detailing violation of Ohio's environmental statutory and regulatory requirements. Includes Notice of Violations (NOVs), Warning Letters, Resolution of Violations (ROV), correspondence with entity related to the enforcement, photos sent to entity, Database Reports, etc. Non-Facility means any entity that does not have a permit program facility ID.	Paper: For files within 10 years (CID retention schedule) of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>

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300_003_005	Non-Compliance Records (Facility) - Public	Contains (if applicable and created/received by office): All documentation related to air pollution programmatic enforcement between CCPH (on behalf of Ohio EPA) and regulated entities detailing violation of Ohio's environmental statutory and regulatory requirements. Includes Notice of Violations (NOVs), Warning Letters, Resolution of Violations (ROV), correspondence with entity related to the enforcement, photos sent to entity, Database Reports, etc. Facility means any entity that has a permit program facility ID.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_001	Excess Emission Reports (EER) Summary	A report created by the office that summarizes the data contained in the EER from facilities with continuous monitors (COMS, CEMS, etc.). This report is submitted to Ohio EPA. Old records were hardcopy, current records are entered directly into an Ohio EPA database.	Paper: Retain until EER Summary report is received from Ohio EPA, then destroy; Electronic: Enter data directly into Ohio EPA database to transfer records to Ohio EPA. Do not retain local copy.	Paper and/or Electronic		<input type="checkbox"/>
300_004_002	Excess Emission Reports (EER) Summary - Ohio EPA	A report created by Ohio EPA summarizing the EER Summary data for the entire state (including this office). This report is received by the office and Includes guidance and recommended actions. Old records were hardcopy, current records are electronic	Paper: Retain until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy superseded or obsolete files regardless. Machine Readable: Retain electronic copy for at least 2 years and then until superseded or obsolete.	Paper and/or Electronic		<input type="checkbox"/>
300_004_003	Facility Air Fee Emission Reports	Contains (if applicable and created/received by office): Emission Fee reports (TV, SMTV, and NTV/blue cards), emission inventory, supporting data, and report review notes	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_004	Facility Assignments List	List of engineers' facility assignments	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_005	Facility Air Permit Files	Contains (if applicable and created/received by the office): permit application, application related correspondence, emission calculations, PTE evaluation, supporting documentation, MSDS, T&C recommendations, permit strategy, SOB, BAT Determination, permit review notes, response to comments document, permit revocations, issued permits, permit time extensions, and permit related correspondence. For all permits types except PBR (TV, PTI, PTO, Registration, PTIO, FESOP, FEPTIO, etc.)	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database so they can retain permanently. Retain local electronic copy on file servers for 10 years.	Paper and/or Electronic		<input type="checkbox"/>

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300_004_006	Facility CEMS Reports	Contains (if applicable and created/received by office): Continuous Emission Monitoring (CEMS) EER, Continuous Opacity Monitoring (COMS) EER, other CEMS/COMS reports, related report review notes, related quality assurance programs, related audits (CGAs), etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_007	Facility Compliance Reports	Contains (if applicable and created/received by office): PERs, TV Compliance Certification Reports, deviation reports, USEPA Rule required reports (MACT, NSPS, etc.), and other required reports If received by the office. Also contains report review notes and related correspondence.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_008	Facility file	This is a catch-all file for facility related records that are not otherwise defined. Contains (if applicable and created/received by office): facility information, facility contacts, source list, record of permit applications log, general correspondence, meeting notes, newspaper articles, maintenance bypass requests, USEPA 114 Information Requests, USEPA rule notifications, Transfer of ownership, withdrawal of EU, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_009	Facility HOV/ATL Files	Contains (if applicable and created/received by office): Landfill facility Higher Operating Value (HOV) and Alternative Timeline (ATL) requests, supporting data & documentation, acceptance letters, related correspondence, and all other related files.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>

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300_004_010	Facility Inspections	Contains (if applicable and created/received by office): notes, correspondence related to the inspection, VE observations conducted, copies of records reviewed, copies of MSDS, and inspection reports. Records for all types of inspections including FCE and PCE.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_011	Facility Malfunction Reports	Contains (if applicable and created/received by office): Malfunction reports, call notification logs and memos for malfunctioned emission units	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_012	Facility PBR Files	Contains (if applicable and created/received by the office): PBR notifications, PBR acceptance Letter, and related correspondence.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_013	Facility Permit Variance Files	Contains (if applicable and created/received by the office): facility request for permit variance, Ohio EPA Directors letter recommendation prepared by the office, Ohio EPA Director's letter granting variance (if received by office) and related correspondence and supporting documentation.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>

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300_004_014	Facility Plans	Contains (if applicable and created/received by office): Plans generated by a facility for compliance with regulations that are used by office and related files. Plan types include: Compliance Assurance Monitoring (CAM), Risk Management Plan (RMP) [112(r)], Odor Monitoring / Contingency, Emergency Response Plan, Operation and Maintenance Plan, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_015	Facility Plot Plan	Contains (if applicable and created/received by office): Details of internal layout of facility and immediate surrounding area, Blueprint layout/construction plans and specifications for facilities	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_016	Facility Rule Variance Request	Contains (if applicable and created/received by the office): facility request for Ohio EPA or USEPA rule variance, letter granting variance and supporting documentation, if received by office. Also contains letter language recommendations prepared by the office and related correspondence.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 15 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 15 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>
300_004_017	Facility Stack Tests	All information related to source emission testing/stack testing/Relative Accuracy Test Audits (RATA) including (if applicable and created/received by office): ITTs, notes, staff observation report, results review report, test report, and related correspondence, data collected, VE observations conducted, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		<input type="checkbox"/>

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300_004_018	Facility Trade Secret information	Contains (if applicable and created/received by office): Trade secret information provided to office by facility in order to make decisions, but not publicly available. Records filed and retained in accordance with the associated record series (permits, stack test results, enforcement, etc.)	Treat as associated record series	Paper and/or Electronic		<input type="checkbox"/>
300_004_019	Non-Facility files	Contains (if applicable and created/received by the office): Files for sources that appear may be a facility, but have been determined to not be a facility so were not assigned a facility ID number. The files can contain de minimis determinations, correspondence, USEPA Rule notification forms, and other related information. Sources are entered into STARS2 to be assigned a facility ID number and retained per associated record series.	Retain until facility ID is assigned then treat as associated record series.	Paper and/or Electronic		<input type="checkbox"/>
300_004_020	Facility Portable Source Relocations	Contains (if applicable and created/received by office): Permitted portable source relocation documents including site approval requests, intent to relocate requests, and processed approvals or denials of requests, related correspondence, etc.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy on file servers until no longer of value.	Paper and/or Electronic		
300_005_001	Air Pollution Complaints files (Non-Facility)	Records related to complaints received on air pollution, fugitive dust, ash fallout, open burning, and odors related to non-facility sources. Also any emergency air release reports from Ohio EPA, DERR. Contains (if applicable and received/created by office): photos, videos, fire department notifications, contact information, investigation notes and evidence, supporting documentation, MSDS, VE observations conducted, Actions Taken list, related correspondence, etc. Organized by record number from internal CID. Non-Facility means any entity that does not have a permit program facility ID.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		<input type="checkbox"/>
300_005_002	Air Pollution Complaints files (Facility)	Records related to complaints received on air pollution, fugitive dust, ash fallout, open burning, and odors related to facility sources. Also any emergency air release reports from Ohio EPA, DERR. Contains (if applicable and received/created by office): photos, videos, fire department notifications, contact information, investigation notes and evidence, supporting documentation, MSDS, VE observations conducted, Actions Taken list, related correspondence, etc. Organized by record number from internal CID. Facility means any entity that has a permit program facility ID.	Paper: If the facility is not shutdown as of current day, Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if facility has been shutdown for 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database or destroy if facility has been shutdown for 10 years. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		

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300_005_003	Anti-Tampering Inspections	Contains (if applicable and created/received by the office): Anti-Tampering inspection reports, notes, related correspondence, photos, videos and other related documents. Organized by record number from internal CID.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		<input type="checkbox"/>
300_005_004	Complaints and Inspections Database (CID) (Non-facility)	Contains (if applicable and created/received by the office): Tracking and recording database for complaints for non-facility sources, asbestos investigations, anti-tampering inspections, open burn requests, etc., and contains all related information.	Retain data including attachments for 10 years in database, then purge data/attachments.	Electronic		<input type="checkbox"/>
300_005_005	Complaints and Inspections Database (CID) (Facility)	Contains (if applicable and created/received by the office): Tracking and recording database for complaints for facility sources, stack test observations, etc., and contains all related information.	Retain data including attachments in database until facility is shutdown for 10 years, then purge data/attachments.	Electronic		
300_005_006	Field Equipment Calibration and Maintenance Records	Contains (if applicable and created/received by the office): Records related to calibration and maintenance of field equipment, related correspondence, etc.	10 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_005_007	Open Burn Requests	Contains (if applicable and created/received by the office): Requests, Notifications, Permissions, Denials, Forms, Response Letters, Photos; time, locations, and purpose of open burning are all recorded. Organized by record number from internal CID.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		<input type="checkbox"/>
300_005_008	Verified Complaints	Official verified complaints received pursuant to ORC 3745.08 related to air pollution. Contains (if applicable and created/received by the office): complaint, inspection notes and report, photos, videos, evidence and supporting documentation, related correspondence, etc. Organized by record number from internal CID.	Paper: Retain until scanned or entered into database and Machine Readable format has been checked for quality and completeness, then destroy. Destroy regardless if beyond 10 years. Machine readable: Transfer record to Ohio EPA by uploading into their database. Retain local electronic copy per Complaints and Inspections Database record series (300_005_003).	Paper and/or Electronic		<input type="checkbox"/>
300_006_001	Air Monitoring & Field Equipment Manuals	Contains (if applicable and created/received by the office): Equipment technical manuals provided by manufacturer of the equipment used for monitoring, monitoring sites, lab, or field. These are copyrighted materials and are only subject to public inspection, not copying.	Paper: Retain current versions until scanned and Machine Readable format has been checked for quality and completeness, then destroy; Destroy regardless if obsolete. Machine Readable: Retain until superseded, then replace. Retain current versions for remaining life of equipment, then destroy. Destroy regardless if obsolete.	Paper and/or Electronic		<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
300_007_001	Air Monitoring AQS Reports	Reports generated from online AQS software (AMP 255, AMP 450, etc.) to quality check data for completeness and accuracy. These reports are both generated by the office and sent to us by other agencies.	10 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_007_002	Air Monitoring Audit File	Contains (if applicable and created/received by the office): Records and reports of instrument performance accuracy audits and Technical Systems Audits (TSA) conducted by Ohio EPA and USEPA. Includes any response/corrective actions to audits, pre-audit questionnaire, and related correspondence.	Retain current audit and past 2 audits, so each audit is retained for no less than 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_003	Air Monitoring Correspondence	Contains (if applicable and created/received by the office): General air monitoring related correspondence of data submissions, etc, sorted by year and not otherwise defined.	2 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_007_004	Air Monitoring Data	Contains (if applicable and created/received by the office): ambient air monitoring raw and validated data, daily data reports, air quality index (AQI) reports, sampler run sheets, data logbooks, shortfall forms, ambient data reports, precision and accuracy reports (PARS), quality assurance data (data control charts, logbooks, statistics, etc), instrument malfunction report, exceptional events, terrestrial effects, and related correspondence for all pollutants measured by the office. Most of this data is uploaded into the USEPA AQS database and the Ohio EPA AirVision database, which is retained per their schedule.	10 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_007_005	Air Monitoring Equipment File	Contains (if applicable and created/received by the office): Contains information on repair work performed for air monitoring equipment (e.g. sampling, calibration device, shelter, sampler refrigerator, etc), equipment loan agreement with other agencies, equipment logbooks, instrument calibrations, related correspondence, and other related records.	Retain for life of equipment and no less than 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_006	Air Monitoring Plans and Procedures	Contains (if applicable): Air Monitoring Plans (Monitoring Network Plan (MNP), QAPP, Quality management Plan, etc.), Procedures, Policies, Memos, and Guidance developed by Ohio EPA. The office is a signatory on these plans for implementation and they are received by the office. The current MNP is posted on the website for public access.	Retain until superseded or obsolete, for no less than 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_007	Air monitoring PQAO Agreements	Contains (if applicable and created/received by the office): Signed Agreements with other agency's to define the Primary Quality Assurance Organization (PQAO) the office is associated with. Original signature copies are transferred to Ohio EPA, these are the office copies.	Retain until superseded or obsolete, for no less than 10 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_008	Air Monitoring Samples	Contains (if applicable and created/received by the office): Air Monitoring samples (lead filters, PM2.5 filters, etc.), sample labels, chain of custody, filter shipment tracking forms, new filter tracking, etc.	For PM2.5 filter samples: Filters stored offsite in cold storage for 1 year at laboratory, then transferred to the Office for room temperature storage of another 9 years, for a total of 10 years retention, then dispose. For rest of record series: 10 years, then destroy	Paper and/or Electronic		<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
300_007_009	Air Monitoring Site Information	Contains (if applicable and created/received by the office): Air Monitoring Site Information, site design criteria, site materials, 40 CFR Part 58 appendix D & E site information, monitoring site usage agreements, photos, site logbooks, network information, variances, related correspondence, etc.	10 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_009_001	Licenses/Certificates	Contains (if applicable and created/received by the office): Employee received licenses or certification for attending training sessions, seminars, etc. Original Licenses/certificates are kept by employees as part of their personal files. Copies are kept by the office for administrative purposes and some copies are retained as part of the "Individual Personnel Records" record series (100_005_001).	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
300_009_002	Training Tracking	Tracking sheet of which employees have attended certain trainings and/or are certified and when classes are registered/scheduled for attendance (Method 9 smoke school, Inspector Training Academy, etc).	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
300_009_003	Training materials - prepared by the office	Contains (if applicable and created/received by the office): Training Materials prepared by the office to satisfy training requirements.	Until obsolete or superseded, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_009_004	Training Registration Forms	Contains (if applicable and created/received by the office): Copies of registration forms submitted to attend Training.	Until no longer of administrative value.	Paper and/or Electronic		<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
400_001_001	Acid Residual	Document cleanliness of lab equipment	5 years	Paper		<input type="checkbox"/>
400_001_002	Autoclave record	Document sterilization of media/materials	5 years	Paper		<input type="checkbox"/>
400_001_003	Balance Calibration	Document performance of lab. scale	5 years	Paper		<input type="checkbox"/>
400_001_004	Daily Temperature record	Document incubator/refrigerator/bath temperature	5 years	Paper		<input type="checkbox"/>
400_001_005	Deionized Water Quality	Document performance of lab water system	5years	Paper		<input type="checkbox"/>
400_001_006	Hot Air Oven record	Document sterilization of media/materials	5 years	Paper		<input type="checkbox"/>
400_001_007	Media QC	Document media quality and performance	5 years	Paper		<input type="checkbox"/>
400_001_008	Micro Sample Submission Rpt.	Record water sample collection, submission, analysis	5 years	Paper		<input type="checkbox"/>
400_001_009	Micro Test Data record	Logbook of water sample analysis	5 years	Paper		<input type="checkbox"/>
400_001_010	MMO/MUG QC record	Document media quality and performance	5 years	Paper		<input type="checkbox"/>
400_001_011	pH Linearity record	Document performance of pH meter	5 years	Paper		<input type="checkbox"/>
400_001_012	pH Record	Document pH of media and reagents	5 years	Paper		<input type="checkbox"/>
400_001_013	PT Event records	Document lab analysis performance	5 years	Paper		<input type="checkbox"/>
400_001_014	Sample Bottle Sterility	Document sample bottle quality/sterility	5 years	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
400_001_015	Standard and Reagent log	Record lot, expiration, discard of media	5 years	Paper		<input type="checkbox"/>
400_001_016	Thermometer Calibration	Document performance of lab thermometers	5 years	Paper		<input type="checkbox"/>
400_001_017	Timer Calibration	Document performance of lab timers	5 years	Paper		<input type="checkbox"/>
400_001_018	Total/E.coli confirmation	Document performance of MMO/MUG test	5 years	Paper		<input type="checkbox"/>
400_001_019	Autoclave record - Bio	Document sterilization of autoclave, including for EPA, media/materials and Dental	5 years	Paper		<input type="checkbox"/>
400_001_020	Autoclave Sterility Check	Document performance of autoclave, including for EPA, media/materials and Dental	5 years	Paper		<input type="checkbox"/>
400_001_021	Hot Air Oven Sterility Check	Document performance of Hot Air oven	5 years	Paper		<input type="checkbox"/>
400_002_001	Infectious Waste Shipping paper	Record shipment of waste for treatment	3 years	Paper		<input type="checkbox"/>
400_002_002	Daily Temp. Record - nonwater	Record incubator/refrigerator/bath temp.	5 years	Paper		<input type="checkbox"/>
400_002_003	Chain of Custody form	Document submission of food/environmental sample	5 years	Paper		<input type="checkbox"/>
400_002_004	Complaint Form	Document Food/Environmental complaint	5 years	Paper		<input type="checkbox"/>
400_002_005	Sample Form	Document Food/Environmental sample	5 years	Paper		<input type="checkbox"/>
400_002_006	Food/Environmental analysis	Document Food/Environmental analysis	5 years	Paper		<input type="checkbox"/>
400_002_007	pH Linearity - nonwater	Document performance of pH meter	5 years	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
400_002_008	pH Record - nonwater	Record results of pH measurement	5 years	Paper		<input type="checkbox"/>
400_002_009	Pollen Logbook	Record pollen/mold counts	10 years	Paper		<input type="checkbox"/>
400_003_001	Test requisitions and authorizations.	Test requisitions and test authorizations.	Current Year plus 2 years	Paper		<input type="checkbox"/>
400_003_002	Test Procedures	Discontinued clinical test procedures, policies, and SOP's must be kept for reference until completion of the retention period. This includes manufacturer's procedures.	Current Year plus 2 years	Paper		<input type="checkbox"/>
400_003_003	Analytic Systems Records.	Quality control and patient test records (including instrument printouts, if applicable) and all analytic systems activities specified in Sec. Sec. 493.1252 through 493.1289. This would include items such as reagent logs, instrument logs, temperature logs, equipment maintenance and function checks, calibration verification records, control procedure logs such as Oxi, gram stain and RPR control logs, corrective actions and quarterly assessments.	Current Year plus 2 years	Paper		<input type="checkbox"/>
400_003_004	Proficiency Testing and alternate Proficiency Testing Records.	This includes completed worksheets, attestation pages, graded results, evaluations and records from the proficiency testing provider and quarterly pt review completed by the Laboratory Director	Current Year plus 2 years	Paper		<input type="checkbox"/>
400_003_005	Laboratory Quality Systems Assessments Records	This would include but not be limited to: complaint logs, Issue log, competency assessments, communications logs, quarterly assessments,	Current Year plus 2 years	Paper		<input type="checkbox"/>
400_003_006	Test Reports	Retain or be able to retrieve a copy of the original report (including final, preliminary, and corrected reports) at least 2 years after the date of reporting.	Current Year plus 2 years	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health (local government entity)	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> Environmental Health (unit)
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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	(6) RC-3 Required by OHS-LGRP
500_001_001	Activity Sheets	To keep track of daily employee work performed	5 years	Electronic		<input type="checkbox"/>
500_002_001	Animal Bite Case File	A file containing all information available pertaining to the investigation of an animal bite. This case file shall include the initial animal bite report, quarantine notice and any correspondence, including electronic correspondence.	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_002_002	Animal Bite Investigation Report.	To record information on an animal bite including description of the animal	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_002_003	Animal Bite Monthly Worksheet	To record animal bites according to type of animal	5 years	Electronic		<input type="checkbox"/>
500_002_004	Notice to Quarantine	Notice to quarantine animal	5 years from date case was initiated	Paper		<input type="checkbox"/>
500_002_005	Rabies Test Submission Report	To determine if animal is rabid by lab investigation	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_003_001	Environmental Complaint Form - All programs	To record complaints received from the public concerning any issue that falls under the jurisdiction of the Environmental Health Division	5 Years after date of inspection	Paper and/or Electronic		<input type="checkbox"/>
500_004_001	Correspondence (general, such as form letters)	To record general information distributed to the public that is not associated with an ongoing investigation.	5 years	Paper		<input type="checkbox"/>
500_004_002	Correspondence (pertaining to a case file)	Orders, notices of violations, email correspondence, case printout, board declarations, letters of appeal and related documentation.	5 Years after date of inspection	Paper and/or Electronic		<input type="checkbox"/>
500_005_001	EBL Investigation Case File	Includes notification of Elevated Blood Level (EBL) Child from Ohio Department of Health, complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection	Paper and/or Electronic		<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
500_006_001	Calibration of Equipment	To record calibration of equipment used in Environmental Health programs	Life of equipment	Paper		<input type="checkbox"/>
500_006_002	Equipment Maintenance Records	To document all maintenance on equipment from EH Equipment	Life of equipment	Paper		<input type="checkbox"/>
500_007_001	Application for Frozen Dessert Manufacturing Permit	To permit frozen dessert manufacturers to operate	6 months after audit	Paper		<input type="checkbox"/>
500_007_002	NEW Application for a Food Service Operation	To approve food service operations	5 years after facility closes	Paper		<input type="checkbox"/>
500_007_003	NEW Application for a Retail Food Establishment	To approve retail food establishments	5 years after facility closes	Paper		<input type="checkbox"/>
500_007_004	Food Establishment Case File	Includes copy of operating license, plans, complaint/inspection reports, sample, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		<input type="checkbox"/>
500_007_005	Retail Food Establishment License Release for Transfer	To consent to and transfer food establishment operation license	5 years after facility closes	Paper		<input type="checkbox"/>
500_007_006	Food Related Alert/ Complaint Record	Complaint for suspect food	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_007_007	Food Service Case File	Includes copy of operating license, plans, complaint/inspection reports, sample, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		<input type="checkbox"/>
500_007_008	Food Service Operation License Release for Transfer	To consent to and transfer food service operation license	5 years after facility closes	Paper and/or Electronic		<input type="checkbox"/>
500_007_009	Food Service Operations/Vending Plan Checklist, HEA 5323	Checklist for Food Service Operation/Vending	5 years after facility closes	Paper		<input type="checkbox"/>
500_007_010	Food/Environmental Sample Collection Form	To document the sample and to initiate the chain of custody of an environmental sample	5 Years after date of inspection	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
500_008_001	Inspection Records - all types	Case file printout from HDIS or similar. Photos, investigation notes, phone logs if particular to case and evidence inventories.	5 Years after date of inspection	Paper and/or Electronic		<input type="checkbox"/>
500_009_001	Manufactured Home Park Case File	Includes copy of operating license, complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection provided there are no violations. In the case of an inspection form used for a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper and/or Electronic		<input type="checkbox"/>
500_010_001	Criminal Complaint Form	Subpoena paperwork initiated against landowner/operator for violating board of health order	Not kept on file. Submitted to the courts.	Paper		<input type="checkbox"/>
500_010_002	Nuisance Investigation Case File	Includes complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection	Paper and/or Electronic		<input type="checkbox"/>
500_011_001	Training Verification Form	To record training attended by employee pertaining to department policies or job description	Permanent	Paper		<input type="checkbox"/>
500_012_001	Environmental Sanitation Report for institutions	To inspect institutions in a state/county/city capacity citing prison, jail, detention or lockup	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_012_002	School Environment Inspection Form	To inspect and make recommendations for school environment	5 years	Paper		<input type="checkbox"/>
500_013_001	Application for a Home Disposal System Installation Permit (septic tank)	To make application for permit to install private Home Sewage Treatment System (septic tank)	Permanent	Paper		<input type="checkbox"/>
500_013_002	Home Sewage Treatment System Installation Permit	Permit to install HSTS	Permanent	Paper		<input type="checkbox"/>
500_014_001	Solid Waste Case File	Includes Solid Waste Operating License, complaint/inspection reports, correspondence and activity records.	5 years	Paper and/or Electronic		<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
500_014_002	Infectious (large and small) Waste Generator Case File	Includes copy of operating license, complaint/inspection reports, correspondence and activity records.	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_015_001	Bacterial Sample Report	To submit sample and record lab analysis in public swimming pool water or public water meant for human consumption	5 Years after date of sampling	Paper		<input type="checkbox"/>
500_016_001	Tattoo/Body Piercing Case File	Includes Tattoo/Body Piercing Operating License, complaint/inspection reports, correspondence and activity records.	5 years	Paper and/or Electronic		<input type="checkbox"/>
500_017_001	Vehicle Maintenance	To record Maintenance of all city-owned vehicles	Life of equipment	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health (local government entity)	Vital Statistics (unit)
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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	(6) RC-3 Required by OHS-LGRP
600_001	Affidavits	To correct or add information on birth, death and fetal death affidavit's and Paternity of Affidavit's	2018 or earlier - shred 2019 until present - Permanent	Paper		<input type="checkbox"/>
600_002	Application for Birth and Death Certificates	Forms used to request birth and death records	3 years provided audited	Paper		<input type="checkbox"/>
600_003	Audit Logs	Daily audit logs of birth and death certificates issued	Permanent	Paper		<input checked="" type="checkbox"/>
600_004	Birth Certificates	Permanent record of birth	Permanent	Electronic and Microfiche		<input checked="" type="checkbox"/>
600_005	Burial Permit Log	Record of burial permit's issued	Permanent	Paper		<input checked="" type="checkbox"/>
600_006	Certificates of Service	Certificates when someone dies out of Ohio, but is buried in Canton	1 Year	Paper		<input type="checkbox"/>
600_007	Child Fatality Review	Application for child fatality review	3 Years	Paper		<input type="checkbox"/>
600_008	Death Certificates	Permanent record of death	Permanent	Paper, Electronic and Microfiche		<input checked="" type="checkbox"/>
600_009	Fetal Death Certificates	Permanent Record of fetal death	Permanent	Paper, Electronic and Microfiche		<input checked="" type="checkbox"/>
600_010	Government Use Only Requests	Letters/memos of government use only requests	Permanent	Paper		<input type="checkbox"/>
600_011	Home Birth Packets	Information and documentation pertaining to home births.	Faxed to ODH-VS, then original paperwork should be mailed to ODH. Once faxed and mailed, all home birth documents, with the exception of birth certificates can be shredded.	Paper and/or Electronic		<input type="checkbox"/>
600_012	Index	Index of birth and death records	Permanent	Paper, Electronic and Microfiche		<input checked="" 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
600_013	Indigent Burial Information	Application and letter of recommendation for cremation	3 years	Paper		<input type="checkbox"/>
600_014	Numbers removed from Spoiled Paper on a log	Numbers from spoiled birth/death certificate paper	Permanent	Paper		<input type="checkbox"/>
600_015	Paternity Affidavits	Paternity affidavits completed by customers.	Original mailed to Paternity Registry, copy kept until change is made by ODH on birth certificate record.	Paper		<input type="checkbox"/>
600_016	Security Paper Sign-Out Log	Sign-out log to use birth/death certificate paper	Permanent	Paper		<input type="checkbox"/>
600_017	Security Paper Spoil Log	Log used for birth/death certificates when spoiled	Permanent	Paper		<input type="checkbox"/>
600_018	Security Paper Transfer Forms	Transfer forms when transferring security paper	Permanent	Paper		<input type="checkbox"/>
600_019	Supplements	To correct or add medical information on death records	2018 or earlier - shred 2019 until present - Permanent	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health
(local government entity)Fiscal
(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
700_001_001	Annual Budget	Annual Budgeting	5 Years	Paper and/or Electronic		<input type="checkbox"/>
700_001_002	Annual Certificate of Estimated Resources	Estimated revenues expected to receive in coming fiscal year. Health Dept receives a copy. Original is kept with City Auditor.	Until no longer of Administrative value	Paper and/or Electronic		<input type="checkbox"/>
700_002_001	Accounts Receivable Log	Record of all billings which include invoice, invoice date, amount billed, date paid, register receipt # and amount paid	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
700_002_002	Daily Posting Recapitulation	Posting of daily deposit, which matches bank.	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
700_002_003	Invoices (Accounts Receivable)	Billable services invoice	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
700_002_004	Invoices for Board Approval	List of invoices for board approval	1 year	Electronic		<input type="checkbox"/>
700_002_005	Paid Invoices (Accounts Payable)	Invoices that have been paid	3 years, provided audited	Paper		<input type="checkbox"/>
700_002_006	Pay-in Slips	Pay-in Slips	3 years, provided audited	Paper		<input type="checkbox"/>
700_002_007	Receipt Tape from Cash Register	Copy of receipts issued to customers showing all cash, check and credit card transactions.	3 years, provided audited	Paper		<input type="checkbox"/>
700_002_008	Transfer account request form	Forms used to transfer money from 1 account to another.	1 year until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
700_003_001	Grant Records	Grant information including applications, award notices, quarterly expenditure reports, etc.	5 years, provided audited and disputes resolved	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
700_003_002	Transmittal forms accompanied by Grant payments	Transmittal forms accompanied by Grant Payments	5 years, provided audited and disputes resolved	Paper		<input type="checkbox"/>
700_003_003	Subrecipient contracts/agreements	Subawards awarded through contract or an agreement, maintained with the grant documents	5 years, provided audited and disputes resolved	Paper		<input type="checkbox"/>
700_004_001	Contracts/agreements	Various contracts in regards to maintenance, copies, etc.	15 years, after termination of contracts	Paper		<input type="checkbox"/>
700_005_001	Purchase Orders	Purchase Orders	3 years, provided audited	Paper		<input type="checkbox"/>
700_005_002	Purchase Requests	Purchase Requests	3 years, provided audited	Paper		<input type="checkbox"/>
700_006_001	Patient write offs	Patient write offs	7 years, provided audited	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Pu General Schedule

(local governm (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
800_01	Agendas of Agency Staff Meetings	Agendas and supporting records documenting internal policy decisions.	Retain 2 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
800_02	Annual Reports	Also includes other published periodic reports on agency activities.	Permanent (1 copy). Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value.	Paper & Electronic		<input checked="" type="checkbox"/>
800_03	Application for Certified Copy of Public Record	Written correspondence to request certified copy of public records	Permanent	Paper		<input type="checkbox"/>
800_04	Blank Forms	Various Blank forms used in the Health Department	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
800_05	Claims and Litigation Records	Insurance claims, public property, etc.	10 years after final settlement	Paper		<input type="checkbox"/>
800_06	Contracts, leases and agreements	Signed contracts, leases and agreements.	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
800_07	Copies	Copies - duplicated copies of official records used for background information, convenience of record, or as a reading copy	Until no longer of administrative value.	Paper		<input type="checkbox"/>
800_08	Correspondence, General	General Correspondence	2 Years	Paper and/or Electronic		<input type="checkbox"/>
800_09	Correspondence, Legislative	Legislative Correspondence	5 Years	Paper and/or Electronic		<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
800_10	Delivery Slips and Packing Lists	Received with goods and verified.	Kept until all goods received are verified.	Paper		<input type="checkbox"/>
800_11	Directives, Manuals, Policies, Handbooks and Training Materials	Publications produced by an agency detailing operations, regulations, training and/or other procedures of an agency.	Retain until superseded, obsolete, or replaced, then destroy.	Electronic		<input type="checkbox"/>
800_12	Drafts	Draft of letters, memos, worksheets, reports, etc.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
800_13	Employee sign in/sign out sheets	Logs maintained in each Department documenting employee in/out activity.	1 year	Paper		<input type="checkbox"/>
800_14	Fax log reports	Fax log reports	1 year	Paper and/or Electronic		<input type="checkbox"/>
800_15	ID Badges	Employee Identification	Turn in upon termination	Card		<input type="checkbox"/>
800_16	Input Documents	Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are retained by the program unit.	Retain until all data has been entered into the system and, if required, verified, then destroy.	Paper		<input type="checkbox"/>
800_17	Legal Opinions - Ask Legal	Legal Opinions	Permanent	Paper and/or Electronic		<input type="checkbox"/>
800_18	Lists/Directories	Includes mailing lists, employee telephone list, directories, rosters, and registers compiled by an agency.	Retain until superseded, obsolete, or replaced or until no longer administrative value, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
800_19	Maintenance work orders	Maintenance requests	2 years	Electronic		<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
800_20	Management and Operations Reports	Reports created by agency staff or outside consultants concerning the management or operations of an agency.	Until incorporated into the Annual Report; otherwise 5 years	Paper and/or Electronic		<input type="checkbox"/>
800_21	Material Safety Data Sheets	Material Safety Data Sheets for materials kept and used by staff	Retain in operating area until obsolete or superseded, then destroy.	Paper		<input type="checkbox"/>
800_22	Minutes of Agency Staff Meetings	Minutes and supporting records documenting internal policy decisions.	Retain 2 years, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
800_23	Monthly & Weekly Reports	Documents status of on-going projects and issues; advises supervisors of various events and issues.	Retain 1 year, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
800_24	Newspaper Releases and News Bulletins	Includes news/press releases and bulletins issued by an agency.	3 Years	Paper and/or Electronic		<input type="checkbox"/>
800_25	OSHA accident and fire inspection reports	OSHA accident and fire inspection reports	Paper-Retain 5 years in operating area, destroy data deemed not useful. Retain electronic/microfiche data permanently that is	Paper		<input type="checkbox"/>
800_26	Payroll Sheets	Electronic Payroll Records	3 Years	Paper and/or Electronic		<input type="checkbox"/>
800_27	Public Advisory meetings	Meetings or hearings between department, citizens and company representatives. Files contain information, correspondence and notes, and minutes on what the Health Department programs are doing, and the input of the citizens to such. (More specific to Air Pollution Control)	Retain five years in operating area the review by State Archives for possible transfer. Destroy if of no historical value.	Paper		<input type="checkbox"/>
800_28	Publications, Health Department	Public Education Materials created by the health department for distribution to the public	Until superseded or obsolete.	Paper and/or Electronic		<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
800_29	System Users Access Records	Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of administrative value to agency, then destroy.	Paper		<input type="checkbox"/>
800_30	Telephone messages (written)	Written telephone messages.	Until no longer of administrative value.	Paper		<input type="checkbox"/>
800_31	Test Database/Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a database system.	Retain until no longer of administrative value to agency, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
800_32	Transient Records	Phone slips, notes, post-it notes, e-mails and other short term records of little administrative value.	Keep until no longer of value, then destroy.	Paper		<input type="checkbox"/>
800_33	Visitors' Log	Records documenting the entry and departure of employees and visitors into a State office building during and/or after office hours.	Retain 1 year, then destroy.	Paper		<input type="checkbox"/>
800_34	Voice Mail	Voice mail on work cell phones or work telephones.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
800_35	Inventory Forms	CCPH maintained inventory forms.	2 years after inventory item has been disposed or sent to auction.	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health
(local government entity)

Office of Public Health Information and Innovation
(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
900_001_001	Naloxone Intake Forms	Intake form collected when participant receives Naloxone kit (Template provided by ODH)	1 Year	Paper		<input type="checkbox"/>
900_001_002	Distribution Log	Log completed per Ohio Pharmacy Rules when Naloxone medication is distributed. (Discontinued requirement by Ohio BOP effective April 6, 2023)	3 Years	Paper		<input type="checkbox"/>
900_001_003	Naloxone Furnishment Form	Form completed per Ohio Pharmacy Board rules to include recipient demographics when Naloxone kit is distributed (Discontinued requirement by Ohio BOP effective April 6, 2023)	3 Years	Paper		<input type="checkbox"/>
900_002_001	Outbreak Information & Documentation	Outbreak Information/Documentation and Supporting Documentation	3 Years	Paper; Digital;		<input type="checkbox"/>
900_002_002	Enteric Illness Environment Exposure Notification Form	Intra & Interdepartmental Form used to notify local health department of potential enteric illness environment exposure	1 Year	Paper; Digital;		<input type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health **THRIVE**
 (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
950__001		Fetal Infant Mortality Review	Per ODH, after case review and case is entered into the National Fatality Reivew-Case Reporting System (NFR-CRS) all paper records should be shredded.	Paper		