



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

MAR 18 2020

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

WESTERVILLE PUBLIC LIBRARY (AKA WESTERVILLE SCHOOL DISTRICT LIBRARY)

(Local Government Entity)

(Unit)

*Erin Hill*

ERIN HILL

FISCAL OFFICER

3/17/2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

WESTERVILLE PUBLIC LIBRARY - RECORDS COMMISSION

614-259-5025

126 SOUTH STATE STREET

WESTERVILLE

43081

(Telephone Number)  
FRANKLIN

(Address)

(City)

(Zip Code)

(County)

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

**EHILL@WESTERVILLELIBRARY.ORG**

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*Erin Hill*

3/17/2020

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Local Government Records Archivist

4/6/2020

Signature

Title

Date

**Section D: Auditor of State**

Signature

Title

Date

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-1	ACCIDENT / INCIDENT REPORTS	5 YEARS, PROVIDED NO PENDING ACTION	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-2	ANNUAL REPORT	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-3	ANNUAL REPORT TO STATE LIBRARY	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-4	BANNED PATRON DOCUMENTATION	5 YEARS, PROVIDED NO PENDING ACTION	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-5	BIDS (SUCCESSFUL) TO PROVIDE GOODS OR SERVICES	3 YEARS AFTER CONTRACT EXPIRES	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-6	BOARD ADOPTED POLICIES	UNTIL SUPERSEDED; RETAIN COPY UNTIL AUDITED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-7	BOARD COMMITTEE PAPERS (INCLUDES COMMITTEE MEETING MINUTES)	3 YEARS, PROVIDED AUDIT AND NO HISTORICAL VALUE	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-8	BOARD POLICY FILES	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-9	BOARD OF TRUSTEE MINUTES	PERMANENT	PAPER		<input checked="" type="checkbox"/>
GEN-10	BOARD OF TRUSTEE AGENDA PACKETS	3 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-11	BUILDING BLUEPRINTS	PERMANENT	PAPER		<input checked="" type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-12	BUILDING PROJECTS RECORDS (SUCCESSFUL)	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-13	BUILDING PROJECTS RECORDS (UNSUCCESSFUL)	3 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-14	CALENDARS AND PLANNERS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-15	CORRESPONDENCE (EXECUTIVE)	2 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-16	CORRESPONDENCE (GENERAL) (INCLUDES INTERNAL CORRESPONDENCE (LETTERS, MEMOS), ALSO CORRESPONDENCE BETWEEN INDIVIDUALS, COMPANIES, AND ORGANIZATIONS REQUESTING INFORMATION PERTAINING TO THE LIBRARY. THIS CORRESPONDENCE IS INFORMATIVE, IT DOES NOT ATTEMPT TO INFLUENCE LIBRARY POLICY.)	2 YEARS	ELECTRONIC		<input type="checkbox"/>
GEN-17	DIGITAL VIDEO SURVEILLANCE	14 DAYS	ELECTRONIC		<input type="checkbox"/>
GEN-18	DEEDS	PERMANENT	PAPER		<input checked="" type="checkbox"/>
GEN-19	GIFT DONOR FORMS	3 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-20	FORMAL LEGAL OPINIONS	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-21	FORMER TRUSTEE APPOINTMENTS, RESIGNATIONS	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-22	INSURANCE POLICIES	20 YEARS AFTER EXPIRATION AND ALL CLAIMS SETTLED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-23	LEGAL SETTLEMENTS	8 YEARS AFTER DECISION	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-24	LIBRARY STATISTICS – MONTHLY REPORTS	UNTIL INCORPORATED INTO YEAR END REPORT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-25	LITIGATION RECORDS	5 YEARS AFTER CASE IS CLOSED AND APPEALS EXHAUSTED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-26	LOST BOOK / FINE RECORDS	UNTIL PAID OR REMOVED FROM PATRON HISTORY	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-27	OPERATING PROCEDURES	5 YEARS AFTER SUPERSEDED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-28	PATRON COMMENTS / COMPLAINTS /SUGGESTIONS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-29	REAL PROPERTY ACQUISITION RECORDS	5 YEARS AFTER ASSET IS SOLD	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-30	RECORD REQUESTS	2 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-31	REQUEST FOR BIDS, PROPOSALS – SUCCESSFUL	15 YEARS AFTER CONTRACT EXPIRES	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-32	REQUEST FOR BIDS, PROPOSALS – UNSUCCESSFUL	4 YEARS, AFTER CONTRACT EXPIRES & PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-33	SOFTWARE	UNTIL OBSOLETE	ELECTRONIC		<input type="checkbox"/>
GEN-34	STRATEGIC PLANS	PERMANENT IN LIBRARY ARCHIVES (AS OF 2013 VERSION)	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-35	SUPPLY ORDERS / DEPARTMENT REQUESTS	UNTIL NO LONGER USEFUL & PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-36	TECHNOLOGY PLAN	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
GEN-37	TRAINING MANUALS	UNTIL NO LONGER OF USEFUL	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-38	TRANSIENT MATERIAL (ALL INFORMAL AND/OR TEMPORARY MESSAGES AND NOTES, INCLUDING E-MAIL AND VOICEMAIL MESSAGES, AND ALL DRAFTS USED IN THE PRODUCTION OF PUBLIC RECORDS	DISCRETIONARY; RETAIN UNTIL NO LONGER OF ADMINISTRATIVE VALUE. E-MAIL PERTAINING TO TOPICS COVERED BY THIS SCHEDULE WILL BE RETAINED AS REQUIRED.	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
GEN-39	TRUST AGREEMENTS	PERMANENT	PAPER		<input checked="" type="checkbox"/>
GEN-40	VEHICLE MAINTENANCE RECORDS	UNTIL VEHICLE IS SOLD	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-1	ACCOUNTS RECEIVABLE LEDGER	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACCT-2	ACCOUNTS PAYABLE LEDGER	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-3	AMENDED OFFICIAL CERTIFICATES	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-4	ANNUAL BUDGET RESOLUTIONS	5 YEARS PROVIDED AUDIT; INCORPORATED INTO BOARD MINUTES	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-5	ANNUAL FINANCIAL REPORT TO THE AUDITOR OF STATE	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
ACCT-6	ANNUAL OPERATING BUDGET	10 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-7	ANNUAL PAYROLL SUMMARY REPORTS, PAYROLL TAX RECORDS	PERMANENT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-8	APPROPRIATION LEDGERS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-9	AUDIT REPORTS	PERMANENT	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
ACCT-10	BACK-UP ARCHIVED DATA TAPES	UNTIL SUPERSEDED	ELECTRONIC		<input type="checkbox"/>
ACCT-11	BANK DEPOSIT RECEIPTS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-12	BANK STATEMENTS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACCT-13	BOOK INVENTORIES	MAINTAIN ONLINE UNTIL SUPERSEDED	ELECTRONIC		<input type="checkbox"/>
ACCT-14	BUDGETS FILED WITH COUNTY BUDGET COMMISSION	10 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-15	CANCELLED CHECKS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-16	CASH JOURNALS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-17	CERTIFICATE OF ESTIMATED RESOURCES	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-18	CERTIFICATES OF TOTAL AMOUNTS FROM SOURCES AVAILABLE FOR EXPENDITURES	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-19	CHECK REGISTERS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-20	CONSULTANT REPORTS	4 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-21	CONTRACTS AND AGREEMENTS	12 YEARS AFTER EXPIRATION OR TERMINATION	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-22	CONSTRUCTION CONTRACTS	16 YEARS AFTER EXPIRATION OR TERMINATION	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-23	COURT ORDERS FOR PAYROLL DEDUCTIONS	2 YEARS AFTER TERMINATION OF EMPLOYMENT OR ORDER RESCINDED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACCT-24	DEFERRED COMPENSATION DEDUCTION REPORTS AND STATEMENTS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-25	DEPOSITORY CONTRACTS AND RELATED COLLATERAL	5 YEARS AFTER CONTRACT EXPIRATION AND AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-26	DIRECT DEPOSIT REQUEST	UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-27	EMPLOYEE EARNING RECORDS	5 YEARS AFTER TERMINATION OF EMPLOYMENT OR ORDER RESCINDED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-28	EMPLOYEE WITHHOLDING REQUESTS	UNTIL REPLACED OR REVOKED BY EMPLOYEE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-29	EMPLOYER TAX RETURNS (FEDERAL, STATE, CITY, SCHOOL DISTRICT TAXES)	10 YEARS AFTER AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-30	ENCUMBRANCE AND EXPENDITURE JOURNAL (INCLUDES EXPENSE REPORTS)	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-31	GARNISHMENT ORDERS	5 YEARS AFTER TERMINATION OF EMPLOYMENT OR ORDER RESCINDED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-32	GRANT FILES / RECORDS	5 YEARS PROVIDED AUDIT OR GRANT REQUIREMENT IF LONGER; ALL CLAIMS AND AUDIT FINDINGS RESOLVED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACCT-33	INVENTORIES (PROPERTY)	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-34	INVESTMENT REPORTS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-35	LEASES – EQUIPMENT	2 YEARS AFTER EXPIRATION OF CONTRACT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-36	LEASES – REAL ESTATE	5 YEARS AFTER CONTRACT EXPIRATION, PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-37	LEVY OFFICAL FILES	LIFE OF LEVY PLUS 5 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-38	LEVY CAMPAIGNS AND WORK PAPERS	15 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-39	MONTHLY FINANCIAL REPORTS TO LIBRARY BOARD	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-40	OPERS RECORDS (INCLUDES APPLICATIONS FOR REFUND OR WAIVER)	PERMANENT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-41	PAYROLL JOURNALS / REPORTS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-42	PETTY CASH RECEIPTS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACCT-43	PREVAILING WAGE RECORDS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-44	PURCHASE ORDERS/REQUISITIONS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-45	QUOTATIONS FOR GOODS OR SERVICES	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-46	RECEIPT BOOKS	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-47	RECORDS COMMISSIONS FILE	PERMANENT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-48	STATE SALES TAX	10 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-49	SURVEY REPORTS	10 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-50	TAX WITHOLDING REPORTS	10 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-51	VOUCHER WITH INVOICES	5 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACCT-52	W2 FORMS	10 YEARS PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ACCT-53	W4 FORMS	UNTIL SUPERSEDED OR EMPLOYEE TERMINATES	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ADULT-1	3D PRINTING LOG	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ADULT-2	INNREACH STATS (INTERLIBRARY LOAN) DOCUMENTATION	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ADULT-3	READERS ADVISORY / REFERENCE QUESTIONS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ADULT-4	REFERENCE STATISTICS DOCUMENTATION TO SUPPORT OFFICIAL STAT RECORDS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ADULT-5	TECH CENTER LOG OF EVENTS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
ADULT-6	TEST PROCTORING INFORMATION	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-1	EMPLOYEE DATA RECORDS ELECTRONIC RECORDS INCLUDE DATE OF HIRE, RATE OF PAY, EMPLOYEE NUMBER, JOB TITLE HISTORY AND PAY HISTORY	UNTIL SUPERSEDED	ELECTRONIC		<input type="checkbox"/>
HR-2	EMPLOYEE ELIGIBILITY VERIFICATION FORMS (I-9 FORMS)	3 YEARS FROM HIRE OR 1 YEAR AFTER TERMINATION,	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		WHICHEVER IS LONGER.			
HR-3	EMPLOYEE GRIEVANCES	5 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-4	EMPLOYEE HANDBOOK (PERSONNEL POLICIES)	6 YEARS AFTER LAST EFFECTIVE DATE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-5	EMPLOYEE SURVEYS	5 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-6	EMPLOYMENT APPLICATIONS RECORDS CONSISTS OF RESUMES, APPLICATIONS, AND OTHER RELATED EMPLOYMENT MATERIALS	WITH PERSONNEL FILE IF HIRED; 3 YEARS IF NOT HIRED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-7	EMPLOYMENT RELATED LEGAL CLAIMS CLAIMS SUCH AS BUT NOT LIMITED TO FMLA, DISCRIMINATION, ADA, ERISA AND FCRA.	6 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-8	HEALTH PLAN APPLICATIONS	6 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-9	INTERVIEW MATERIALS	2 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-10	LAWSUITS	5 YEARS AFTER DECISION	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-11	PUBLIC EMPLOYMENT RISK REDUCTION PROGRAM (PERRP) REPORTS RECORDS INCLUDE 300AP SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES	5 YEARS FOLLOWING THE YEAR THAT IS COVERED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HR-12	PERSONNEL FILES	7 YEARS AFTER TERMINATION / PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-13	POSITION DESCRIPTIONS	UNTIL SUPERSEDED AND PROVIDED AUDIT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-14	PRE-EMPLOYMENT BACKGROUND CHECKS	6 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-15	TIMESHEETS (INCLUDES EMPLOYEE LEAVE RECORDS)	4 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-16	UNEMPLOYMENT COMPENSATION CLAIMS	7 YEARS AFTER TERMINATION OF EMPLOYMENT	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
HR-17	WORKERS COMPENSATION CLAIMS	10 YEARS AFTER THE LATER OF INJURY/ ILLNESS OR CLOSE OF THE CLAIM; 30 YEARS IF EXPOSURE TO TOXIC OR HAZARDOUS AGENTS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
IT-1	BACKUPS OF ELECTRONIC RECORDS AND PROGRAMS (DISK LOCALLY AND CLOUD STORAGE)	UNTIL NO LONGER USEFUL (1 YEAR MAXIMUM)	ELECTRONIC		<input type="checkbox"/>
IT-2	LICENSING DATA (LICENSES FOR SOFTWARE)	UNTIL NO LONGER USEFUL	PAPER AND OR/ ELECTRONIC		<input type="checkbox"/>
IT-3	STAFF GOALS AND EVALUATION DATA	1 YEAR	PAPER AND /OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
IT-4	SYSTEM MANAGEMENT AND CONTROL RECORDS (PASSWORDS, PROCEDURES FOR ACCESSING SERVICES, ETC)	UNTIL NO LONGER USEFUL	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
IT-5	USER ACCOUNTS FOR EMPLOYEES (EMAIL, CALENDAR AND PHONE DATA) AND FOR PATRONS (FINES HISTORY, CIRCULATION HISTORY, CUSTOMER RELATIONS NOTES, AND IDENTIFIABLE DATA)	UNTIL NO LONGER USEFUL	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MAINT-1	BED BUG INSPECTION LOG	UNTIL NO LONGER USEFUL	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MAINT-2	BUILDING MAINTENANCE RECORDS (INCLUDE INTERIOR/ EXTERIOR MAINTENANCE SUCH AS CLEANING, WINDOW WASHING, SERVICE CALLS, LANDSCAPING ETC)	3 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MAINT-3	INSPECTION REPORTS (REPORTS GENERATED BY GOVERNMENT OFFICIALS WHO HAVE INSPECTED THE LIBRARY)	UNTIL SUPERSEDED OR EQUIPMENT/BUILDING NOT OWNED	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MAINT-4	LIBRARY BUILDING RECORDS (RECORDS RELATED TO THE EXISTING BUILDING, SPECIFICATIONS, IMPROVEMENTS, ASBESTOS ABATEMENT, NEW CONSTRUCTION, RENOVATIONS, INSTALLATION OF BUILDING SYSTEMS (HVAC, PLUMBING, ELECTRIC, PLUMBING), WINDOWS AND LIGHTING. THESE RECORDS MAY INCLUDE BUILDING DRAWINGS AND BLUEPRINTS.)	PERMANENT UNTIL SOLD	PAPER AND/OR ELECTRONIC		<input checked="" type="checkbox"/>
MAINT-5	LIBRARY FACILITY INSPECTION LOG HANDLED BY BUILDING MANAGER	UNTIL NO LONGER USEFUL	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
MAINT-6	LICENSE AND PERMITS	UNTIL SUPERSEDED OR EQUIPMENT/BUILDING NOT OWNED	PAPER		<input type="checkbox"/>
MAINT-7	MATERIAL SAFETY AND DATA SHEETS	5 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MAINT-8	SECURITY SYSTEM LOGS (MAY INCLUDE DOOR ENTRY SCANS AND SETTING/DISARMING ALARM SYSTEM)	UNTIL NO LONGER USEFUL	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MAINT-9	VEHICLE NON-MAINTENANCE RECORDS	PERMANENT UNTIL SOLD	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MARKET- 1	LIBRARY NEWSLETTERS AND EVENT GUIDES THESE RECORDS ARE PUBLICATIONS CREATED TO INFORM THE PUBLIC AND STAFF OF EVENTS AND OTHER MATTERS OF INTEREST TO THE LIBRARY.	30 DAYS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MARKET- 2	PRESS RELEASES THESE RECORDS DOCUMENT THE DEVELOPMENT OF A PRESS RELEASE.	30 DAYS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MARKET- 3	PROMOTIONAL ACTIVITIES THESE RECORDS DOCUMENT ACTIVITIES THAT DIRECTLY PROMOTE THE LIBRARY AND THE SERVICES PROVIDED, SUCH AS PARTICIPATION IN COMMUNITY EVENTS, INCLUDING DONATION DRIVES AND LIBRARY CARD DRIVES.	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MARKET- 4	PROMOTIONAL MATERIAL NOT PROGRAM SPECIFIC THESE ARE RECORDS OF MATERIAL USED TO PROMOTE THE LIBRARY, SUCH AS BROCHURES, HANDOUTS, BOOKMARKS, FLYERS, MAILERS, PHOTOGRAPHS/VIDEOS ADVERTISEMENTS AND SIGNS.	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
MARKET-5	PUBLICITY, DESIGN, AND PRODUCTION REQUESTS THESE RECORDS DOCUMENT REQUESTS FOR MARKETING OR PUBLICITY MATERIALS.	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
MARKET-6	SURVEYS – PATRONS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-1	DELIVERY SCHEDULE TO PATRONS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT 2	LIBRARY LINK: LIBRARY CARD APPLICATIONS FOR PATRONS	1 YEAR	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-3	LIBRARY LINK: STATISTIC DOCUMENTATION THAT SUPPORTS LIBRARY STATISTIC REPORTS	3 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-4	LIST OF ITEMS REQUESTED FOR DELIVERY BY PATRONS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-5	ONLINE PATRON SHEETS	UNTIL PATRON IS NO LONGER ACTIVE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-6	OUTREACH STATISTIC DOCUMENTATION SUPPORTING LIBRARY STATISTIC REPORTS	3 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-7	PATRON DIRECTORY INFORMATION	UNTIL PATRON IS NO LONGER ACTIVE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
OUT-8	VEHICLE DELIVERY ROUTE DOCUMENTATION	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Westerville Public Library

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
OUT-9	VOLUNTEER APPLICATIONS	UNTIL NO LONGER ACTIVE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
YOUTH-1	PERMISSION FORMS & LETTERS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
YOUTH-2	"REQUEST A VISIT" FORM FOR PROGRAMS BY LIBRARY STAFF	2 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
YOUTH-3	SUMMER & WINTER READING PROGRAM DOCUMENTS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>
YOUTH-4	TEEN AND JUNIOR TEEN ADVISORY BOARD MEETING MINUTES	2 YEARS	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>