



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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OHIO HISTORY CONNECTION

APR 03 2019

STATE AND LOCAL
GOVERNMENT RECORDS

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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Hubbard Public Library

(Local Government Entity)

(Unit)

Geraldine J Bray

Fiscal Officer

January 15, 2019

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Hubbard Public Library

Records Commission

330-534-3512 x6112

436 West Liberty St.

Hubbard

44425

(Telephone Number)

Trumbull

(Address)

(City)

(Zip Code)

(County)

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

Geraldine@beyond-books.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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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

(1) Schedule Number	(2) Record Title & Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) RC-3 Required by OHS- LGRP
ADU-01	<p>Adult Summer Reading Program</p> <p>These are records relating to the administration of the program. This may include program ideas, manuals, completion forms, record keeping, statistics, planning documents, and other related records.</p> <p>NOTE: This record series does not include registration forms (see Public Program Registration).</p>	2 years	Paper		<input type="checkbox"/>
ADU-02	<p>Homebound Patron Files</p> <p>These records contain information about the patron. They may include a Homebound Survey form, map to patron's residence, reading history list, book requests and other related documents needed to provide this specialized service.</p>	Until no longer useful	Paper / Electronic		<input type="checkbox"/>
ADU-03	<p>Interlibrary Loan Faxed Requests</p> <p>Faxed requests for items available at academic or public libraries. Requests usually include patron's name, address and library barcode number.</p>	6 months	Paper		<input type="checkbox"/>
ADU-04	<p>Fax Confirmation</p> <p>Confirmation automatically sent by fax machine, which records whether or not items sent via fax from the library was successfully received by the intended number.</p>	11 months	Electronic		<input type="checkbox"/>
ADU-05	<p>Security log sign in sheet</p> <p>Security guard records hours worked at library, which is verified by a library employee.</p>	1 year	Paper		<input type="checkbox"/>

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BRD-01	<p>Board of Trustees Minutes & Meeting Materials</p> <p>These records are meeting minutes and attachments that document all matters brought before the Board of Trustees at meetings. These records document all changes to policies, resolutions, and correspondence. They include minutes and supporting documentation. Supporting documents may include financial reports, director's report, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the Library. This series does not include meeting notices.</p>	Permanent	Paper		<input checked="" type="checkbox"/>
BRD-02	<p>Bylaws</p> <p>These records state the purpose of the Library, establish the structure and responsibility of the Board, and state the manner in which the Library will meet its regulatory requirements and achieve the best practice standards. Bylaws are created and amended by the Board.</p>	Permanent	Paper		<input type="checkbox"/>
BRD-03	<p>Public Records Commission</p> <p>These records include all documents relating to the administrative duties of the commission, which is made up of members of the Library's Board of Trustees and the Fiscal Officer. This may include meeting minutes, correspondence, public records policy, records retention and disposal schedules (RC-2), one-time disposal forms (RC-1), disposal forms (RC-3) and other related documents.</p>	Permanent	Paper		<input type="checkbox"/>

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CIR-01	Hold Slip This slip should be given to the patron when the book is checked out or discarded by staff if the book is not picked up.	Until no longer needed	Paper		<input type="checkbox"/>
CIR-02	Patron Registration form These records contain identifying information for each individual, including contact information, who may borrow materials or use library resources. The forms may include registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet. Cards are typically signed and list personal identifying information.	Until no longer useful	Paper		<input type="checkbox"/>
CIR-03	Virtual Registration form These records contain identifying information for each individual. They are submitted online and then the information is added to a registration card by a staff member. These registrations are for online resources only.	Until no longer useful	Electronic/ paper		<input type="checkbox"/>

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COM-01	<p>Press Releases</p> <p>These records document the development of a press release. They may include requests, approved distribution lists, topical indexes, and official press releases. Some press releases should be preserved permanently to document the institutional memory of the Library. Press releases pertaining to Board of Trustee meetings or the Fiscal Officer may be requested by the auditors.</p>	1 year	Electronic		<input type="checkbox"/>
COM-02	<p>Promotional Activities</p> <p>These records document activities that directly promote the Library and the services provided, such as participation in parades, fairs, events (such as the Zombie Run) and Food for Fines drives. They may include planning documents, quotes, correspondence, schedules and other related documents, including video or taped copies of the event.</p>	1 year	Paper / Electronic		<input type="checkbox"/>
COM-03	<p>Promotional Materials</p> <p>These are records of materials used to promote the Library, such as brochures, handouts, bookmarks, flyers, posters, business cards, and objects marked with the Library's logo, such as shirts, mugs, and key chains. They may include planning documents, correspondence, and other related records.</p>	Until no longer useful	Electronic		<input type="checkbox"/>
COM-04	<p>Publicity - Programs & Events</p> <p>These records provide information about specific Library programs or events. These files may contain a copy of materials developed for publicity and programming and evaluation forms. They may also include copies of any contacts, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission/consent to photograph forms signed by attendees, any donation requests, correspondence and flyers. These files may include information about performers in general, copies of flyers or other promotional ephemera.</p> <p>NOTE: This series does not include registration and attendance sheets (see Public Programs Registration).</p>	1 year	Paper / Electronic		<input type="checkbox"/>

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COM-05	<p>Surveys - Patron</p> <p>These records collect information from patrons on a variety of areas, such as library environment, quality of services, type of services used, area for improvement. This information may be collection by using paper or online forms, telephone and electronic or postal mailings. Records may include planning documents, survey questions, research material or other relevant records.</p> <p>NOTE: These does not include contests that may resemble surveys (see Contest Entry Forms).</p>	5 years	Paper / Electronic		<input type="checkbox"/>
COM-06	<p>Surveys - Staff</p> <p>These records collect information from staff and/or patrons on a variety of areas, such as work environment, quality of services, type of services used, areas for improvement. This information may be collected by using paper or online forms, telephone, and electronic or postal mailings. Records may include planning documents, survey questions, research materials and other relevant records.</p>	1 year	Paper / Electronic		<input type="checkbox"/>

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DIR-01	<p>Annual Reports to the State</p> <p>These statistical reports are submitted to the state annually. They describe the governing structure of the Library, its size, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income and expenditures.</p>	5 years	Electronic		<input type="checkbox"/>
DIR-02	<p>Director's Board Reports</p> <p>These reports to the Board of Trustees summarize current issues facing the Library, such as the administrative report and circulation statistics. The reports can be both narrative and statistical in nature and include information received from department heads, coordinators and the assistant director.</p>	3 years	Paper / Electronic		<input type="checkbox"/>
DIR-03	<p>Electronic Resources</p> <p>These records relate to the selection of electronic resources, such as reference databases. They may include vendor information, order forms, correspondence and other related records.</p>	2 years	Paper / Electronic		<input type="checkbox"/>
DIR-04	<p>Lease Materials</p> <p>These records relate to ordering of leased materials, such as McNaughton. They may include vendor information, order forms, correspondence, and other related records.</p>	2 years	Paper / Electronic		<input type="checkbox"/>
DIR-05	<p>Open Records Requests</p> <p>These records document any requests for information or public records maintained by the Library. They may include requests for information, correspondence, a copy of the information released and billing information.</p>	2 years	Paper / Electronic		<input type="checkbox"/>

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DIR-06	<p>Policy Manuals</p> <p>These records are policy manuals, such as the Library Policy manual, Employee Policy manual, Emergency Procedures manual, and Circulation Policy manual, and may include statements on hours of operation, rules and regulations, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the Library will comply with statutory regulations, such as the Americans with Disabilities Act, Ohio Public Records Law, Ohio Sunshine Law, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the Board.</p> <p>NOTE: Generally, a copy of policy changes are kept permanently in the Board of Trustees meeting materials (see Board of Trustees Minutes & Meeting Materials).</p>	Permanent	Paper		<input type="checkbox"/>
DIR-07	<p>Strategic Planning - Final Approved Plan</p> <p>This record is the final version of the strategic plan that is approved by the Board of Trustees.</p> <p>NOTE: A copy of the plan is usually included in the Board of Trustees meeting materials (see Board of Trustees Minutes & Meeting materials).</p>	Permanent	Paper		<input type="checkbox"/>

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EML-01	<p>Electronic Mail</p> <p>These records are email messages, mail, files, or other products sent or received electronically through a computer system that are work-related records. They may include correspondence, reports, images, spreadsheets and databases.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of that record. Email will not be kept longer than eight years for a given record series. This includes email with content that is not determinable.</p>	See note	Electronic		<input type="checkbox"/>
EML-02	<p>Electronic Mail - Correspondence</p> <p>These records are messages, mail, files, or other products sent or received electronically through a computer system, network and/or modem that are substitutes for written correspondence.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of the record. Email will not be kept longer than eight years for a given record series. This includes email with content that is not determinable.</p>	See note	Electronic		<input type="checkbox"/>
EML-03	<p>Electronic mail - non record</p> <p>These records include email messages, mail, files or other products sent or received electronically through a computer system that do not meet the criteria of the Ohio Revised Code of a "Record". They may be deleted immediately or maintained in a "Non-Record" folder and deleted later. This may include any email created or received that is not work related (such as personal email), listserv messages (other than those posted in an official capacity), unsolicited promotional material (Spam), files copied or downloaded from Internet sites.</p> <p>NOTE: This type of email can become record if it is specifically incorporated into other work-related documents. At this point, that particular email becomes an official record and must be retained in accordance with the retention schedule for that record.</p>	Until no longer useful	Electronic		<input type="checkbox"/>

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EML-04	<p>Electronic mail - other records</p> <p>These records are messages, mail, files or other products sent or received electronically through a computer system, network, and/or modem that are substitutes for other records.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of that record. If not listed, contact the Fiscal Officer. Email will not be kept longer than eight years for a given record series. This includes email with content that is not determinable.</p>	See note	Electronic		<input type="checkbox"/>
EML-05	<p>Electronic mail - sent to personal accounts</p> <p>These are work-related records used to conduct Library business that are sent to private electronic accounts, and they are subject to disclosure. All Library employees are instructed to retain this type of electronic mail and transfer a copy to their library electronic account.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of that record. Email will not be kept longer than eight years for a given record series. This includes email with content that is not determinable.</p>	See note	Electronic		<input type="checkbox"/>
EML-06	<p>Electronic records - not listed on this schedule</p> <p>These are any electronic records, in any format, not specifically listed on this schedule.</p> <p>NOTE: Must be retained in accordance with the retention schedule for the content of that record. If not listed, contact Fiscal Officer. Email will not be kept longer than eight years for a given record series. This includes email with content that is not determinable.</p>	See note	Electronic		<input type="checkbox"/>