



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 19 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

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

Union County General Schedule

(All Departments, Offices and Agencies)

(Local Government Entity)

(Unit)

Chris Schmal

Christiane Schmenk **Records Commission Chairperson**

10/19/22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.68 – ORC 149.412 for Records Commission Information

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
(Address)

Marysville
(City)

43040
(Zip Code)

Union
(County)

To have this form returned to the Records Commission electronically, email address: sbadenhop@unioncountvohio.gov

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.

Chris Schmal

10/19/22

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Previts

State Archivist

10-20-2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2022.11.03 15:43:06 -04'00'

Records Manager

Signature

Title

Date

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



RECORDS RETENTION SCHEDULE (RC-2)

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Union County General Schedule
(Local Government Entity)

All Departments, Offices and Agencies
(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
G22-01	Accounts Receivable Ledger and Documents <i>Records and documents related to the billing and collection of money for services provided</i>	3 years, provided audit	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the	<input type="checkbox"/>
G22-02	Activity Reports <i>Records created to compile statistics or document office activities or functions</i>	2 years	Paper/Electronic	Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
G22-03	Agendas <i>Records documenting items to be discussed during a meeting</i>	1 year	Paper/Electronic		<input type="checkbox"/>
G22-04	Annual Reports <i>Annual report containing substantive information of operations, policies and procedures and planning</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
G22-05	Attendance Reports/Records Documents <i>Documents employee attendance at work and/or participant registration in sponsored events, classes or training</i>	3 years	Paper/Electronic		<input type="checkbox"/>
G22-06	Audiovisual, PR & Training Materials <i>Materials and resources compiled or created for presentations, public relations events and/or training exercises</i>	Until information is superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>
G22-07	Audit Reports (Federal, State and Internal) <i>Financial examinations and reports issued by the Federal Government, Auditor of State, ORC 117.26, independent auditing agencies or conducted internally</i>	5 years	Paper/Electronic		<input type="checkbox"/>
G22-08	Awards <i>Certificates and awards given to county offices, departments or officials</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-09	Backup Data <i>Computer generated backup tapes and data created, used and maintained for disaster recovery purposes</i>	Retain for system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
G22-10	Badges/IDs and Badge/ID Records <i>Employee identification badges and electronic door unlocking devices and records related to, and including, but not limited to, the creation and maintenance of employee Badges/IDs, the tracking and usage of Badges/IDs to access secure areas</i>	Until no longer of administrative value or until updated, superseded or obsolete	Paper/Plastic/ Electronic		<input type="checkbox"/>

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G22-11	Bank Records <i>Records related to banking transactions between offices and financial institutions including, but not limited to, bank books, bank deposit receipts, bank deposit slips, bank statements, canceled checks, check registers and reconciliations</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-12	Bids (Successful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	Original, if made part of a contract and filed with contract. 6 years after expiration of contract (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
G22-13	Bids (Successful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	Copies of successful bids to provide goods and/or services. 3 years after expiration of contract	Paper/Electronic		<input type="checkbox"/>
G22-14	Bids (Unsuccessful) <i>Records documenting the publicizing and hearing of quoted bids to vendors for services and/or merchandise not selected, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	2 years	Paper/Electronic		<input type="checkbox"/>
G22-15	Blank Forms <i>Unused forms that are either obsolete and/or superseded</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
G22-16	Blue Prints, Drawings, Tracings and Mylars <i>Maps and plans created for construction, projects and/or events</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
G22-17	Budget (Annual Department/Office) <i>Annual fiscal allocation to a department or office as a part of the annual county budget</i>	5 years	Paper/Electronic		<input type="checkbox"/>
G22-18	Budget Preparation Documents <i>Working papers and preparation documents used to create annual budgets</i>	3 years	Paper/Electronic		<input type="checkbox"/>
G22-19	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to county functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
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G22-20	Calendar (Desk/Appointment) <i>Calendars used to track meetings and events in conjunction with job functions</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-21	Cash Books/Journals/Records <i>Financial ledgers that document the expenditure and/or receipt of cash items</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-22	Certified Return Mail Receipts <i>Acknowledgements received from the United States Postal Service that mail has been sent and delivered</i>	3 years	Paper/Electronic		<input type="checkbox"/>
G22-23	Claims and Litigation Records <i>Records related to legal claims against an office and subsequent court proceedings if necessary</i>	5 years, after case is closed and appeals are exhausted	Paper/Electronic		<input type="checkbox"/>
G22-24	Compliance Reports <i>Reports generated in response to non-compliance regulatory issues addressing and/or correcting problems and issues</i>	5 years	Paper/Electronic		<input type="checkbox"/>
G22-25	Computer Generated Fiscal Reports <i>Reports generated from the Auditor's fiscal computer system noting appropriations, expenses, encumbrances, and remaining balances used for internal balancing and reference purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-26	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	6 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
G22-27	Copies of Records <i>Internally duplicated records created for administrative convenience and/or reference</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-28	Coronavirus Relief Funds Payment (CARES) Act and American Rescue Plan Act (ARPA) Records <i>Records that support compliance with subsection 602 of the Social Security Act, including, but not limited to, audits, contracts, grants, invoices, monitoring records, payroll records, receipt and expenditure ledgers and receipts</i>	5 years (OIG-CA-20-021)	Paper/Electronic		<input type="checkbox"/>

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G22-29	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
G22-30	Correspondence (Transient) <i>Communications which serve to convey information of temporary importance in lieu of oral communication</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-31	Delivery Slips/Packing Slips <i>Documents received when accepting goods from a carrier or vendor</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-32	Disaster Plans <i>Plans and procedures to protect and re-establish operations in the event of a disaster</i>	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
G22-33	Drafts and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-34	Electronic Mail (E-Mail) (PP 7.17) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	All electronic mail will be maintained in electronic format for 3 years (PP 7.17)	Electronic		<input type="checkbox"/>
G22-35	Equipment Maintenance Records <i>Documents noting and monitoring maintenance and service to equipment</i>	Life of equipment or until removed from inventory	Paper/Electronic		<input type="checkbox"/>
G22-36	Expense Records <i>Records documenting requests, authorizations and reimbursement claims for goods and/or services purchased</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-37	Fax (Documentation) <i>Fax machine generated cover sheets, confirmation notices and buffer printouts</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-38	Fax (Logs) <i>Register of fax messages sent and received by a fax machine</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-39	Fax (Messages) <i>Communications sent and received using a fax machine</i>	Treat as correspondence (See G22-29 and G22-30)	Paper/Electronic		<input type="checkbox"/>
G22-40	GovDeals/Auction Records <i>Records related to the selling of surplus and/or obsolete government assets either through Government Surplus Auctions or through an auctioneer service</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
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G22-41	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	1 year	Paper/Electronic		<input type="checkbox"/>
G22-42	Grant Records (State and Federal) <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	5 years, provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
G22-43	Human Resources Records <i>Records created and compiled that deal with the hiring, administration, discipline and training of personnel</i>	Follow Human Resources Record Retention Schedule	Paper/Electronic		<input type="checkbox"/>
G22-44	Insurance Policies <i>Documents listing the terms and conditions of insurance policies</i>	2 years after expiration, provided all claims settled (ORC 2305.10)	Paper/Electronic		<input type="checkbox"/>
G22-45	Insurance Records <i>Fiscal and administrative records generated in the administration of insurance policies</i>	2 years, provided all claims settled	Paper/Electronic		<input type="checkbox"/>
G22-46	Internet Logs <i>Logs that document an individual's use of the internet</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
G22-47	Inventory (Annual of County Property) <i>Inventory of equipment maintained by a department or office</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-48	Invoices (Paid) <i>Bills received from a vendor or seller to collect payment for goods and/or services</i>	Until digitized and quality control checked. If not digitized, maintain for 3 years, provided audit	Paper		<input type="checkbox"/>
G22-49	Invoices (Paid) <i>Bills received from a vendor or seller to collect payment for goods and/or services</i>	3 years, provided audit	Electronic		<input type="checkbox"/>
G22-50	Leases <i>Agreements between vendors and offices to allow use of equipment and/or real estate</i>	4 years after expiration, provided audit (ORC 1310.52)	Paper/Electronic		<input type="checkbox"/>

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G22-51	Leave Requests (Sick and Vacation) <i>Records documenting an employee's request for use of sick, vacation, compensatory or other form of leave time</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-52	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events requiring legal notification</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-53	Licenses, Permits and Certifications <i>Records related to the issuance of a license, permit or certification for use, service and/or operation</i>	1 year after expiration	Paper/Electronic		<input type="checkbox"/>
G22-54	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for government operational purposes</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-55	Mailing Lists <i>Lists of individuals and addresses for mail distribution</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
G22-56	Management Reports or Feasibility Studies <i>Reports and studies created to assess functions, projects and programs</i>	5 years	Paper/Electronic		<input type="checkbox"/>
G22-57	Manuals and Handbooks <i>Publications outlining policies, procedures, practices and general directives</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
G22-58	Meeting Minutes <i>Official record of the proceedings of a meeting</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
G22-59	Meeting Minutes (Audio/Video Recordings) <i>Audio and video recordings made during a meeting</i>	Until official minutes are approved	Audio/Video/ Electronic		<input type="checkbox"/>
G22-60	Meeting Minutes (Drafts/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of a meeting</i>	Until official minutes are approved	Paper/Electronic		<input type="checkbox"/>
G22-61	Meeting Minutes (Transcripts) <i>Transcript of the proceedings of a meeting produced from audio and/or video recordings</i>	5 years	Paper/Electronic		<input type="checkbox"/>
G22-62	Meeting Notices <i>Announcements to officials and public of upcoming business meetings</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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G22-63	Memoranda <i>Internal communication relating informative information in regards to changes in policies and/or procedures</i>	Treat as correspondence (See G22-29 and G22-30)	Paper/Electronic		<input type="checkbox"/>
G22-64	911 System Documentation <i>Records relating to the operations, functions and maintenance of the 911 System</i>	Life of system	Paper/Electronic		<input type="checkbox"/>
G22-65	Officials' Bonds <i>Surety bond filed by county officials to help ensure responsible execution of job duties</i>	10 years after expiration	Paper/Electronic		<input checked="" type="checkbox"/>
G22-66	Officials' Oaths <i>Oaths of office given and sworn to by elected official upon taking office</i>	10 years after leaving office	Paper/Electronic		<input checked="" type="checkbox"/>
G22-67	Pay-Ins <i>Documents noting payments of revenue into the County Treasury</i>	Until digitized and quality control checked. If not digitized, maintain for 3 years, provided audit	Paper		<input type="checkbox"/>
G22-68	Pay-Ins <i>Documents noting payments of revenue into the County Treasury</i>	3 years, provided audit	Electronic		<input type="checkbox"/>
G22-69	Payroll Records <i>Payroll records that contain time input worksheets, base and net salary, leave balances, and all withholdings</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-70	Personnel Records <i>Records related to the service throughout the duration of an individual's employment</i>	Follow Human Resources Record Retention Schedule	Paper/Electronic		<input type="checkbox"/>
G22-71	Plats and Maps <i>Pictorial drawings and sketches noting locations and/or boundary lines</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
G22-72	Photograph Files <i>Images documenting the operations, functions and events of an office</i>	Until information is no longer current. Appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (for historical)
G22-73	Postal Records <i>Records created in the use and functions of a postal machine and the logging of registered mail</i>	2 years	Paper/Electronic		<input type="checkbox"/>
G22-74	Press/News Releases <i>Announcements sent to the media to inform the public about actions, events or programs</i>	3 years	Paper/Electronic		<input type="checkbox"/>
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G22-75	Professional Association Records <i>Documents from associations related to an employee's job position to enhance learning, inform of events, or provide general information about the association</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-76	Publication Stock <i>Blank and/or unused office letterhead and business cards</i>	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
G22-77	Publications (Federal, State, Business) <i>Various publications issued and sent by businesses or federal or state government</i>	Until superseded or until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-78	Publications (Local Government Created) <i>Various publications and brochures related to office functions</i>	Until superseded or obsolete. Retain one copy permanently	Paper/Electronic		<input type="checkbox"/>
G22-79	Purchase Orders <i>Documents authorizing spending for the purchase of supplies, equipment and/or services</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-80	Receipt Documents <i>Acknowledgement that payment has been received</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-81	Records of Receipts and Expenditures <i>Financial records showing money received and expended</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-82	Records Requests (PP 5.12) <i>Requests to inspect and review public records, including record request logs</i>	2 years	Paper/Electronic		<input type="checkbox"/>
G22-83	Records Requests Log <i>Record documenting and tracking public record requests including, but not limited to, date request received, requestor name, records requested, date request fulfilled and name of person fulfilling request</i>	2 years	Paper/Electronic		<input type="checkbox"/>
G22-84	Reference Materials and Research Files <i>Collected information from a variety of resources to learn about events, legislative actions, programs, or concepts to explore changes or improvements to operations</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-85	Requisitions <i>Documents requesting to purchase supplies, equipment and/or services</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>

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G22-86	Returned Mail <i>Correspondence, notices and/or statements sent to individuals via mail and returned by the Post Office as undeliverable</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
G22-87	Rosters/Directories/Organizational Charts <i>Charts and information documenting office personnel, contact information and office hierarchy</i>	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
G22-88	Scrapbooks/Yearbooks <i>Materials compiled to document events, programs and/or news about office functions</i>	Until information is obsolete, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
G22-89	Skype/Team Chat Conversation Records <i>Electronic conversations discussing county related business and functions, including, but not limited to, chat histories, conversations, conversation histories, attachments and file sharing</i>	30 days	Electronic		<input type="checkbox"/>
G22-90	Social Media Posts and Records (PP 7.25B) <i>Information posted or received on an internet technology that facilitates and promotes interactive communication, participation, and collaboration, including, but not limited to Facebook, LinkedIn, Twitter, YouTube and Wikipedia, and the interactive tools and functions they provide to users, also includes metadata</i>	30 days, if post and/or comment is in violation of County Office/Agency Social Media Policy (PP 7.25B) then delete immediately. Public posts and/or comments made by the public may be removed, changed or edited upon the original poster's discretion.	Electronic		<input type="checkbox"/>
G22-91	Social Media Account Records <i>Records related to, but not limited to, account ID user names, password information, authorized users, content editors, account information, site terms and use agreement</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
G22-92	Speeches and Presentations <i>Materials used or distributed when speaking to a group about a topic or subject</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-93	Statistical Reports (Consultant Produced) <i>Documents compiled about an office's operations for fiscal, administrative, or managerial decision making or other information purposes</i>	5 years	Paper/Electronic		<input type="checkbox"/>
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G22-94	Statistical Reports (Annual) <i>Documents compiled about an office's operations for fiscal, administrative, or managerial decision making or other information purposes</i>	5 years	Paper/Electronic		<input type="checkbox"/>
G22-95	Statistical Reports (Monthly/Quarterly/Semiannually) <i>Documents compiled about an office's operations for fiscal, administrative, or managerial decision making or other information purposes</i>	Until incorporated into annual report	Paper/Electronic		<input type="checkbox"/>
G22-96	Surveillance Tapes/Videos <i>Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes</i>	30 days then reuse, provided no action pending	Video/Electronic		<input type="checkbox"/>
G22-97	Telephone Records <i>Records related to telephone logs, which track incoming and outgoing calls, and telephone charges and bills</i>	2 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-98	Telephone Records (Messages) <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Audio/ Paper/Electronic		<input type="checkbox"/>
G22-99	Text Messages <i>Messages sent or received on a cellular phone or computer relating to county business</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
G22-100	Time Cards/Time Sheets <i>Records documenting employee time worked, hours worked and leave taken</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-101	Transfers <i>Orders for the transfer of funds from one fund or line-item to another fund or line-item</i>	Until digitized and quality control checked. If not digitized, maintain for 3 years, provided audit	Paper		<input type="checkbox"/>
G22-102	Transfers <i>Orders for the transfer of funds from one fund or line-item to another fund or line-item</i>	3 years, provided audit	Electronic		<input type="checkbox"/>
G22-103	Travel Expense Records <i>Records documenting requests, authorizations and reimbursement claims for travel</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
G22-104	Uniform Records <i>Records tracking the purchase, distribution, cleaning and return of issued uniforms</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-105	Vehicle Records <i>Records related to county owned vehicles, including but not limited to, repairs, routine maintenance and service, license plates and vehicle titles</i>	Until vehicle sold	Paper/Electronic		<input type="checkbox"/>
G22-106	Vendor Files <i>Contact information and explanation of goods and/or service offered and provided by vendors</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G22-107	Visitors' Logs and Sign-In Sheets <i>Registers or logs used to track outside visitors entering and leaving an office</i>	3 years	Paper/Electronic		<input type="checkbox"/>
G22-108	Voucher Registers/Journals <i>Register or journal of vouchers issued for purchase of supplies, equipment and/or services that have been paid</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-109	Vouchers <i>Packets containing a combination of purchase orders, warrants (paid) and invoices (paid)</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-110	Webpage Data and Layouts <i>Website information, data, format and layout published on the county website</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
G22-111	Warrant Registers/Journals <i>Register or journal of warrants issued authorizing the purchase of supplies, equipment and/or services</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-112	Warrants (Paid) <i>Documents authorizing spending for the purchase of supplies, equipment and/or services that have been paid</i>	Until digitized and quality control checked. If not digitized, maintain for 3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
G22-113	Warrants (Paid) <i>Documents authorizing spending for the purchase of supplies, equipment and/or services that have been paid</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>

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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County General Schedule
(Local Government Entity)

All Departments, Offices and Agencies
(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
G22-114	Work Orders <i>Request issued to Facilities asking for maintenance, assistance and/or services</i>	2 years	Paper/Electronic		<input type="checkbox"/>
G22-115	Work Schedules <i>Schedules noting working hours and time scheduling for employees</i>	2 years	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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