

**Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2**  
**MENTAL HEALTH RECOVERY SERVICES BOARD**  
(Serving Coshocton, Guernsey, Morgan, Muskingum, Noble Perry Counties)

(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-001	Accounts Receivable Ledger and Documents	3 years provided audited	Paper/Electronic		
Acct-002	Amended Certificates	3 years provided audited	Paper/Electronic		
Acct-003	Annual County Budget	Permanent	Paper/Electronic		
Acct-004	Annual Departmental Budget/Office Budget	5 years	Paper/Electronic		
Acct-005	Annual Fiscal Reports	Permanent	Paper/Electronic		
Acct-006	Appropriation Ledgers and Documents	3 years	Paper/Electronic		
Acct-007	Audit Reports	6 years	Paper/Electronic		
Acct-008	Audit Reports (Federal, State, and Internal)	5 years except State Examiners are permanent	Paper/Electronic		
Acct-009	Bank Deposits Receipts	3 years provided audited	Paper/Electronic		
Acct-010	Bank Statements	3 years provided audited	Paper/Electronic		
Acct-011	Budget Preparation Documents (working papers)	4 years	Paper/Electronic		
Acct-012	Cash Books and Cash Journals	3 years provided audited	Paper/Electronic		
Acct-013	Check Registers	3 years provided audited	Paper/Electronic		
Acct-014	Credit Card Agreements	2 years after agreement ended	Paper/Electronic		
Acct-015	Expense Records	3 years	Paper/Electronic		
Acct-016	Federal Grant Files, Supporting Financial Records and Documents	5 years provided audited	Paper/Electronic		
Acct-017	Fuel Usage Records	3 years	Paper/Electronic		
Acct-018	Fund Transfers	3 years	Paper/Electronic		
Acct-019	Invoices(paid)	3 years provided audited	Paper/Electronic		
Acct-020	Pay-ins to Treasury Records	3 years provided audited	Paper/Electronic		
Acct-021	Petty Cash Records	3 years provided audited	Paper/Electronic		
Acct-022	Purchase Orders	3 years provided audited	Paper/Electronic		
Acct-023	Receiving Documents	3 years provided audited	Paper/Electronic		
Acct-024	Receipt Documents	2 years provided audited	Paper/Electronic		
Acct-025	Record of Accrued Fees	3 years provided audited	Paper/Electronic		
Acct-026	Records of receipts and expenditures	10 years	Paper/Electronic		
Acct-027	Requisitions	3 years	Paper/Electronic		
Acct-028	Travel Expense Record	3 years provided audited	Paper/Electronic		
Acct-029	Vouchers, Voucher Register/ Ledgers, Warrants(paid) Warrant Registers/Journals	3 years provided audited	Paper/Electronic		

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Admin-001	Annual Equipment Inventories & Depreciations	3 years provided audited	Paper/Electronic		
Admin-002	Audiovisual, PR, & Training Materials	Until superseded, obsolete, or replaced	Paper/Electronic		
Admin-003	Audiovisual, PR, & Training Materials - Consultant produced	5 years	Paper/Electronic		
Admin-004	Automatic Data Processing and Electronic Data Processing Media	Erase when no longer of administrative value	Electronic		
Admin-005	Blank Forms	Until superseded or obsolete	Paper/Electronic		
Admin-006	Copies of Administration Records	When no longer of administrative value	Paper/Electronic		
Admin-007	Correspondence-Executive: dealing with significant aspects of the administration of their offices, info regarding MHRS Board Policies, Program, Fiscal & Personnel matters	2 years, then appraise for historical value	Paper/Electronic		
Admin-008	Correspondence-General: internal letters, memos; from various individuals, providers, companies, organizations requesting info (not attempting to influence policy)	1 year	Paper/Electronic		
Admin-009	Delivery Slips/Packing Slips	2 years	Paper/Electronic		
Admin-010	Desk/Appointment Calendar	3 months after the end of the calendar year	Paper/Electronic		
Admin-011	Disaster Plans	Until updated	Paper/Electronic		
Admin-012	Electronic Mail (e-mail)	Providing no action pending, when no longer administratively necessary	Electronic		
Admin-013	Equipment Maintenance Records	Life of equipment	Paper/Electronic		
Admin-014	Faxes	5 years	Paper/Electronic		
Admin-015	Flow Charts (operations)	2 years	Paper/Electronic		
Admin-016	General Orders/Directives/Policies/Rules/Regulations/Procedures	Until superseded, obsolete, or replaced	Paper/Electronic		
Admin-017	Leases	5 years after after expiration provided audited	Paper/Electronic		
Admin-018	Licenses/Permits/Certifications	1 year after expiration	Paper/Electronic		
Admin-019	Mailing Lists	Until updated, superseded, or obsolete	Paper/Electronic		
Admin-020	Management and Operations Reports-Monthly/Quarterly/Semiannual	Until incorporated in annual report	Paper/Electronic		

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Admin-021	Management and Operations Reports-Monthly/Quarterly/Semiannual - Annual	5 years	Paper/Electronic		
Admin-022	Management and Operations Reports-Monthly/Quarterly/Semiannual - Consultant	5 years	Paper/Electronic		
Admin-023	Manuals/Handbooks/Directives	Retain one copy for 5 years; Until superseded, obsolete, or replaced	Paper/Electronic		
Admin-024	Material Safety Notes	Until superseded	Paper/Electronic		
Admin-025	Meeting Notices	1 year	Paper/Electronic		
Admin-026	Memoranda	5 years	Paper/Electronic		
Admin-027	Memoranda - Equipment	2 years	Paper/Electronic		
Admin-028	Memoranda - Real Estate	5 years	Paper/Electronic		
Admin-029	Messages	Until no longer administratively necessary	Paper/Electronic		
Admin-030	Photo File	Appraise for historical value; Until information is no longer current	Paper/Electronic		
Admin-031	Postal Records	2 years	Paper/Electronic		
Admin-032	Preliminary drafts of Letters, Memoranda, Worksheets, Reports, and the Preparation of Records Information	When no longer of administrative value	Paper/Electronic		
Admin-033	Press/ News Releases	3 years	Paper/Electronic		
Admin-034	Printing Orders	3 years	Paper/Electronic		
Admin-035	Professional Association Records	when no longer of administrative value	Paper/Electronic		
Admin-036	Records Documents (RC-1, RC-2, and RC-3)	Permanent	Paper/Electronic		
Admin-037	Records Requests	2 years	Paper/Electronic		
Admin-038	Reference/Library Materials	Until superseded, obsolete, or replaced	Paper/Electronic		
Admin-039	Service Records	2 years	Paper/Electronic		
Admin-040	Service Records - Monthly/Quarterly/Semiannual	Until incorporated in annual report	Paper/Electronic		
Admin-041	Speeches/ Presentations	3 years	Paper/Electronic		
Admin-042	Speeches/ Presentations - Annual	5 years	Paper/Electronic		
Admin-043	Staff Meeting Minutes/Agendas: minutes & supporting records documenting internal policy decisions	2 years	Paper/Electronic		
Admin-044	Table of Organizational Charts	Until superseded	Paper/Electronic		

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Admin-045	Transient Documents: phone messages, drafts, other limited documents which serve to convey info of temporary importance in leu of oral communication	Until no longer of administrative value	Paper/Electronic		
Admin-046	Unsolicited mail	Until no longer of administrative value	Paper/Electronic		
Admin-047	Voice Mail	Until no longer administratively necessary	Tape/Electronic		
CorpRec-001	Board of Directors: Committee Meeting agendas and minutes - official copy	Permanent	Paper/Electronic		
CorpRec-002	Board of Directors: Meeting agendas and minutes - Audio and Video Recordings	1 year provided information is transcribed to a hardcopy	Tape/Electronic		
CorpRec-003	Board of Directors: Meeting agendas and minutes - Drafts/Notes	Until official minutes are approved	Paper/Electronic		
CorpRec-004	Board of Directors: Meeting agendas and minutes - official copy	Permanent	Paper/Electronic		
CorpRec-005	MHRS Board Annual Report	Permanent	Paper/Electronic		
CorpRec-006	MHRS Board of Directors-Agenda Process Sheets	Permanent	Paper/Electronic		
CorpRec-007	MHRS Board of Directors-Committee & Regular Meeting Minutes, Agendas, Resolutions	Permanent	Paper/Electronic		
FixAssests-001	Depreciation Schedule	Permanent	Paper/Electronic		
FixAssests-002	Inventory Records	Permanent	Paper/Electronic		
FixAssests-003	Plans and Blueprints	Permanent	Paper/Electronic		
FixAssests-004	Plant Cost Ledger	Permanent	Paper/Electronic		
FixAssests-005	Property Appraisals	Permanent	Paper/Electronic		
FixAssests-006	Property Register	Permanent	Paper/Electronic		
FixAssests-007	Records for Property Subject to Depletion	Permanent	Paper/Electronic		
HumanRes-001	Accident Reports - Settled: Bodily injury to non-employee	7 years	Paper/Electronic		
HumanRes-002	Accident Reports - Settled: Employee injury reports	7 years place in personnel file	Paper/Electronic		

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HumanRes-003	Advertisements for Vacant Positions	2 years	Paper/Electronic		
HumanRes-004	Applications for Employment (Unsuccessful/Not Hired)	1 year	Paper/Electronic		
HumanRes-005	Attendance Reports	3 years	Paper/Electronic		
HumanRes-006	Bulletins, Posters, and Notices of Employees	Until no longer administratively necessary	Paper/Electronic		
HumanRes-007	Continuing Education Certifications/Class/Seminars/Training Attendance Records	Place in personnel file	Paper/Electronic		
HumanRes-008	Employee Background & Reference Checks	6 years	Paper/Electronic		
HumanRes-009	Employee Medical Files	6 years	Paper/Electronic		
HumanRes-010	Employee Payroll Files	Permanent	Paper/Electronic		
HumanRes-011	Health Insurance Plans	6 years	Paper/Electronic		
HumanRes-012	IRS I-9 Forms: Citizenship	Permanent in personnel file	Paper/Electronic		
HumanRes-013	Job Descriptions	Until superseded or classification abolished	Paper/Electronic		
HumanRes-014	Labor Union Dues Correspondence, Checks, Eastern Alliance COG contracts with State union workers	6 years	Paper/Electronic		
HumanRes-015	Layoff Records	6 years	Paper/Electronic		
HumanRes-016	Leave Forms	Until no longer of administrative value	Paper/Electronic		
HumanRes-017	Leave Request (Sick and Vacation)	3 years provided audited	Paper/Electronic		
HumanRes-018	Payroll Records	3 years provided audited	Paper/Electronic		
HumanRes-019	Personnel Files	Retain retirement waivers, service record and leave balances for 60 years; 2 years after employee terminates purge extraneous records	Paper/Electronic		
HumanRes-020	Personnel Handbook	retain one copy for 5 years; Until superseded, obsolete, or replaced	Paper/Electronic		

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HumanRes-021	Time Cards/ Time Sheets/ Payroll/ Sign-In Sheets	3 years provided audited	Paper/Electronic		
HumanRes-022	Timekeeping Systems Reports	3 years	Paper/Electronic		
Insur-001	Insurance Policies	2 years after expiration, provided all claims settled	Paper/Electronic		
Legal-001	Arbitration Decisions	Permanent	Paper/Electronic		
Legal-002	Bids - Unsuccessful	2 years after letting of contract	Paper/Electronic		
Legal-003	Claims and Litigation Records	5 years after case is closed and appeals are exhausted	Paper/Electronic		
Legal-004	Collective Bargaining Agreements	Permanent	Paper/Electronic		
Legal-005	Contracts	15 years after expiration of contract	Paper/Electronic		
ServClinic-001	Adult Care Facility Files	6 years	Paper/Electronic		
ServClinic-002	Adult Residential Coordinated Referral Applications	6 years	Paper/Electronic		
ServClinic-003	Authorizations to Release Protected Health Information	20 years after last contact with consumer	Paper/Electronic		
ServClinic-004	Consumer Case Info/files-from Forensic Monitor	20 years after last contact with consumer	Paper/Electronic		
ServClinic-005	Consumer Case Info/files-from Involuntary Commitment	20 years after last contact with consumer	Paper/Electronic		
ServClinic-006	Consumer Case Info/files-from Provider and/or Service Coordination Team	20 years after last contact with consumer	Paper/Electronic		
ServMonitoring-001	Adult Care Facility Complaints/Info	6 years	Paper/Electronic		
ServMonitoring-002	Adult Residence Certification Standards, Contracts & Licenses - Permanent & Supportive Housing Sites	6 years	Paper/Electronic		
ServMonitoring-003	Clients' Rights Annual Report	5 years	Paper/Electronic		
ServMonitoring-004	Clients' Rights Annual Report	10 years	Paper/Electronic		
ServMonitoring-005	Compliance Reports	5 years	Paper/Electronic		
ServMonitoring-006	Grievances/Complaints - Database	10 years	Paper/Electronic		
ServMonitoring-007	Grievances/Complaints - Resolution Letters	10 years	Paper/Electronic		

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ServMonitoring-008	Incident Reports (monthly & reportable)	10 years	Paper/Electronic		
ServMonitoring-009	Outcomes Information	5 years	Paper/Electronic		
ServMonitoring-010	Reports-Weekly & Monthly: document status of on-going projects & issues; advise supervisors of various events & issues	1 year	Paper/Electronic		
ServMonitoring-011	Statistical Reports	5 years	Paper/Electronic		
ServMonitoring-012	Information Technology (IT) System Equipment Inventory	Continually updated, retain superseded data one year	Paper/Electronic		
ServPayment-001	MACSIS/GOSH-Provider Data Error Submission Reports	7 years	Paper/Electronic		
ServPayment-002	MACSIS/GOSH-Provider Service Claims	6 years	Paper/Electronic		
ServPayment-003	MACSIS/GOSH-Recall Reports	5 years	Paper/Electronic		
ServPayment-004	MACSIS/GOSH-Remittance Advices (pass thru providers)	7 years	Paper/Electronic		
ServPayment-005	MACSIS/GOSH-UCI Request Forms	5 years	Paper/Electronic		
ServPayment-006	MACSIS/GOSH-Weekly Error & Processing Logs	7 years	Paper/Electronic		
ServPlanning-001	Bids	15 years after expiration of contract	Paper/Electronic		
ServPlanning-002	Blue Prints/Vellums	Until superseded, or obsolete. Appraise for historical value.	Paper/Electronic		
ServPlanning-003	Community Capital Applications	6 years after 30 year maturity	Paper/Electronic		
ServPlanning-004	Concept/Position Papers & Plans	10 years	Paper/Electronic		
ServPlanning-005	Contract Provider Service Plans	Permanent	Paper/Electronic		
ServPlanning-006	Contract Request Forms	Until no longer of administrative value	Paper/Electronic		
ServPlanning-007	Contracts for Services, Operations Personal Services, Misc., Interagency Agreements	15 years	Paper/Electronic		
ServPlanning-008	Grants Records	3 years after grant expires	Paper/Electronic		
ServPlanning-009	Letters of Support for other organizations/individuals	3 years	Paper/Electronic		

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ServPlan- ning-010	Needs Assesments	20 years	Paper/Electronic		
ServPlan- ning-011	Project Plans/Drawings	Appraise for historical value. Life of project or until obsolete.	Paper/Electronic		
ServPlan- ning-012	System Documentation	Life of system	Paper/Electronic		