



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

APR 22 2022

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

Portsmouth Public Library

(Local Government Entity)

(Unit)

Larry D. Markins

Larry D. Markins

Fiscal Officer

April 22, 2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

dmarkins@yourppl.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.

Tamela Morton

4/22/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

4-27-2022

Signature

Title

Date

Section D: Auditor of State

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Portsmouth 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
	See attached, Public Records & Records Retention Policies				<input type="checkbox"/>
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Portsmouth Public Library Records Retention Policy

The Portsmouth Public Library like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of the Portsmouth Public Library adopts the following policy for records retention:

A library records commission shall be created and consist of the members of the Board of Trustees and the Library's Fiscal Officer. The President of the library board shall serve as chair of the commission. The commission must meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by an employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule. Items listed on the Board approved Records Retention schedule and the RC-2 approved by the Ohio Historical Society may be disposed of by following the provisions of Ohio Revised Code Section 149.411.

Records shall fall into two categories: Permanent and Non-Permanent. *Records may be retained on any commercially viable media that provides an accurate reproduction of the record.* The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.

Records Retention Schedule

According to the Ohio Historical Society, records shall fall into two categories: Permanent and Non-Permanent. Records may be retained on any commercially viable media that provides an accurate reproduction of the record. The following list, which is compiled from the recommendations of the Auditor of State's Office and the Ohio Historical Society, shows the retention period of specific records.

Permanent	Retention Period
Annual Financial Report to the Auditor of State	RC-3 Required by the Ohio History Connection
Annual Report to the State Library	RC-3 Required by the Ohio History Connection
Audit Reports from the Auditor of State	RC-3 Required by the Ohio History Connection
Board of Trustees Minutes	RC-3 Required by the Ohio History Connection
Building Specifications and Plans	RC-3 Required by the Ohio History Connection
Library Statistics — Annual Report	RC-3 Required by the Ohio History Connection
Payroll Records	
Payroll Tax Records	

Non-Permanent	Retention Period
Injury/Incident Reports	5 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Administrative Policy and Procedure Files	One year after superseded
Amended Official Certificates	5 years provided audited
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Applications for Employment	Retain with personnel record If applicant employed; others, 1 year from application date
Appropriation Ledgers	5 years provided audited
Automated System Backups	3 months
Bank Deposit Receipts	Until audited

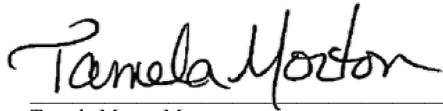
Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C

Non-Permanent	Retention Period
Bank Statements	4 years provided audited
Bids — Successful	15 years after completion of project
Bids — Unsuccessful	4 years after letting of contract provided audited
Board Agenda Packets & Audio Recordings	3 years
Book Inventories	Maintained online; until superseded
Budgets — Annual	10 years
Cancelled Checks	4 years provided audited
Cash Journals	4 years provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
Check Registers	4 years provided audited
Committee Reports	One year
Contracts and Leases	Twelve years after expiration
Deduction authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Employee Handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee Schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	3 years — included in Board agenda packet
Gift Donor Forms — Gifts for the Library	3 years
1-9 Immigration Verification Forms (retained separately from personnel files)	Three years after date of hire, or one year after termination of employment, whichever is later
ILL Records	30 Days unless financial obligation
Insurance Policies/Bonds	Twelve years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited
Job descriptions	Until superseded
Job Postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending

Non-Permanent	Retention Period
Levy Official Files — info created by the Library	Life of levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history
Personnel Files	6 years after termination of employment
Prevailing Wage Records	4 years provided audited
Purchase Orders	2 years provided audited
Quarterly Payroll Reports for State	75 years
Receipt Books	Until audited
Receipt Journals	5 years provided audited
Public Records Requests	2 years
Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
Transient material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
Unemployment Compensation Forms	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

Until Audited and Provided Audited is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.

Approved this 15th day March, 2022:



Tamela Moore-Morton
Portsmouth Public Library
President, Board of Trustees



Larry D. Markins
Portsmouth Public Library
Fiscal Officer, Board of Trustees

Portsmouth Public Library

Public Records Policy

Openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the Portsmouth Public Library (“the Library”) to strictly adhere to its obligations under Ohio’s Public Records Law. All records of the Library are public unless they are exempt from disclosure under Ohio or Federal law, such as under the exemption in the Ohio Revised Code Section 149.432 that prohibits the Library from releasing any library records or from disclosing any patron information except in those situations specified in the statute.

Section 1: Public Records

Portsmouth Public Library, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, business email) or other format - that is created or received by, or comes under the jurisdiction of the Library that documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. All records of the Library meeting this definition are public unless they are specifically exempt from disclosure under Ohio law or Federal law.

Section 1.1

It is the policy of the Library that, as required by Ohio law, records will be organized and maintained so that they are available for inspection and copying in accordance with the Ohio Public Records law. Current record retention schedules shall also be made available to the public.

Section 2: Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. If it is not clear what records are being sought, the requester will be contacted by a Library records custodian for clarification. The records custodian will assist the requester in revising the request by informing the requester of the manner in which the Library keeps its records. (The records custodian is the office or employee lawfully responsible for the direct custody and care of a public record. The records custodian is not necessarily the original preparer or receiver of the record.)

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the Library’s general policy that this information is only to be requested if the written request or disclosure of identity of the requester or intended use of the record would benefit the requester by enhancing the ability of the Library to identify, locate or deliver the requested public records, and if the requester is informed that the written request or disclosure of identity of the requester or intended use of the record is not mandatory.

Section 2.3

Public records are to be made available for inspection at the Administration Offices located at 1220 Gallia Street, Portsmouth, OH, during regular business hours (10:00 a.m. to 5:00 p.m.) with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and, the necessity for any legal review of the records requested.

Section 2.4

Responses to the public record requests will be completed in a reasonable time taking into account the scope of the request, the ease or difficulty of identifying, compiling and reviewing potentially responsive records, and the operational needs of the Library.

- a) Routine Requests – Routine requests for records should be satisfied in an expedient manner. Routine requests include completed meeting minutes, budgets, salary information, forms and applications, and such other records requests that the Board of Trustees determine are “routine.”
- b) Non-routine Requests – If a request is beyond “routine”, such as seeking an extensive search of materials, a voluminous number of copies or information that must be researched or calculated, the Library will acknowledge receipt of the request in writing. Further the written acknowledgement must include: 1) an estimate of the time it will take to satisfy the request, 2) an estimated cost to be borne by the requester if the request is fulfilled or if the Library will waive such costs, and 3) identification of the type of items within the responsive records that may be exempt from disclosure and/or subject to redaction.

Section 2.5

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the initial request was in writing, the explanation also shall be provided in writing.

Section 3: Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is 10 cents per page.

Section 3.2

The charge for downloaded computer files to an electronic storage device is \$8.00 per device.

Section 3.3

There is no charge for documents that are emailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section 3.5

The Library may require the requester to pay, in advance, the cost involved in providing the copies, including postage.

Section 4: Electronic Records

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape. Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of the Library are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

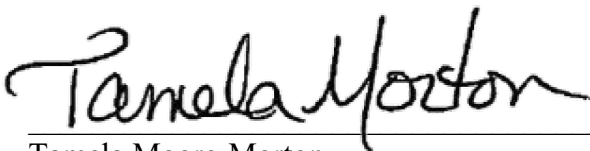
Section 5: Failure to Respond to a Public Records Request

Portsmouth Public Library recognizes that the consequences of failing to respond to a public records request in accordance with the law may result in a court ordering the Library to comply with the law and to pay the requester attorney's fees and statutory damages.

Section 6: Managing Records:

Portsmouth Public Library's records are subject to records retentions schedules. The office's current schedules are available at 1220 Gallia Street, Portsmouth, Ohio 45662, a location readily available to the public as required by § 149.43(B)(2) of the Ohio Revised Code.

Approved this 15th day March, 2022:



Tamela Moore-Morton
Portsmouth Public Library
President, Board of Trustees



Larry D. Markins
Portsmouth Public Library
Fiscal Officer, Board of Trustees