







































(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_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 Machine Readable: Retain until superseded, then replace.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 final versions for remaining life of equipment, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_001	Air Monitoring AQS Reports	Reports generated from AQS (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.	Until no longer of administrative value.	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 conducted by Ohio EPA and USEPA. Includes any response to audits, and related correspondence.	5 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): Air monitoring related correspondence sorted by year and not otherwise defined.	5 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, sampler run sheets, and related correspondence for all pollutants measured by the office. This data is uploaded into the USEPA AQS database, which is retained per their schedule.	5 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 each air pollution sampling device in use, equipment loan agreement with other agencies, equipment logbooks, instrument calibrations, related correspondence, and other related records.	Retain for life of sampler, then 5 years after, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_006	Air Monitoring Plans	Contains (if applicable): Air Monitoring Plans (Monitoring Network Plan (MNP), QAPP, Quality management Plan, etc.) 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. Then retain until audited, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_007	Air monitoring PQAQ Agreements	Contains (if applicable and created/received by the office): Signed Agreements with other agency's to define the Primary Quality Assurance Organization (PQAQ) the office is associated with. Original signature copies are transferred to Ohio EPA, these are the office copies.	Retain until obsolete, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_008	Air Monitoring Precision & Accuracy Reports (PARS)	Contains (if applicable and created/received by the office): Ambient air monitoring precision and accuracy reports summarizing certain quality assurance data and related correspondence. This data is uploaded into the USEPA AQS database, which is retained per their schedule.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
300_007_009	Air Monitoring Quality Assurance Data	Contains (if applicable and created/received by the office): records and statistics for accuracy tests on monitoring instruments and results of periodic checks, data control charts, log books, backup paper charts, etc.	5 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_007_010	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 storage of another 4 years, then dispose. For rest of record series: 5 years, then destroy	Paper and/or Electronic		<input type="checkbox"/>
300_007_011	Air Monitoring Site Information	Contains (if applicable and created/received by the office): Air Monitoring Site Information, exceptional events, terrestrial effects, appendix E site summary, monitoring site usage agreements, photos, site logbooks, network information, variances, related correspondence, etc.	Retain for 5 years after last date site was used, then destroy.	Paper and/or Electronic		<input type="checkbox"/>
300_007_012	Air Monitoring Technical Systems Audit (TSA)	Contains (if applicable and created/received by the office): Records and reports of 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, destroy any older.	Paper and/or Electronic		<input type="checkbox"/>
300_007_013	Air Pollution Emergency Action Plan	Provides procedures to be followed or actions to be taken by sources in the event of air pollution episodes.	Retain until obsolete, superseded, renewed, or replaced, then destroy.	Paper and/or Electronic		<input type="checkbox"/>

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300_007_014	Air Quality Index (AQI) Reports	Contains (if applicable and created/received by the office): Reports of Air Quality Index created by the office and reported on the website and sent to certain members of the public. Data entered directly in CCHD Google docs database to generate report, trend charts, and emails.	Paper: For reports within 5 years of current day, Retain until entered into database and electronic data been checked for quality and completeness, then retain per Air Monitoring Data record series (300_007_004); Electronic: Retain Data in database for 10 years. Replace report daily with new data.	Paper and/or Electronic		<input type="checkbox"/>
300_007_015	Ohio EPA Annual Air Quality Report	Contains (if applicable and created/received by the office): Annual Report summarizing Air Quality data for the entire State, including data submitted by this office, created and published by Ohio EPA. Hardcopy report received and report available online.	Paper: Retain for one year and after verification that the report is available on the internet, then destroy.	Paper		<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 on the Training Verification forms, retained as part of the "Individual Personnel Records" record series (100_005_001).	Retain office copies per the Individual Personnel Records series (100_005_001).	Paper and/or Electronic		<input type="checkbox"/>
300_009_002	Smoke School Tracking	Tracking sheet of which employees are smoke school (Method 9) certified and when classes are registered/scheduled for attendance.	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. These are kept by the employee attending the training.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>

## Section E: Records Retention Schedule

Canton City Public Health  
(local government entity)**Laboratory**  
(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
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"/>
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 media/materials	5 years	Paper		<input type="checkbox"/>
400_001_020	Autoclave Sterility Check	Document performance of autoclave	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"/>

(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_002	Infectious Waste Treatment	Record treatment of infectious waste	3 years	Paper		<input type="checkbox"/>
400_002_003	Monthly Report form	Record lab activity for the month	5 years	Paper		<input type="checkbox"/>
400_002_004	Daily Temp. Record - nonwater	Record incubator/refrigerator/bath temp.	5 years	Paper		<input type="checkbox"/>
400_002_005	Chain of Custody form	Document submission of food/environmental sample	5 years	Paper		<input type="checkbox"/>
400_002_006	Complaint Form	Document Food/Environmental complaint	5 years	Paper		<input type="checkbox"/>
400_002_007	Sample Form	Document Food/Environmental sample	5 years	Paper		<input type="checkbox"/>
400_002_008	Food/Environmental analysis	Document Food/Environmental analysis	5 years	Paper		<input type="checkbox"/>
400_002_009	pH Linearity - nonwater	Document performance of pH meter	5 years	Paper		<input type="checkbox"/>
400_002_010	pH Record - nonwater	Record results of pH measurement	5 years	Paper		<input type="checkbox"/>
400_002_011	Pollen Logbook	Record pollen/mold counts	5 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)Environmental Health  
(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
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	3 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 is positive test, 3 if not positive	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 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_004_001	Correspondence (general, such as form letters)	To record general information distributed to the public that is not associated with an ongoing investigation.	2 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 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_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 provided there are no violations	Paper and/or Electronic		<input type="checkbox"/>
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	Application for License to Conduct Food Service	To allow food service operations to operate	5 years after facility closes	Paper		<input type="checkbox"/>
500_007_003	Application for Permit to Operate Food Establishment	To approve operation of food establishment	5 years after facility closes	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_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	Food Establishment permit 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 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		<input type="checkbox"/>
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 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	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_011_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_011_002	Nuisance Investigation Case File	Includes complaint/inspection reports, correspondence and activity records.	5 Years after date of inspection provided there are no violations	Paper and/or Electronic		<input type="checkbox"/>
500_012_001	Training Verification Form	To record training attended by employee pertaining to department policies or job description	Permanent	Paper		<input type="checkbox"/>
500_014_001	Environmental Sanitation Report for institutions	To inspect institutions in a state/county/city capacity citing prison, jail, detention or lockup	5 years after facility closes	Paper and/or Electronic		<input type="checkbox"/>
500_014_001	School Environment Inspection Form	To inspect and make recommendations for school environment	5 years after facility closes	Paper		<input type="checkbox"/>
500_015_001	Application for a Home Disposal System Installation Permit	To make application for permit to install private Home Sewage System	Permanent	Paper		<input type="checkbox"/>
500_015_002	Home Sewage Disposal System Installation Permit	Permit to install HSDS	Permanent	Paper		<input type="checkbox"/>
500_016_001	Solid Waste Case File	Includes Solid Waste Operating License, complaint/ inspection reports, correspondence and activity records.	5 years after facility closes	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_016_002	Infectious (large and small) Waste Generator Case File	Includes copy of operating license, complaint/inspection reports, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		<input type="checkbox"/>
500_017_001	Bacterial Sample Report	To submit sample and record lab analysis in public swimming pool water or public water meant for human consumption	3 Years after date of sampling provided there are no violations. In the case of an sample taken regarding a licensed facility, the form shall be kept for 5 years after the date the facility has ceased operation	Paper		<input type="checkbox"/>
500_018_001	Tattoo/Body Piercing Case File	Includes Tattoo/Body Piercing Operating License, complaint/inspection reports, correspondence and activity records.	5 years after facility closes	Paper and/or Electronic		<input type="checkbox"/>
500_019_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)

(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"/>
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 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
	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		<del><input type="checkbox"/></del>
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	Bad Check Records	Information kept on NSF checks	2 years	Paper		<input type="checkbox"/>
700_002_003	Daily Posting Recapitulation	Posting of daily deposit, which matches bank.	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
700_002_004	Invoices (Accounts Receivable)	Billable services invoice	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
700_002_005	Invoices for Board Approval	List of invoices for board approval	1 year	Electronic		<input type="checkbox"/>
700_002_006	Paid Invoices (Accounts Payable)	Invoices that have been paid	3 years, provided audited	Paper		<input type="checkbox"/>
700_002_007	Pay-in Slips	Pay-in Slips	3 years, provided audited	Paper		<input type="checkbox"/>
700_002_008	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_009	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"/>
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 grant 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"/>

(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_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	Requisitions	Requisitions	3 years, provided audited	Paper		<input type="checkbox"/>
700_006_001	State Subsidy Reports	State Subsidy Reports	Permanent	Paper		<input checked="" type="checkbox"/>

Section E: Records Retention Schedule

Canton City Public Health  
(local government entity)

General Schedule  
(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 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"/>
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 checked="" 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"/>

(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_19	Maintenance work orders	Maintenance requests	2 years	Electronic		<input type="checkbox"/>
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 deemed useful and destroy hard copy after electronic/microfiche data has been checked for quality and completeness.	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. <b>(More specific to Air Pollution Control)</b>	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"/>
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"/>

(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_34	Voice Mail	Voice mail on work cell phones or work telephones.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>

## Section E: Records Retention Schedule

Canton City Public Health  
(local government entity)THRIVE  
(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	Compliance Reports - All Types	HIPAA, Standards of Conduct, HiTECH, CCS Training for Stark County THRIVE Pathways HUB and THRIVE Staff	5 years	Paper		<input type="checkbox"/>
950__002	Continuing Education Certifications/Class/Seminar/ Training Attendance Records	Monthly HUB trainings and attendance records for THRIVE Pathways HUB.	5 years	Paper		<input type="checkbox"/>
950__003	General Orders, Directives, Policies; Rules, Regulations or Procedures	HUB Standards, HUB Manual, Tenant Based Rental Assistance Program	Until superseded, retain one copy until audited.	Paper Electronic		<input type="checkbox"/>
950__004	Meeting Notices	THRIVE Advisory Committee, KSU Evaluation, SDOH Meetings, HUB related meetings, and other community meetings	1 year after expiration	Paper Electronic		<input type="checkbox"/>
950__005	Minutes of Meetings	Official record of the proceedings of THRIVE program committees: THRIVE Advisory Committee, KSU Evaluation, SDOH Meetings, and other related committee meetings.	Approved Hardcopy - Permanent Audio and Video Recordings of Meetings - 1 year provided information concerning the meeting is substantially transcribed to hard copy	Paper Electronic		<input type="checkbox"/>
950__006	Rosters/Directories	Committee rosters for THRIVE program committees.	1 year after superseded or obsolete	Paper Electronic		<input type="checkbox"/>
950__007	Speeches/Presentations	PPTs, speeches, notes.	3 years	Paper Electronic		<input type="checkbox"/>
950__008	Statistical Reports	Epi stats pertaining to the THRIVE program; Data from KSU Evaluation of the THRIVE Pathways HUB	Monthly/Quarterly/Semiannual - Until incorporated into yearly compilation	Paper Electronic		<input type="checkbox"/>
950__009	Table of Organization/ Organizational Charts	THRIVE collaborative organizational chart.	Until superseded	Paper Electronic		<input type="checkbox"/>
950__010	Training Materials/Lesson Plans	HUB Training Materials	Until superseded	Paper Electronic		<input type="checkbox"/>