

| Record Series (RRS#) | Title | Description | Retention Period: PAPER | Retention Period: MACHINE READABLE (Electronic, Scan, LAN, CD-ROM, Audio/Video) | Retention Justification |
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| ALL EMPLOYEES ALL DEPARTMENTS | | | | | |
| GEN-0001 | Transient Documents | Serve to convey information of temporary importance, including, but not limited to: phone messages, phone logs, post-it notes, calendars, facsimile cover sheets, notes to convey information, notes for follow-up, drafts of documents upon which no official agency action is taken, routine correspondence, routine e-mail / email, and routine voice mail. [Note: routine correspondence, e-mail and voice mail pertain to communication of generic information ; if to the public, frequently by standard form letters or publications. See general schedule GAR-CM-03]. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | <<See other Agency IT/email related retention policies.>> |
| GEN-0058 | General Correspondence, Voice Mail and E-Mail / email | Includes correspondence, voice mail and electronic mail messages (email), both internal and external, requesting: general information pertaining to the Board, information regarding licensees, legal interpretations, etc. This correspondence is informative, but does not attempt to influence agency policy. See general schedule GAR-CM-03. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | <<See other Agency IT/email related retention policies.>> |
| RRF-01 | Reference Materials | Reference materials, including copyrighted materials, information obtained from the internet, legislation and case law, etc., to which employees refer in the course of their duties. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| GEN-0004 | Policy and Procedures Manuals | Policy and procedure manuals for each section, including but not limited to procedures for managing the section, sample letters, supporting documents, etc. | Retain until superseded, obsolete, or replaced, then transfer to State Archives for their possible retention or destruction. | | |
| GEN-0005 | Lists, Directories, & Rosters | Includes mailing lists and other lists, directories, rosters and registers compiled by the Board. | Retain until superseded, obsolete, or replaced, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| GEN-0006 | Records Retention Schedules | A form used to identify the length of time a record must be retained before final disposition. | Retain until superseded by a revised retention schedule, or until record series is no longer maintained, then destroy. | Retain until superseded by a revised retention schedule, or until record series is no longer maintained, then destroy. | |
| GEN-0008 | Staff Reports | Documents or spreadsheets which indicate the status of on-going projects and/or advise supervisors of various events and issues, such as work logs, investigator's daily reports, etc. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| GEN-0009 | Copy Log | Logs of original medical records copied and when original records returned. [Note: Prior to March 31, 2000, the log was maintained on paper; thereafter, however, the log has been maintained only on the LAN.] | Retain until 2 years after original medical records returned to physician, and until no longer of administrative value, then destroy. | Retain until 2 years after original medical records returned to physician, and until no longer of administrative value, then destroy. | |
| ADMINISTRATIVE EXECUTIVE LEGAL RULES LEGISLATION | | | | | |
| GEN-0032 | GA-07 Correspondence, Executive | Correspondence of the head of an agency (Director, Chief, Secretary, Commissioner, and their deputies), dealing with all aspects of the administration of their offices. Correspondence includes information concerning agency policies, procedures, program. | Retain four years. Review by State Archives for possible transfer. Destroy if of no historical value to State Archives. | | |
| GEN-0033 | GA-14 Legislation | Copies of state and federal legislation of interest to an agency. | Retain two years or until audited by the Auditor of State and audit report is released, then destroy. | | |
| EXA-0001 | Annual Reports | Report of the Board's activities for the fiscal year. [Pursuant to R.C. 149.01, the Annual Report "shall contain a summary of the official acts of the [board] and any suggestions and recommendations that are proper."] Includes, but is not limited to: Mission Statement; Goals Statement; and Statements of Agency Activities, including summaries of disciplinary actions, Quality Intervention Program activity, legislative activity; and Attorney General Opinions. | Upon publication, fulfill the requirements of O.R.C. 149.11, then retain one copy permanently. Scan to CD-ROM. Destroy excess copies when no longer of administrative value. State Archives to receive one paper copy of annual reports. | CD-ROM: Retain permanently | |
| EXA-0002 | Board Member Continuing Professional Development Files | Includes retreat information, federation activities, etc. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain for ten years after the Board member separates from the Board. | Retain for ten years after Board member separates from the Board. | Historic and reference value. |
| EXA-0003 | Board Member Curricula Vitae | Curricula vitae for Board members. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain permanently. | Retain permanently. | Historic and reference value. |
| EXA-0004 | Board Member Orientation Manual | Overview of the Board's functions, including the mission statement, relevant statutes and rules, position papers, meeting schedules, etc. | Retain one copy until superseded, obsolete, or replaced, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| EXA-0005 | Complaint Protocols | Complaint processing protocols. | Retain one copy until superseded, obsolete or replaced; and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | Retain until superseded, obsolete, or replaced, and until no longer of administrative value, then destroy. | |
| EXA-0006 | Federation Exchange Report | Survey of Board operations, including fees, licensure, funding, etc., updated biannually. | Retain until an updated (bi-annual) Federation Exchange is published. | | |
| 9/4/2001 EXA-0007 | Ohio Osteopathic Association Reports | Quarterly and annual reports of current activities of the Medical Board, including anonymous case summaries of disciplinary actions against DOs. | Send one copy to OOA; retain one copy until scanned to CD-ROM and CD-ROM checked for accuracy, then destroy; however, if not scanned to CD-ROM, retain one copy permanently. | Retain CD-ROM permanently. | Historic and reference value. |
| 6/11/2001 EXA-0007 | Ohio Osteopathic Association Reports (two Approved on file different authorization #'s same Series#) | Quarterly and Annual reports of current activities of the Medical Board, including anonymous case summaries of disciplinary action against DOs. | Send one copy to OOA; retain one copy until scanned to CD-ROM and CD-ROM checked for accuracy, then destroy; however, if not scanned to CD-ROM, retain one copy permanently. State Archives to receive one paper copy of annual reports. | CD-ROM: Retain permanently | Historic and reference value. |
| EXA-0008 | Quarterly Report of Disposed and Pending Complaint | Required by R.C. 4731.22(F)(6), the report documents the disposition of all cases during the preceding three months, and contains the following information for each case for which the Board has completed its activities: the case number assigned to the complaint; the type of certificate to practice, if any, held by the object of the complaint; a description of the allegations contained in the complaint; and the disposition of the case. The report also contains the number of pending cases. Finally, the report must protect the identity of the object of the complaint and is a public record pursuant to R.C. 149.43. | | Retain for one year and as long as administratively useful. | |
| EXA-0009 | Surveys | Periodic surveys on operational issues requested by outside (agencies such as the Federation of State Medical Boards, the AMA, other state licensing boards, etc. | Retain until no longer of administrative value, then destroy. | | |
| EXC-0001 | Newsletter Produced by the Board ("Your Report") | A periodic newsletter produced by the Board which may contain such items as a statement from the President of the Board, information from the Secretary of the Board, a summary of newly enacted legislation and rules, articles on topics relevant to the practice of medicine, and a summary of disciplinary actions taken by the Board during the relevant time period. | Upon publication, fulfill the requirements of O.R.C. 149.11, if appropriate. Retain until scanned to CD-ROM and CD-ROM is checked for accuracy. Destroy excess copies when no longer of administrative value. | LAN: [Created on the Lan] Retain until no longer of administrative value, then destroy. CD-ROM: Retain permanently. | Historic and reference value. |
| EXC-0002 | Consumer Information Produced by the Board | Includes documents such as "Understanding the State Medical Board Hearing Process"; "Consumer Guide"; etc. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| EXC-0003 | Newspaper Releases and News Bulletins | Includes news releases and/or press releases issued by the Board. | Retain until no longer of administrative value. | Retain until no longer of administrative value. | |
| EXC-0004 | Speeches and Presentations | Power Point presentations, videotapes, and other materials generated by the Board for presentations by Board members or Board staff on Board operations and procedures. | Retain until the information is no longer current, and until no longer of administrative value, then destroy. | Retain until the information is no longer current, and until no longer of administrative value, then destroy. | |
| EXD-0001 | Inspector General's Audit Report Files | Including the initial letter from the Inspector General advising the Board that a complaint has been filed; a copy of the Board's response; letters of closure; copies of reports of investigation by the Inspector General, etc. | Retain for 10 years after resolution of the complaint filed with the Inspector General, and as long as administratively necessary; then destroy. However, if related to a complaint or investigation of a licensee, to Enforcement File. [See INE-0001]. | | Historic and reference value. |

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| EXD-0002 | Claims and Litigation Records | Records pertaining to lawsuits filed by or against the Board or against Board member of staff, and related documents, and a copy of the court's decision. | Retain 2 years after case is closed and no further appeals can be filed. If case is dismissed without prejudice, retain one year after statute of limitations runs, then destroy. However, if related to a complaint or investigation of a licensee, see Enforcement File. [See INE-0001]. | | Schedule modeled after general schedule GAR-LL-04. |
| EXE-0001 | Agenda of Board Meeting | Outline of topics to be addressed at Board Meetings with related materials, including (1) an outline of the agenda; (2) information regarding discussion topics, such as: agendas of Board committee meetings; copies of licensure applications; copies of proposed consent agreements with related materials; copies of proposed notices of opportunity for hearing with related materials; blank final orders and judgment entries; examination results; ADA requests, etc., and (3) copies of documents which are distributed to the Board members during the meeting, such as executive reports, legislative reports, etc. | Retain until scanned to LAN and CD-ROM and the LAN and CD-ROM are checked for accuracy. In addition, retain until no longer of administrative value. However, if not scanned to LAN and CD-ROM, retain permanently. | LAN: Retain 10 years and until no longer of administrative value; then destroy. CD-ROM: Retain permanently | Historic and reference value. |
| EXE-0002 | Agenda of Board Meeting: Public Copy for Pre-Meeting Distribution | Outline of topics to be addressed at Board Meetings, with related materials [see retention schedule for Agenda of Board Meeting, EXE-0002], but excluding not yet approved, thus confidential, notices of opportunity for hearing, consent agreements, etc. | Retain until related Board meeting concluded, then destroy. | Retain until related Board meeting concluded, then destroy. | Historic and reference value. |
| EXE-0003 | Agendas of Board Committees Meetings; with Attachments | Agendas from Board Committee Meetings, which may include the following: Executive Committee; Impairment Committee; Legislative Liaison & Rules Committee; Education; Public Relations & Risk Management Committee; Consent Agreement Committee; Pain Management Committee; Prescribing Committee; Quality Assurance Committee; Disciplinary Policies & Guidelines Committee; Minimal Standards Committee; Limited Branch & Alternative Medicine Committee; Scope of Practice Committee; Physician Assistant Committee; and Physician Assistant Policy Committee. | Retain until scanned to LAN and CD-ROM and the LAN and CD-ROM are checked for accuracy. In addition, retain until no longer of administrative value. However, if not scanned to LAN and CD-ROM, retain permanently. | LAN: Retain as part of the related Board Meeting Agenda [for 10 years and until no longer of administrative value; then destroy] [See EXE-0001]. CD-ROM: Retain permanently. | Historic and reference value. |
| EXE-0004 | Attorney General's Opinions: Formal | Formal opinions issued to the Medical Board with all pertinent materials attached thereto. | Retain until scanned to LAN and LAN checked for accuracy; and until no longer of administrative or legal value, then destroy; however, if not scanned to LAN, retain permanently. | Retain permanently. | Historic and reference value. |
| EXE-0005 | Ethics Commission R.C. 102.04(D) Statement | Ethics Commission R.C. 102.04 (D) Statement | Original filed with the Ethics Commission. Retain one paper copy until scanned to LAN and LAN checked for accuracy then destroy; however, if not scanned to LAN, retain until the employee separates for the Board. | Retain until the employee separates from the Board. | |
| EXE-0006 | Journal | Documents pertaining to Board Meetings and related exhibits, including an outline of the agenda; journal entries; administrative and rules hearings reports & recommendations and final orders; approved notices of opportunity for hearing; signed consent agreements; minutes of Board committee meetings with hand-out materials, Board meeting guest lists; the monthly administrative report to the Board [which may include, but is not limited to: the Monthly Fiscal Report, List of Presentations, List of Continuing Education of Staff Training, Licensure Statistics Sheet, Records, Hearing Unit Administrative Report, Website Volume Statistics, etc.]; and exhibits from Board meetings [if noted in the minutes that the exhibit will be included in the Journal]. | Retain until scanned to LAN and CD-ROM and until the LAN and CD-ROM are checked for accuracy, then destroy; however, if not scanned to LAN and CD-ROM, retain permanently. [Note: the Journal has not been maintained on paper since 1997.] JOURNAL BOOKS: Retain in Board Offices for ten years, and until scanned to LAN and LAN checked for accuracy; then transfer to State Archives for their possible retention. | LAN: Retain permanently. CD-ROM: Retain permanently, as backup to LAN. | Historic and reference value. |
| EXE-0007 | Memoranda of Understanding | Agreements with persons or entities for the exchange of confidential information or services. | Retain until scanned to LAN and LAN checked for accuracy; and for two years after the term of contract has expired; then destroy. | Retain until no longer of administrative value, then destroy. | |
| EXE-0008 | Minutes of Board Committee Meetings, w/Attachments | Minutes of from Board committee meetings, which may include the following: Executive Committee; Impairment Committee; Legislative Liaison & Rules Committee; Education; Public Relations & Risk Management Committee; Consent Agreement Committee; Pain Management Committee; Prescribing Committee; Quality Assurance Committee; Disciplinary Policies & Guidelines Committee; Minimal Standards Committee; Limited Branch & Alternative Medicine Committee; Scope of Practice Committee; Physician Assistant Committee; and Physician Assistant Policy Committee. | Retain until minutes are approved by the appropriate committee and signed by the committee chairperson; and until the minutes are scanned to the LAN [Journal], and the scan is reviewed for accuracy and completeness, then destroy; however, if not scanned to LAN, retain permanently. | AUDIOTAPES and OTHER ELECTRONIC [Digital recording]: Retain until minutes are transcribed and reviewed for accuracy and completeness, and until transferred to LAN and LAN checked for accuracy; then erase; however, if not transferred to LAN, retain permanently. LAN: Retain permanently as part of the Journal. [See EXE-0006] | Historic and reference value. |
| EXE-0009 | Minutes of Board Meetings, with Attachments | Minutes and exhibits relating to official Board meetings. | Retain until minutes are approved and signed by the Board's President and Secretary; the minutes are scanned to the LAN, and the scan is reviewed for accuracy and completeness, then destroy; however, if not scanned to LAN, retain permanently. | AUDIOTAPES: Retain until minutes are transcribed and reviewed for accuracy and completeness, then destroy. LAN: Retain permanently as part of the Journal. [See EXE-0006] | Historic and reference value. |
| EXE-0010 | Position Papers | Documents setting forth the official Board position on particular issues. | Retain until scanned to CD-ROM and until the CD-ROM has been checked for accuracy, and until superseded, obsolete, or replaced, then destroy. However, if not scanned to CD-ROM, retain permanently. State Archives to review paper copies of position papers prior to disposition. | LAN: Retain until scanned to CDROM and until the CD-ROM has been checked for accuracy, and until superseded, obsolete, or replaced, then destroy. However, if not scanned to CD-ROM, retain permanently. CD-ROM: Retain permanently. | Historic and reference value. |
| EXJ-0001 | Executive Correspondence | Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, procedures, program, fiscal and personnel matters. | If correspondence becomes part of Board meeting or Board committee agenda or minutes, retain as part of agenda or minutes; otherwise, retain ten years then transfer to State Archives. | If correspondence becomes part of Board meeting or Board committee agenda or minutes, retain as part of agenda or minutes; otherwise, retain ten years then transfer to State Archives. | |
| EXJ-0002 | Opinion Letters | Letters from the Board or Board Staff expressing opinions in response to questions which pertain to significant Board-related issues. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; but if not scanned to LAN, retain permanently | LAN: Retain permanently. | Historic and reference value. |
| EXJ-0003 | Joint Legislative and Ethics Commission Statements | Documents which by statute must be filed periodically with the Joint Legislative and Ethics Commission. | Original filed with the Joint Legislative and Ethics Commission. Retain one paper copy until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain until the employee separates from the Board. | LAN: Retain until the employee separates from the Board. | |
| EXL-0001 | Administrative Rules Review Folders | Correspondence and other documentation received by the Board after a rule has been adopted; to be used for rule review, mandated by statute to occur every five years. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain 5 years and until no longer of administrative value, then destroy. | Retain 5 years and until no longer of administrative value, then destroy. | Used for rule review, mandated by statute to occur every five years. |
| EXL-0002 | Administrative Rules Hearing Record | Transcripts and exhibits of administrative rules hearings. | Retain until scanned to CD-ROM and CO-ROM checked for accuracy; moreover, retain in the Board offices for one year, and in a state storage facility for four years thereafter, then destroy if not subject to litigation; if subject to litigation, retain for three years after litigation and related appeals have terminated, or for five years, whichever is longer. | CD-ROM: Retain permanently. | Historic and reference value. |
| EXL-0003 | Administrative Rules Filings | Administrative rules as sent to JCARR, adopted rules, related materials such as newspaper announcements of adoption, lists of persons to whom letters and/or electronic mail messages have been sent, copies of the letters sent, etc. | Retain stamped original of adopted administrative rule permanently. For all other paper materials: Retain until scanned to CD-ROM and CD-ROM checked for accuracy; moreover, retain in the Board offices [in box with related rules hearing records] for one year, and in a state storage facility for four years thereafter, then destroy if not subject to litigation; if subject to litigation, retain for three years after litigation and related appeals have terminated, or for five years, whichever is longer. | CD-ROM: Retain permanently. | Historic and reference value. |

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| EXL-0004 | Working Statutes and Rules Folders | May include worksheets and information used to draft legislation and rules, documents related to JCARR proceedings, committee meetings, transcripts of public hearings, lists of interested parties, contact persons, etc. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| PID-0008 | Board Offices Visitors Log | Documents the entry and departure of visitors to the Medical Board offices. | Retain until no longer of administrative value, then destroy. | | |
| FISCAL BUDGET | | | | | |
| FIS-0001 | Accounts Payable Ledger | Excel spreadsheet of all voucher invoices for fiscal year. | | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | |
| FIS-0002 | Accounts Receivable Ledger | Excel spreadsheet of all incoming fees for fiscal year. | | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | |
| FIS-0003 | Allotment and Plan Adjustment | Worksheets used for allotting funds received in a budget, and related documents. | Retain until no longer of administrative value, then destroy. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | |
| FIS-0004 | Audit Reports (Copies) | Report issued after agency audit by the Auditor of State. (Note: Original retained by Auditor of State) | Retain 2 years, then destroy, so long as the next audit has been completed, the audit report released, and all discrepancies resolved. | | |
| FIS-0006 | Bank Deposit Slips, Ledgers, Bank Statements, Cancelled Checks and Related Documents | Bank account maintained for petty cash. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| FIS-0007 | Bond Registers (Copies) | Savings bond ledger sheet (Note: originals retained by DAS.) | Retain ten years after final call date, then destroy. | | |
| FIS-0009 | CAS Batch Control Sheets | Document that shows sequential batch number and amount for a set number of documents processed for payment. | Retain until batches are verified, and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0010 | CAS Coding Attachment | Lists objects, sub-objects, and other accounting information for payment of invoices. | Retain as long as the attached CAS document is retained; and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-05 | CAS Reports by Data Classification | Balance sheets, lists of payments to vendors, and lists of vendor names and addresses. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0013 | Contracts | Contracts, including the following: with expert witnesses; with facilities for the administration of examinations; with the USMLE, PM LEXIS, etc., authorizing the Board to be the administrator of an examination, etc. [Excluding term contracts; property and leasing contracts; and data processing contracts]. | Retain until term of contract is expired, and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0015 | Data Processing and Procurement Files | Records used in the procurement of system hardware and software including requests for proposals, proposals, quotations, bids, copies of contracts, purchase orders, technical reviews, vendor information, etc. | For sale of goods, retain 5 years, then destroy. For services, retain 16 years, then destroy. | | |
| FIS-0016 | Delivery Slips and Packing Lists | Documentation of supplies and merchandise received. | Retain until no longer of administrative value, then destroy. | | |
| FIS-0017 | Employee Tuition Reimbursement Payment Records | Documents pertaining to payment for employee tuition reimbursement. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0018 | Executive Budget Proposal | Budget proposal submitted to the Office of Budget and Management for the next fiscal biennium. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | Retain until no longer of administrative value, then destroy. | |
| FIS-0019 | Expense Reports, Miscellaneous | Miscellaneous expense reports, other than travel expense reports. | Retain until audited by Auditor of State audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0020 | Fiscal Audit Reports | Documents pertaining to quality assurance and revenue reconciliation. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0021 | Fund Appropriation Request | Allows state agencies to establish or increase appropriation authority in special funds. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0022 | Intra-State Transfer Voucher | Payment for goods or services from or to another state agency. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0026 | Printing Orders | Orders for special printing projects from state printing. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0029 | Request for Transfer of General Appropriation and Re-allotment of Quarters | Allows state agencies to transfer funds between appropriation line items. R.C. 127.13. | Retain until audited by Auditor of State, audit report is released and all discrepancies are resolved; then destroy. | | |
| FIS-0030 | Requisitions for Supplies | Used to order supplies, forms, etc., from a storeroom. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0032 | Data Processing Product, Vendor and State Contracts Reference Files | Information on data processing equipment, software, and other products and their vendors. | Retain as long as software is in use and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0033 | Spending Authority Adjustment | Form used to move money from one SAC to another. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0034 | Telephone Bills and Call Records | List of long distance calls made by agency personnel for a particular time period. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0037 | Vehicle Operations File | Copies of memos and related materials that track mileage, usage and service of vehicles. | Retain until no longer of administrative value, then destroy. | | |
| FIS-0038 | Vendor Master Input Document | Used to establish descriptive information about a vendor or update previously entered vendor data. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| FIS-0041 | Lease Records for Land or Buildings | Lease Records for land or buildings. | Fulfill the requirements of R.C. 117.49. Retain 2 years after expiration of lease, then destroy. | | Schedule modeled after general schedule GAR-BLM-01. |
| FIS-0042 | Monthly Fiscal Reports to Board Members | Part of Annual Report | Retain until information is transferred to the Annual Report; until audited by Auditor of State, audit report is released, and all discrepancies are resolved; and until no longer of administrative value; then destroy. | Retain until information is transferred to the Annual Report; until audited by Auditor of State, audit report is released, and all discrepancies are resolved; and until no longer of administrative value; then destroy. | |
| FIS-0043 | Refunds Files | Documents pertaining to the request by a licensee for a refund of renewal fees already paid [as occasioned by death of licensee, duplicate fee payment, etc.] and may include correspondence, proof of payment, copy of death certificate, etc. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0034 | Warrants and Related Documents [Other than Payroll] | Includes warrant cancellations; requests to stop, release or cancel warrants; forms used for replacement of warrant; and warrant journals printed by the Auditor of State. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0035 | Auditor of State Rewrite | Forms used to change the address or other information on a warrant. | Retain until superseded, obsolete, or replaced, and until no longer of administrative value, then destroy. | | |
| GEN-0036 | Budget Preparation Materials | Includes worksheets used for proposed budgets, legislative testimony, and related documents. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved, and until no longer of administrative value; then destroy. | |

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| GEN-0038 | Revenue Receipts, Deposits & Related Documents | Records regarding revenue, including deposits to Treasurer of State, cash receipts, refunds of expenditures, etc. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0039 | Purchase Orders, Requisitions, and Other Documents Related to Purchase of Goods or Services | Excludes documents related to data processing services. (See FIS-0027 ** No longer exists) | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0041 | Controlling Board General Request | Request for change in appropriation authority, fees, etc. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0044 | Invoices [Accounts Payable] | Itemized statements from vendors for goods or services purchased. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0045 | Travel Expense Report | Used for claiming reimbursement of in-state and out of state travel. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0047 | Petty Cash Records | Balance sheet for monthly transactions. | | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | |
| GEN-0048 | Postal Reports, Postal Records, and Stamp Requisitions | Supplies obtained from the U.S. Postal Service, and related documents. | Retain 1 year, then destroy. | | |
| GEN-0049 | Purchase Orders and Billing Records for Data Processing Services | Copies of records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments of, private service providers, including copies of purchase orders, invoice requests, receipts, agency vouchers, service reports and other supporting documentation. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| GEN-0053 | Term Contracts | Copies of term contracts entered into by the Division of Purchasing on behalf of all agencies of the State of Ohio. | Retain until superseded, obsolete, or replaced, then destroy . | | |
| GEN-0054 | Voucher and Voucher Journals | Expenditures documents; authorizes payment to a vendor other than a state agency for goods and/or services received. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy | | |
| ENFORCEMENT INVESTIGATIONS COMPLIANCE QIP ADMINISTRATIVE HEARINGS | | | | | |
| Approved 12/3/15 | | | | | |
| INE-0001 | Enforcement Files | This record file contains Enforcement files involving confidential information, including complaints and supplemental materials filed with the Board pursuant to R.C. Chapters 4730, 4731, 4760 and 4762, 4774, and 4778; documents relating to the processing of complaints; information relating to investigations, including reports of investigations, correspondence and memoranda, subpoenas and related documents, orders to evaluation, consent agreements, notices of opportunity for hearing, cautionary letters, skills or knowledge tests completed by licensees; federal databank reports; Prosecutor Reporting Forms pursuant to R.C. 4731.223; and documents pertaining to an injunction against unauthorized practice pursuant to R.C. 4731.341; denial if applications licensees on probation following disciplinary action. | Retain until scanned to electronic database and checked for accuracy within 90 days, then destroy. If the file is not scanned to electronic database, retain for 75 years or until two years after the death of the licensee, whichever is earlier. | Retain for 75 years. | Retention for period presumed to cover career of licensee. |
| INE-0002 | Evidence | Confidential documents, including verified patient records, and physical evidence obtained from outside sources and collected by the Board during the course of an investigation. | PAPER: Retain 7 years after the complaint being investigated is closed; but if evidence is admitted in an administrative hearing, then retain as part of the hearing record. (See PID-0004). OTHER: If physical evidence, retain the same as paper, unless the physical evidence must be destroyed, returned to owner or other law enforcement agency, etc. | | Retain in case complaint reopened or additional complaints filed against licensee. |
| INE-0003 | Expert Witness Questionnaire | Questionnaires completed by potential expert witnesses pertaining to the potential expert witness credentials, hospital privileges, etc. | Retain until no longer of administrative value, then destroy. | | |
| INE-0004 | Reports of Out-of-State Actions | Reports of actions against Ohio licensees prepared from a review of the Monthly Board Action Report composed by the Federation of State Medical Boards and/or from other sources. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| INE-0005 | Limited Branch Schools Files | Contain information pertaining to limited branch school, including applications, curriculum information, documents of approval, correspondence, etc. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain for 75 years after the school ceases to be in existence. | Retain for 75 years after the school ceases to be in existence. | Retain records for the presumed professional life of all graduates from that school. |
| INE-0006 | Probationer Conferences: Audiotapes and Digital Recordings | Probationer Conferences: Audiotapes and Digital Recordings | | [Digital Recordings and audiotapes]: Retain until information transferred to LAN; then erase. LAN: Retain for 75 years as part of enforcement file. [See INE-0001] | Retention for period presumed to cover career of licensee. |
| INE-0007 | Treatment Provider Files | Files on treatment providers approved by the Board pursuant to R.C. 4731.25. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain for 5 years after the treatment provider ceases to be a treatment provider approved by the Board pursuant to R.C. 4731.25. | Retain for 5 years after the treatment provider ceases to be a treatment provider approved by the Board pursuant to R.C. 4731.25. | |
| INE-0008 | QIP Agenda | Agenda for the Quality Information (Intervention) Program panel meeting listing the cases to be reviewed. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| INE-0009 | QIP Committee Minutes | Minutes of the confidential meetings of the Quality Intervention Program panels pursuant to R.C. 4731.22(0). | If portions of the minutes are printed from the LAN, retain until no longer of administrative value, then destroy; but if related to a particular licensee, to Enforcement File. See INE-0001 | AUDIO: Retain until minutes are drafted on the LAN; then destroy. LAN: Retain until no longer of administrative value, then destroy. | |
| INE-0010 | QIP Panel Member Applications | Applications of physicians or consumers to serve on the Quality Intervention Program panels, including QIP panel questionnaires, curricula vitae, etc. | Retain for two years; but if applicant is appointed to QIP panel, retain until two years after member leaves QIP panel. | | |
| PID-0001 | AAG Reports | Monthly summaries of Medical Board cases pending in the court of appeals. | Retain for ten years, and until no longer of administrative value, then destroy. | | Historic and reference value. |
| PID-0002 | Federation Reports | Information sent to the Federation of State Medical Boards regarding disciplinary actions against physicians, and includes a summary of the disciplinary actions, penalties, and biographical data pertaining to licensees. | Send original to the Federation with supporting documents. | 75 years. | Information necessary when questions presented regarding the reports; retention for period presumed to cover the careers of the licensees. |
| PID-0003 | Formal Action Files (Green & Pink Files) | Files containing information pertaining to formal actions against licensees, which include copies of Board Orders, consent agreements, notices of opportunity for hearing, appellate decisions and entries, probationary modifications, etc. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain permanently. | Retain permanently. | Historic and reference value. |

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| PID-0004 | Hearing Records | (Description as it should be listed) Transcripts and exhibits [including sealed and proffered exhibits and transcripts] of formal administrative hearings. | Retain until entire record is scanned to CD-ROM; until the record, exclusive of sealed and proffered exhibits/transcripts, is scanned to CD-ROM; and until both CD-ROMS are checked for accuracy. If the matter is appealed, file the entire original hearing record and retain the time stamped copy until all appeals are exhausted and for an additional five years. If not appealed, retain original hearing record until the time for filing such appeal has passed and for an additional five years. If a portion of the hearing record is of a medium that cannot be reduced to CD-ROM [such as audio, video, etc.] or if the hearing record itself is not scanned to CD-ROM, that portion of the hearing record or the hearing record itself should be retained for 75 years. | Retain 75 years. | Retention for period presumed to cover career of licensee. |
| PID-0005 | Mandatory Reporting Files [Red Files] | File of semi-public information to be released to hospitals upon request, and includes mandatory reporting of disciplinary actions by health care facilities, professional associations and insurers pursuant to R.C. 4731.224. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN, retain for 75 years. | Retain for 75 years. | Retention for period presumed to cover career of licensees. |
| PID-0006 | NPDB Reporting Forms | Reports to the Federation of State Medical Boards databank on formal actions, updates, or appellate processes as required by federal law. | Retain until scanned to LAN and LAN checked for accuracy, then destroy; however, if not scanned to LAN then destroy in 75 years. | Retain for 75 years. | Retention for period presumed to cover career of licensees. |
| PID-0007 | Skills or Knowledge Tests for Administration to Licensees | Model tests, including DEA, Ethics, and P.A. tests, etc. | Retain until no longer of administrative value, then destroy. | Retain until no longer of administrative value, then destroy. | |
| PID-0009 | Recordings of Public Inquiries Telephone Conversations | Routine recordings of conversations based on consumer telephone calls to the Public Inquiries Section. | | Retain until no longer of administrative value, then destroy. | |
| LICENSING PUBLIC SERVICES | | | | | |
| LIC-0001 | Application Records: Abandoned | Original application forms submitted by persons seeking to have a license or certificate issued by the Board, but which were abandoned by the originator. | If an enforcement file exists, transfer record to enforcement file. If no enforcement file exists, retain for 2 years and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| LIC-0002 | Training Certificates: Voided, Returned, or Obsolete | Voided, returned, or obsolete certificates of interns, residents and fellows in approved training programs. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| LIC-0003 | Wall Certificates: Misprinted and Returned to Board | Certificates of licensure intended to be displayed on wall, but which are misprinted by the computer and returned to the Board by the licensee. | Retain for six months. | | |
| LIC-0004 | Wallet Cards: Misprinted and Returned to Board | Wallet-sized certificates of licensure returned to the Board due to computer misprinting. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved. | | |
| LIC-0005 | Limited Branch Examination Answer Sheets | Answer sheets for licensure examinations developed and produced by the Medical Board, and administered to limited branch applicants. | Retain for five years after date of examination, then destroy if not subject to litigation; if subject to litigation, retain for three years after litigation and related appeals have terminated, or for five years, whichever is longer. | | |
| LIC-0006 | Limited Branch Examination Question Pool | Pool of questions from which limited branch examinations are created. | Retain until superseded, obsolete, or replaced, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| LIC-0007 | Limited Branch Examinations | Licensure examination booklets developed and produced by the Board, and administered to limited branch applicants. | Destroy all but one paper copy of the examination after examinee review retention period expires (generally 6 months after the examination is administered). Retain one paper copy for five years, then shred if not subject to litigation; if subject to litigation, retain for three years after litigation and related appeals have terminated, or for five years, whichever is longer, then shred. | MICROFORM: OTHER ELECTRONIC: [Created on removable disk] Retain for five years after administration of examination, then erase if not subject to litigation; if subject to litigation, retain for three years after litigation and related appeals have terminated, or for five years, whichever is longer, then erase. | To retain a permanent record of questions asked in each administration of a Limited Branch examination. |
| LIC-0008 | Limited Branch Examinations Audio and Video Tapes | Audio and video tapes prepared by the Board to assist in the administration of limited branch examinations to persons with disabilities. | | Retain for two years after the date of examination, then destroy if not subject to litigation; if subject to litigation, retain for two years after litigation and related appeals have terminated. | |
| LIC-0009 | Limited Branch Examinations Grade Reports & Psychometrics | Grade reports and psychometrics pertaining to the limited branch examinations which are prepared at The Ohio State University. | Retain for five years after date of examination, then destroy if not subject to litigation; if subject to litigation, retain for three years after litigation and related appeals have terminated, or for five years, whichever is longer. | | |
| LIC-0010 | P.A. Program Files | Includes files on P.A.s: physician employer groups, utilization plans, and includes supervision agreements, standard and supplemental utilization plans, notices of employment, notices of termination, fee submissions, correspondence, etc. | Retain until scanned to LAN or unit data is entered into an electronic database, then destroy; however, if not scanned to LAN and if data is not entered into electronic database, retain for 10 years after the utilization plan is no longer active, then destroy. | Retain for 10 years after the utilization plan is no longer active. | Retain for period in which disciplinary actions or litigation is likely to arise regarding the utilization plan, etc. |
| LIC-0011 | P.A. Supervision Agreement Renewal Cards | Renewal application cards submitted by persons seeking to have a supervision agreement renewed, and form letters, if any, pertaining to the renewal application questions. | Retain until scanned to LAN or until data is entered into an electronic database, then destroy; however, if not scanned to LAN and if data is not entered into electronic database, retain for 10 years after the utilization plan is no longer active, then destroy. | Retain for 10 years after the utilization plan is no longer active. | Retain for period in which disciplinary actions or litigation is likely to arise regarding the supervision agreement. |
| 2/3/2004 LIC-0012 | Recordings of Licensure Department Telephone Conversations | Audio recordings of routine telephone calls to the Licensure Department. | | Retain until no longer of administrative value, then destroy. | |
| *NEW* Approved 12/3/15 LIC-0012 | Background Check Reports (two Approved on file different authorization #s different Series Title/Description same Series#) | The results of background check reports conducted on licensees. | Retain until no longer of administrative value, then destroy. | Retain background check reports for which no disciplinary action was proposed based on the underlying conviction until issuance of the license, then destroy. Retain background check reports for which there was disciplinary action proposed based on the underlying conviction until the conclusion of the disciplinary matter, including any appeals, then destroy. | If no disciplinary action has been proposed based on the underlying conviction, retain until the issuance of the license. If disciplinary action is proposed based on the underlying conviction, retain until the conclusion of the disciplinary matter, including appeals. |
| REC-0001 | Applications: Granted | Original applications forms for applications that resulted in the issuance of a certificate for licensure pursuant to R.C. Chapters 4730, 4731, 4760 and 4762; includes initial applications, restoration/reinstatement applications, etc. | Retain until scanned to CD-ROM and CD-ROM checked for accuracy, then destroy; however, if not scanned to CD-ROM, retain permanently. | CD-ROM: Retain permanently. | Historic and reference value. |
| REC-0002 | Applications, Renewal Card: Completed and Returned by Licensee | Renewal application cards submitted by persons seeking to have a license or certificate renewed, and form letters, if any, pertaining to the renewal application process. | Retain for 75 years, then destroy. | | Retention for period presumed to cover career of licensee. |
| REC-0003 | Applications, Renewal Cards: Returned to Board as Undeliverable | Renewal application cards sent to licensees but returned to the Board as undeliverable. | Retain for 2 years after original mailing. | | |
| REC-0004 | Audit Number Book | List of wallet cards issued, by number. | Retain 2 years, and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |

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| REC-0005 | Bad Checks Files | Documents pertaining to application or renewal fees that were paid by a check that was returned for insufficient funds, closed account, etc., and may include correspondence, application materials such as letters of reference, etc. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| REC-0006 | Continuing Education Random Audit Files | Information pertaining to the random audit of continuing medical education, which may include correspondence, certified mail receipts, licensee's logs of continuing education, supporting documentation, etc. | If a complaint is generated, send to enforcement file; if no complaint is generated, retain until scanned to LAN and LAN checked for accuracy, then destroy; if not scanned to LAN, retain for 2 years following the end of the year in which the licensee is in compliance with all audit requirements, then destroy. | Retain for 2 years following the end of the year in which the licensee achieves compliance with all audit requirements, then destroy. | |
| REC-0007 | Document Storage, Receipts and Correspondence | Documents pertaining to the transport of documents stored in off-site storage, including invoices and receipts for documents removed from and returned to off-site storage, lists of box numbers and contents, etc. | Retain 10 years after documents returned to storage or a decision is made not to return the documents to storage, and until no longer of administrative value, then destroy. | | Retain for prolonged period to accurately track transport of documents to and from off-site storage. |
| REC-0009 | Register of Licensees | Official register of all licensees pursuant to R.C. 4731.07, documented in books prior to 1982. [Note: since 1982 the register of licensees is contained in the MD Mast Database. (See GEN-0007 ** No longer exists). | Retain permanently. | Retain permanently. | Historic and reference value. |
| REC-0010 | Renewal Correspondence | Copy of a form letter sent to licensee when renewal card is not completed appropriately or when inappropriate fees are submitted, and other related correspondence [excluding renewal card itself]. | Retain correspondence until fees are returned and discrepancies resolved; but if correspondence contains answers to renewal card questions, attach to renewal card. | | |
| REC-0011 | Restoration Application Request: No Application Received | May include correspondence, verifications by other state licensing agencies, recommendations, etc., but no application for licensure. | Retain for two years after the application request forms were sent to the Board; then destroy. | | |
| REC-0012 | Restoration Application Requests: Incomplete Application | Includes application, and may include correspondence, verifications by other state licensing agencies, recommendations, etc., but application remains incomplete. | If fee involved, retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved, then destroy; if no fee involved; retain for 2 years, then destroy. | | |
| REC-0013 | Roster Request Files | Includes correspondence requesting roster, documentation of sending roster, etc. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| REC-0014 | Verification of Records: Clearance Form | Copy of verification form submitted by another state when an Ohio licensee requests licensure in that other state; form signed by the Chief of Records. | Retain for one year, or until scanned into the LAN, whichever is shorter, then destroy. | Retain for one year following the most recent request from that licensee, then destroy. | |
| REC-0015 | Verification of Records: Endorsement Application | Copy of verification form submitted by another state when an Ohio licensee requests endorsement licensure in that other state; form accompanied by \$50.00 fee and is signed either by the Secretary or the Executive Director of the Board. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| REC-0016 | Waivers of CME Requirements | Request for waiver of CME requirements; copies of cover letters, etc. | Retain for 2 years following the end of the renewal period to which the waiver request applied. | | |
| REC-0017 | Wall Certificate: Request for New Certificate due to Licensee Name Change | Affidavits, proof of name change, cover letter, old wall certificate, and other information provided to the Board when a licensee requests a new Wall Certificate due to licensee's name change. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| REC-0018 | Wallet Card: Request for New Card when Card Mailed but Not Received | Request for new wallet sized certificate of licensure when wallet card mailed by the Board, but neither delivered to licensee nor returned to the Board as undeliverable; may include original correspondence to the Board advising that new wallet card not received, copy of cover letter to licensee, affidavit completed by licensee, and other information. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| REC-0019 | Wallet Card: Incorrect Information | Wallet sized certificate of licensure returned to the Board by licensee due to incorrect printed information. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| 5/17/01 x2 REC-00008 | Physician/Nurse Collaboration Cards | Cards completed by physicians who are collaborating with clinical nurse specialists, certified nurse midwives or certified nurse practitioner as defined in R.C. 4732.02. | Retain 10 years; then destroy. | | Retain for period in which disciplinary actions or litigation is likely to arise regarding the collaboration agreement. |
| HUMAN RESOURCES PERSONNEL PAYROLL | | | | | |
| Approved 12/3/15 GEN-0046 | Payroll Records | Employee payroll records, including payroll journals, payroll register, board member per diem forms, and related payroll documents. | Retain until applicable period has been audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy | | |
| PAY-01 | Employee Attendance Records | Daily time sheets, leave requests, and related documents. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |
| PER-01 | Employee Personnel File | Including, but not limited to: documents pertaining to application forms, personnel actions, benefit forms, training records, workforce development, tuition reimbursement, other education assistance program records, and copies/or originals of other documents concerning the employee [excluding medical records]. | Retain 7 years after employee leaves employment, then transfer to DAS to keep permanently. | | |
| PER-0001 | Accident, Health & Safety Records, Incident Reports, OSHA Reports, etc. | Accident, Health & Safety Records, Incident Report | Retain 5 years following the end of the year to which they relate, then destroy. | | Retention required by 29 CFR 1904.6. |
| PER-0002 | Affirmative Action Plans | Affirmative action plan required by the Equal Employment Opportunity Division. | Retain 2 years, then transfer to State Archives for their possible retention or destruction. | Retain until superseded, obsolete, or replaced, then destroy. | |
| PER-0004 | Civil Rights and Title VII Files | Contains complaints and hearing information. | Retain 7 years and until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then transfer to State Archives for their possible retention or destruction. | | |
| PER-0006 | Employee Discipline and Grievance Records | Records relating to labor relations. | Retain 7 years after case is closed, then destroy. | | |
| PER-0007 | Employee FMLA, EAP, Disability and Workers Compensation Records | Employee medical records relating to injury or illness. | Retain 7 years after employee separation, then destroy. | | |
| PER-0008 | Employee Newsletter | Employee Newsletter | Retain for one year, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| PER-0010 | Employee Training Materials | Employee training videotapes, audiotapes, Power Point presentations, interactive CD-ROMs, and other materials. | Retain until superseded, obsolete, or replaced, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| Approved 1/13/16 PER-0011 | Investigation of Employee [Internal]; No Action Taken | Files relating to investigation of an employee when investigation did not lead to action taken against the employee. | Retain 3 years, then destroy. | | |
| Approved 12/3/15 PER-0013 | Position Control Number Files | Position descriptions and other documents relating to each position. | Retain until applicable period has been audited by Auditor of state, audit report is released, and all discrepancies are resolved; then destroy. | Retain until applicable period has been audited by Auditor of state, audit report is released, and all discrepancies are resolved; then destroy. | |
| Approved 1/13/16 PER-0014 | Personnel Applications | Vacancy posting and applications, resumes, civil service applications, and interview questions from applicants. | Retain 7 years after position filled or decision not to fill the position is made. | | Statutes of limitation and case law suggest a minimum 6 year retention period, 7 years to be safe. |

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| Approved 12/3/15 PER-0017 | Supervisors' Working Files on Subordinates | Including, but not limited to: information relating to the employee's work schedule, vacation or leave, current active disciplinary track items, last performance review, items regarding performance observations or the times that are current since the last review and which will be used to prepare the next review, positive and negative comments. | Retain until no longer of administrative value, then destroy. | | |
| COMPUTER INFORMATION TECHNOLOGY DATA SYSTEMS | | | | | |
| INVENTORY ASSETS MANAGEMENT EQUIPMENT | | | | | |
| ADM-02 | PRIVACY ACT FILINGS | Filings are required under Chapter 1347 of the Revised Code (Personal Information Systems). | Retain until superseded, obsolete or replaced, then destroy. | MICROFORM: Retain until superseded, obsolete, or replaced, then destroy. | <<Approved 6/28/1989>> |
| SYS-0001 | Equipment Inventory and Assignment Worksheet | Original computer printout instructions and work sheets used to complete equipment inventory reports for pagers, laptops, cellular phones, etc. | Retain until superseded, obsolete, or replaced, and until no longer of administrative value, then destroy. | Retain until superseded, obsolete, or replaced, and until no longer of administrative value, then destroy. | |
| SYS-0002 | Information Technology Plan | Agency information technology plans, data processing services, strategic plans and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas [updated periodically]. | When updated, send one copy to DAS Policy Division . In addition, retain one copy in agency until audited by Auditor of State, audit report is released and all discrepancies are resolved; and until no longer of administrative value, then destroy. | LAN: Retain until superseded, obsolete, or replaced, then destroy. OTHER ELECTRONIC: When updated, send one copy on removable disc to DAS Policy Division . | |
| SYS-0003 | Inventory Report | Annual inventory report, includes release for abandoned property, etc. | One copy to State Inventory ; then retain one copy until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; and until no longer of administrative value; then destroy. | |
| SYS-0004 | LAN Backups | Weekly magnetic tapes of LAN back-ups. | | Copy information from the LAN each week ; retain the last copy made each month until the end of the fiscal year; retain the last copy made each year permanently in off-site storage . | Historic and reference value. |
| SYS-0005 | Manuals for Technology/Electronic Equipment | Software manuals and related documents. | Retain until superseded, obsolete, or replaced, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| SYS-0006 | Passwords for VAX and Personal Computers | Passwords for VAX and Personal Computers. | Retain until superseded, obsolete, or replaced, then destroy. | Retain until superseded, obsolete, or replaced, then destroy. | |
| SYS-0007 | Printing Order Spreadsheet | Spreadsheet documenting printing projects. | | Retain until superseded, obsolete, or replaced, then destroy. | |
| SYS-0008 | Release for Abandoned Property | Used for the salvage of equipment or property of the State of Ohio. | Retain until audited by Auditor of State, audit report is released, and all discrepancies are resolved; then destroy. | | |