

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

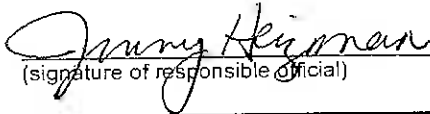
See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)

Hamilton County Mental Health and Recovery Board

(local government entity)

(unit)


(signature of responsible official)

Jenny Heizman

(name)

Dir. Admin. Services

(title)

10-30-12
(date)

Section B: Records Commission

ANNA HAAS
Records Commission

(513) 946-5971
(telephone number)

1000 MAIN ST. B-25 CINCINNATI 45202 HAMILTON
(address) (city) (zip code) (county)

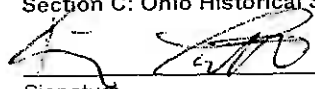
To have this form returned to the Records Commission electronically, include an email address: JennyH@hamilton.mhrsb.state.oh.us
alanao@hamilton.mhrsb.state.oh.us

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

10/31/12
Date

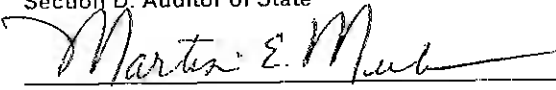
Section C: Ohio Historical Society - State Archives


Signature

Electronic Records Assistant
Title

11/8/12
Date

Section D: Auditor of State


Signature

11-20-12
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

Hamilton County Mental Health and Recovery Board

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
General 01	Activity Reports - periodic reports of project or task progress, planning, obstacles, etc.	Current plus 2 years	Paper		<input type="checkbox"/>
General 02	Agendas - for scheduled meetings where MHRSB is facilitator (does not include Board or Board Committee meetings)	Current plus 2 years	Paper		<input type="checkbox"/>
General 03	Appointment Calendars	3 months after the end of the calendar year	Paper		<input type="checkbox"/>
General 04	Bidding documents (successful) - bids to provide goods or services	Copies: 3 fiscal years after expiration of contract. Originals: 15 years if made part of a contract, and filed with the contract.	Paper		<input type="checkbox"/>
General 05	Bidding documents (unsuccessful) - bids to provide goods or services	2 years after letting of contract	Paper		<input type="checkbox"/>
General 06	Blank Forms	30 days after obsolescence	Paper		<input type="checkbox"/>
General 07	Bulletins, posters, and notices - information used for the sole purpose of providing information about events and other activities	Until no longer of administrative value	Paper		<input type="checkbox"/>
General 08	Certificate of Records Disposal - form used to certify the destruction or transfer of records according to an approved records retention schedule	permanent	Paper		<input type="checkbox"/>
General 09	Claims and Litigation Records	10 years after case is closed and appeals exhausted	Paper		<input type="checkbox"/>
General 10	Copies - duplicated copies of official records used for background information, convenience of record, or as a reading copy	Until no longer of administrative value	Paper		<input type="checkbox"/>
General 11	Correspondence, Executive - correspondence of CEO or VP dealing with significant aspects of MH or AOD system management (e.g., system policies, procedures, programs, and/or financial matters, etc.)	Current plus 5 years	Paper		<input type="checkbox"/>
General 12	Correspondence, Administrative - informative correspondence that does not attempt to influence policy (e.g., requests for information, interpretations, etc.)	Current plus 2 years	Paper		<input type="checkbox"/>
General 13	Correspondence, Routine - form letters, referrals, standard information, etc.)	Current plus 1 year	Paper		<input type="checkbox"/>

General 14	Drafts of letters, memos, worksheets, reports, etc.	Until no longer of administrative value	Paper		<input type="checkbox"/>
General 15	Faxes	Treat as correspondence	Paper		<input type="checkbox"/>
General 16	General orders, directives, policies, rules, regulations, or procedures	Until superseded. Retain one copy until audited	Paper		<input type="checkbox"/>
General 17	Grant Records (Federal) - applications, award letters, reviews, expenditure reports, etc.	5 years provided all state and federal audits have been conducted, audit reports released and all litigation, claims or audit findings have been resolved	Paper		<input type="checkbox"/>
General 18	Grant Records (Miscellaneous) - applications, award letters, reviews, expenditure reports, etc.	Until audited, report released, discrepancies resolved, and/or close out documents received	Paper		<input type="checkbox"/>
General 19	Grant Records (State) - applications, award letters, reviews, expenditure reports, etc.	Until audited, report released, discrepancies resolved, and/or close out documents received	Paper		<input type="checkbox"/>
General 20	Informal Notes	Until no longer of administrative value	Paper		<input type="checkbox"/>
General 21	Insurance Policies	2 years after expiration, provided all claims have been settled.	Paper		<input type="checkbox"/>
General 22	Licenses, permits, certifications	One year after expiration	Paper		<input type="checkbox"/>
General 23	Lists and Directories - mailing lists, directories, rosters, registers, etc., compiled by MHR SB	Until superseded, obsolete, or replaced	Paper		<input type="checkbox"/>
General 24	Management and Operations Reports and Feasibility Studies	5 years	Paper		<input type="checkbox"/>
General 25	News/Press Releases	3 Years	Paper		<input type="checkbox"/>
General 26	Packing slips or delivery notices	Until submitted to fiscal with invoice	Paper		<input type="checkbox"/>

General 27	Public Education Materials (Not prepared by MHR SB) - audio visual and paper materials prepared solely for public information	Until superseded, obsolete, or replaced	Paper		<input type="checkbox"/>
General 28	Public Records Requests and Dispositions - form requesting copy of public records and forms verifying the disposition of the request (e.g., request granted or denied and reason for denial, etc.)	2 years	Paper		<input type="checkbox"/>
General 29	Publications (Prepared by MHR SB) - copies and unused stock	30 days after obsolescence	Paper		<input type="checkbox"/>
General 30	Publications (Prepared by MHR SB) - originals	Retain 1 copy permanently	Paper		<input type="checkbox"/>
General 31	Records Retention Schedule - a form used to identify the length of time a record must be kept before final disposition.	Until superseded by an approved revised schedule	Paper		<input type="checkbox"/>
General 32	Research Files	5 years	Paper		<input type="checkbox"/>
General 33	Statistical Reports	5 years	Paper		<input type="checkbox"/>
General 34	Transient Documents - telephone messages, post-it-notes, and other documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper		<input type="checkbox"/>
AOD 01	AOD unit planning and project management reports	Current year plus 2 years (activity reports)	Paper		<input type="checkbox"/>
AOD 02	Federal Grant Records - applications, award letters, reviews, expenditure reports, etc. (e.g., Drug Court, SAMHSA, HUD from HHRT grant)	5 years provided all state and federal audits have been conducted, audit reports released and all litigation, claims or audit findings have been resolved	Paper		<input type="checkbox"/>
AOD 03	Independent Peer Reviews	5 years from date of review (audit reports)	Paper		<input type="checkbox"/>
AOD 04	Meeting Notes Pertaining to Planning and Oversight meetings with contract providers	Current plus 2 years (administrative correspondence)	Paper		<input type="checkbox"/>
AOD 05	Miscellaneous Grant Records - applications, award letters, reviews, expenditure reports, etc. (e.g., Health Foundation)	Until audited, report released, discrepancies resolved, and/or close out documents received	Paper		<input type="checkbox"/>
AOD 06	State Grant Records - applications, award letters, reviews, expenditure reports, etc. (e.g., Prevention, Treatment, and Recovery programs)	Until audited, report released, discrepancies resolved, and/or	Paper		<input type="checkbox"/>

		close out documents received			
Claims 01	MACSIS Enrollments (In-County and Out-of-County) - supporting documentation for enrollment decisions	Current +1 year	Paper		<input type="checkbox"/>
Claims 02	Claims Reversals/Corrections	After entered into electronic system, until no longer of administrative value	Paper		<input type="checkbox"/>
Claims 03	National Provider Information (Required by HIPAA and MACSIS)	Until superseded	Paper		<input type="checkbox"/>
Claims 04	Member information	1 Year	Paper		<input type="checkbox"/>
Claims 05	Medicaid Reversals	1 Year (provided audited)	Paper		<input type="checkbox"/>
Claims 06	Claims	1 Year	Paper		<input type="checkbox"/>
Client Rights 01	Client Grievance Files, Current - information pertaining to ongoing grievances	Until grievance is resolved, then file is moved to resolved grievance file	Paper		<input type="checkbox"/>
Client Rights 02	Client Grievance Files, Resolved - grievances and resolutions for closed cases	5 years after resolved and appeals exhausted, maintain only grievance and resolution	Paper		<input type="checkbox"/>
Client Rights 03	Agency Files -Includes updated CRO names, grievance policies, etc.	until superseded or no longer of administrative value	Paper		<input type="checkbox"/>
Client Rights 04	Annual Report of Grievance Activity	2 years after submitted to State	Paper		<input type="checkbox"/>
Client Rights 05	Client Rights Booklets - booklet containing a list of client rights in both the MH and AOD systems of care.	Until superseded, obsolete, or replaced	Paper		<input type="checkbox"/>
Probate 01	Hospital Transfers - Records of patient transfers from acute hospital to state Regional Psychiatric Hospital	7 years - from date of transfer	Paper		<input type="checkbox"/>
Probate 02	Outpatient Motions - Motions placing individuals on Outpatient Community Probate status into acute inpatient setting	7 years - from date of motion	Paper		<input type="checkbox"/>
Probate 03	Probate Prescreens - Documents assessing client status for involuntary commitment to hospital	7 years - from date of assessment	Paper		<input type="checkbox"/>

Probate 04	Outpatient Community Probate - Active client files	7 years - after removed from active status/declared inactive	Paper		<input type="checkbox"/>
Probate 05	On-Rolls forensic & civil PCS data for Summit - list of clients committed to state Regional Psychiatric Hospital	90 days - from date of commitment	Paper		<input type="checkbox"/>
Probate 06	UH-COAC census LOS info - records of clients admitted to hospital and lengths of hospitalization	Current year plus 3 years	Paper		<input type="checkbox"/>
MH Planning 01	General Files	2 years (handle as administrative correspondence)	Paper		<input type="checkbox"/>
MH Planning 02	Meeting notes pertaining to planning and oversight meetings with contract service providers	2 years (handle as administrative correspondence)	Paper		<input type="checkbox"/>
MH Planning 03	Legal Billing (inactive)	Originals in Fiscal dept. - maintain copies until no longer of administrative value	Paper		<input type="checkbox"/>
MH Planning 04	MCSA Referrals (copies only) - records used for determining a child's eligibility for the MCSA program	Maintain copies until no longer of administrative value	Paper		<input type="checkbox"/>
MH Planning 05	MH unit planning and project management reports	Current plus 2 years (activity reports)	Paper		<input type="checkbox"/>
MH Planning 06	Federal Grant Records - applications, award letters, reviews, expenditure reports, etc. (e.g., SAMHSA)	5 years provided all state and federal audits have been conducted, audit reports released and all litigation, claims or audit findings have been resolved	Paper		<input type="checkbox"/>
MH Planning 07	Miscellaneous Grant Records - applications, award letters, reviews, expenditure reports, etc. (e.g., Health Foundation)	Until audited, report released, discrepancies resolved, and/or close out documents received	Paper		<input type="checkbox"/>
MH Planning 08	State Grant Records - applications, award letters, reviews, expenditure reports, etc. (e.g., child, forensic, adult programs, etc)	Until audited, report released, discrepancies resolved, and/or close out documents received	Paper		<input type="checkbox"/>
Contracts 01	Agency Contracts Including Contract Changes (Fully Executed) - signed contracts with MH and AOD agencies to provide services to clients (includes related communications, and required submissions	15 years after expiration	Paper		<input type="checkbox"/>

	and assurances)				
Contracts 02	Agency Contract (working copy)	Current Fiscal Year	Paper		<input type="checkbox"/>
Contracts 03	Agency Contract Binders - annual generic contract with addendums for all contract agencies (1 binder per year)	5 contract years	Paper		<input type="checkbox"/>
Contracts 04	Contract Changes (working copy, changes before entered into final document)	Until no longer of administrative value	Paper		<input type="checkbox"/>
Contracts 05	Compliance Audit Sheets - audit results of service providers' claims and billings	Current FY plus 4 years	Paper		<input type="checkbox"/>
Contracts 06	Clinical Record Reviews - audit results of service providers' clinical records	Current FY plus 4 years	Paper		<input type="checkbox"/>
Contracts 07	Community Plan – Plan developed by MHRSB and submitted to ODMH and/ODADAS that lists community service needs and the services and facilities that will be used throughout the duration of the plan to meet those needs	Current year plus 5 years	Paper		<input type="checkbox"/>
Contracts 08	Community Plan – Administrative Copies	Until superseded	Paper		<input type="checkbox"/>
Contracts 09	Policies and Procedures - internal, for how contracts and audits are managed	Until superseded. Retain 1 copy until audited	Paper		<input type="checkbox"/>
Contracts 10	Closed Agency Contract Files - Contracts and collateral information from agencies no longer in business	15 years after expiration	Paper		<input type="checkbox"/>
Contracts 11	Resource Guide - booklet containing contact information and description of each service provider under contract with MHRSB.	Until superseded, obsolete, or replaced	Paper		<input type="checkbox"/>
Exec 01	Board Committee Reports	Current plus 3	Paper		<input type="checkbox"/>
Exec 02	Board Correspondence	Current plus 5	Paper		<input type="checkbox"/>
Exec 03	Board Minutes and Meeting Materials – minutes, attendance records, newspaper legal ads (current year and previous year includes external unrelated material prepared by guests and handed out at meeting)	Minutes retained permanently. External unrelated material retained for current calendar year plus previous year.	Paper		<input type="checkbox"/>
Exec 04	Board Minutes – Recording	Current plus 2	digital recording		<input type="checkbox"/>
Exec 05	Board Training Materials	Current plus 3	Paper		<input type="checkbox"/>

Exec 06	Statistical Reports - reports on system of care operations prepared for making executive level decisions	Current plus 5	Paper		<input type="checkbox"/>
Exec 07	Tax Levy Materials - records and documents justifying and quantifying levy requests	Permanent	Paper		<input type="checkbox"/>
Exec 08	Prosecutor's Opinions	Permanent	Paper		<input type="checkbox"/>
Exec 09	Annual Reports	Permanent (2 copies)	Paper		<input type="checkbox"/>
FIN 01	Actuals - reconciliation of service provider receipts and expenditures based on budget/allocations from MHR SB	10 fiscal years, provided audited	Paper		<input type="checkbox"/>
FIN 02	Agency Audit Reports - independent financial audit reports of financial operations of service provider agencies under contract with MHR SB	5 fiscal years	Paper		<input type="checkbox"/>
FIN 03	Agency Budgets - annual record of how MHR SB funds are budgeted within each service provider agency	5 years (audit requirement)	Paper		<input type="checkbox"/>
FIN 04	Agency Invoices - records of Medicaid and non-Medicaid payments to service provider agencies	invoices (paid) County Auditor maintains original for 3 yrs. MHR SB copy 2 years - provided audited	Paper		<input type="checkbox"/>
FIN 05	Annual Budget	permanent	Paper		<input type="checkbox"/>
FIN 06	Audit Reports - independent financial audit reports of MHR SB financial operations	5 fiscal years	Paper		<input type="checkbox"/>
FIN 07	Board Bills - bills for goods and services with supporting documentation (e.g., purchase orders, packing slips, receipts, etc.)	invoices (paid) County Auditor maintains original for 3 yrs. MHR SB copy 2 years	Paper		<input type="checkbox"/>
FIN 08	Budget Preparation Documents - includes budget presentation documents, budget reduction models, grant working papers, and performance incentive working papers.	4 fiscal years	Paper		<input type="checkbox"/>
FIN 09	Grant award letters - original grant letters containing monetary allocation to MHR SB	Until audited, report released, discrepancies resolved, and/or close out documents received	Paper		<input type="checkbox"/>
FIN 10	Inter-fund Transactions and Journal Entries	invoices (paid) County Auditor maintains original for 3 yrs. MHR SB copy 2 years	Paper		<input type="checkbox"/>

FIN 11	OMB Circulars	Until superseded, obsolete, or replaced	Paper		<input type="checkbox"/>
FIN 12	Pay-ins to County Treasurer	4 years provided audited	Paper		<input type="checkbox"/>
FIN 13	Payroll (MHR SB copies) - EDF and vouchers	3 fiscal years provided audited	Paper		<input type="checkbox"/>
FIN 14	State Allocation - notification from ODMH and ODADAS of funding allocations and related correspondence, includes grant award letters	5 fiscal years from date of allocation	paper		<input type="checkbox"/>
FIN 15	Travel Expense Reports	4 fiscal years provided audited	Paper		<input type="checkbox"/>
FIN 16	Vouchers	4 fiscal years provided audited	Paper		<input type="checkbox"/>
FIN 17	Financial Statements	Bank statements - 4 fiscal years provided audited	Paper		<input type="checkbox"/>
FIN 18	Insurance Binders	insurance policies - 2 yrs after expiration provided all claims settled	Paper		<input type="checkbox"/>
FIN 19	Out-of-County Payments - record of payments made for clients living in other counties	invoices (paid) County Auditor maintains original for 3 yrs. Our copy 2 years	Paper		<input type="checkbox"/>
FIN 20	Performance Incentive Papers - working papers used to calculate financial incentives for service provider agencies	4 fiscal years (as budget preparation documents)	Paper		<input type="checkbox"/>
HR 01	Application Records Not Hired (including resumes, applications, interview notes and authorization for background check)	2 years	Paper		<input type="checkbox"/>
HR 02	Background checks, employment verifications, letters of reference	Hired: active + 4 Not Hired: 2 years	Paper		<input type="checkbox"/>
HR 03	FMLA and USERRA Leave Records	Active + 4	Paper		<input type="checkbox"/>
HR 04	Timesheets	Active + 4	Paper		<input type="checkbox"/>
HR 05	Benefits Records (excluding retirement)	Active + 6	Paper		<input type="checkbox"/>
HR 06	Retirement Records	Permanent	Paper		<input type="checkbox"/>
HR 07	OSHA & Employee Safety Records (job related illness and injury)	Active + 5	Paper		<input type="checkbox"/>

HR 08	Employee Injury Report	Permanent	Paper		<input type="checkbox"/>
HR 09	Payroll Records (name, address, SSN, DOB, classification, pay rate, amounts and dates of payments, OT rates and pay, annuity and pension payments, benefit deductions)	Last 4 years (this is a rolling date)	Paper		<input type="checkbox"/>
HR 10	Requests for Accommodation of Disability	Active + 1 year	Paper		<input type="checkbox"/>
HR 11	Mandatory Referrals to Employee Assistance Program	MHRSB copy kept until related employment actions are complete	Paper		<input type="checkbox"/>
HR 12	Employee Grievances	2 years after resolution	Paper		<input type="checkbox"/>
HR 13	Organizational Charts	Until superseded	Paper		<input type="checkbox"/>
HR 14	Job Descriptions	Until superseded or abolished	Paper		<input type="checkbox"/>
HR 15	Personnel Policies	Until superseded + 5 or until audited	Paper		<input type="checkbox"/>
HR 16	Salary Schedules	Until FY audit complete	Paper		<input type="checkbox"/>
HR 17	EEO 4 Report (Original Part of Hamilton County Report)	Copies retained for 1 year	Paper		<input type="checkbox"/>
HR 18	Immigration and Naturalization Documentation (Form I-9, Visa forms, etc.)	Active + 3	Paper		<input type="checkbox"/>
HR 19	Sick and Vacation Leave Forms (excluding FMLA)	Active + 4	Paper		<input type="checkbox"/>
HR 20	Leave of Absence (other than SL and VL)	Active + 4	Paper		<input type="checkbox"/>
HR 21	Acknowledgments (Ethics, DFWA, Confidentiality Etc.)	Active + 6	Paper		<input type="checkbox"/>
HR 22	Claims and Litigation Records	10 years after case closed and appeals are exhausted	Paper		<input type="checkbox"/>
HR 23	Job Postings and advertisements	2 years	Paper		<input type="checkbox"/>
HR 24	Job Abolishment and Layoff Records (rationale statement, layoff and recall lists, notifications, retention points)	1 year after date of action	Paper		<input type="checkbox"/>
HR 25	Unemployment Claims	copies retained while active	Paper		<input type="checkbox"/>

HR 26	Personnel Files	permanent	Paper		<input type="checkbox"/>
HR 27	Employment Dates and related records	permanent	Paper		<input type="checkbox"/>
HR 28	Pre-employment records hired (including resumes, applications, interview notes, authorization for background check)	Active + 4	Paper		<input type="checkbox"/>
HR 29	Performance Appraisals	Active + 4	Paper		<input type="checkbox"/>
HR 30	Records of Discipline and Commendation	Active + 4	Paper		<input type="checkbox"/>
HR 31	Training Records	Active + 4	Paper		<input type="checkbox"/>
HR 32	Personnel Action Forms (hire, separation, promotion, demotion, transfer, layoff, recall, etc.)	Active + 4	Paper		<input type="checkbox"/>
HR 33	Sick Leave Balance	permanent	Paper		<input type="checkbox"/>
I.S. 01	Badge Access System - listing of badge number assignments and related level of access	While badges are active	Paper		<input type="checkbox"/>
I.S. 02	Building Access Records - record of when and where each badge has been used	6 months	Paper		<input type="checkbox"/>
I.S. 03	Disaster Plan for restoration of information system	Until superseded	Paper		<input type="checkbox"/>
I.S. 04	Minutes of Internal Unit Meetings	2 years	Electronic		<input type="checkbox"/>
I.S. 05	Network Layout Schematic	Until superseded	Electronic		<input type="checkbox"/>
I.S. 06	Inventory – Hardware (I.S. departmental working copy)	Until superseded	Electronic		<input type="checkbox"/>
I.S. 07	Inventory - Software	Until superseded	Electronic		<input type="checkbox"/>
I.S. 08	Change Control Document - Record of changes made to system, notes as to why, and who approved	Until associated application is removed or superseded	Paper		<input type="checkbox"/>
I.S. 09	HIPAA Privacy Notice - Notice of MHR SB privacy policy sent to all clients quarterly	Until superseded	Paper		<input type="checkbox"/>
I.S. 10	HIPAA Privacy Notice Recipient Record - list of all clients to whom the Privacy Notice was sent and when	Permanent	Paper		<input type="checkbox"/>
I.S. 11	Working MACSIS Reports - weekly claims submitted by provider agencies	Hard Copy = 6 months Electronic Data = 1 year	Paper		<input type="checkbox"/>
I.S. 12	Red Book -Manual that explains access and usage instructions for information system	Until superseded	Paper		<input type="checkbox"/>

I.S. 13	Help Desk Logs and Reports - records used to document requests for technical assistance and responses to those requests	Until no longer of administrative value	Paper		<input type="checkbox"/>
OM 01	Key Records - record of to whom keys have been distributed and the locks they open. Also includes original keys that have not been distributed and copies of keys to all furniture.	Until superseded, obsolete, or replaced	Paper		<input type="checkbox"/>
OM 02	Vendor Files - information on office equipment and supply vendors (address, contact, correspondence, etc).	2 years, provided audited (treat as administrative correspondence)	Paper		<input type="checkbox"/>
OM 03	Plan for Building Emergency - plans for emergency evacuation, shelter in place, security for lobby, etc.	Until updated or superseded	Paper		<input type="checkbox"/>
OM 04	Equipment Inventory - list of furniture and equipment owned or leased by MHR SB	1 year after submitted to County Auditor	Paper		<input type="checkbox"/>
OM 05	Procedure Manuals - procedures and instructions for postage, correspondence, record maintenance, reception, etc.	Until superseded	Paper		<input type="checkbox"/>
OM 06	Equipment Manuals - procedures and instructions for operation of office equipment excluding computers (e.g., telephones, copiers, printers, fax machines, projectors, etc).	Until superseded	Paper		<input type="checkbox"/>
OM 07	Equipment Leases - signed leases for equipment (e.g., postage machine, etc.).	5 years after expiration, provided audited	Paper		<input type="checkbox"/>
OM 08	Requisitions	3 years	Paper		<input type="checkbox"/>
OM 09	Record of MHR SB Subscriptions - list of periodicals for which MHR SB pays the subscription fee	3 years after expiration, provided audited	Paper		<input type="checkbox"/>
OM 10	Vehicle Maintenance Records	Until vehicle sold	Paper		<input type="checkbox"/>
OM 11	Visitor Logs	1 year	Paper		<input type="checkbox"/>
OM 12	Temporary Personnel Contracts	1 year after expiration	Paper		<input type="checkbox"/>
OM 13	Routine Correspondence - Inquiries or responses of a general nature that do not influence policy or procedure	1 year	Paper		<input type="checkbox"/>
OM 14	Telephone Messages	Until no longer of administrative value	Paper		<input type="checkbox"/>
OM 15	Telephone Charges/Bills	Originals to fiscal, copies maintained 2 years	Paper		<input type="checkbox"/>
OM 16	Telephone System Equipment Inventory	Continually updated, superseded data retained 1 year	Paper		<input type="checkbox"/>
OM 17	Report of Damage to MHR SB owned vehicle	6 years provided no action pending	Paper		<input type="checkbox"/>

OM 18	Service Agreements for Office Equipment - (e.g., copiers, faxes, postage, etc.)	While Active	Paper		<input type="checkbox"/>
Real Estate 01	Leases - Leases executed with tenants of MHR SB owned buildings	Real-estate = 5 years after expiration, provided audited	Paper		<input type="checkbox"/>
Real Estate 02	Deed Records – Copies of Ownership records for MHR SB owned buildings	1 year after permanently recorded with County Auditor	Paper		<input type="checkbox"/>
Real Estate 03	Building Maintenance Records - Records (invoices, proposals, record of repair, etc.) pertaining to the completed repair and maintenance of MHR SB owned buildings and associated systems.	2 years	Paper		<input type="checkbox"/>
Real Estate 04	Licenses, permits, certifications (pertaining to Board owned Property) - Certificates of occupancy, building permits, inspection certifications, etc.)	Life of Building	Paper		<input type="checkbox"/>
Real Estate 05	Bidding Documents for Board Contracts -RFP's, RFQ's, or similar documents (purchasing, construction)	Copies of successful bids to provide goods or services = 3 fiscal years after expiration of contract. Original, if made a part of a contract and filed with the contract = 15 years after expiration of contract. Unsuccessful bids = 2 years after letting contract	Paper		<input type="checkbox"/>
Real Estate 06	Purchase of Land Records - Appraisals, encumbrances, fund transfers, plans, resolutions, contracts and any other original documents related to the acquisition of real property	Retain copies until property conveyed.	Paper		<input type="checkbox"/>
Real Estate 07	Building Maintenance Contracts - Contracts pertaining to the repair and maintenance of MHR SB owned buildings and related systems (HVAC, elevator, electrical, plumbing, etc.)	15 years after expiration of contract	Paper		<input type="checkbox"/>
Real Estate 08	Claims and litigation records - Formal complaints filed with MHR SB or appropriate authority regarding MHR SB owned buildings and property.	5 years after case is closed and appeals exhausted	Paper		<input type="checkbox"/>
Real Estate 09	Project Plans/drawings	Life of project or obsolete	Paper		<input type="checkbox"/>
Auburn Building Operations 01	Construction Contracts and Change Orders for 2340 and 2350 Auburn Ave	Life of Building	Paper		<input type="checkbox"/>
Auburn Building Operations	Contractors' Prevailing Wage Information for 2340 and 2350 Auburn - reports, payroll sheets, etc.	5 years after construction is complete and all	Paper		<input type="checkbox"/>

02		related issues and/ or complaints have been resolved and appeals exhausted.			
Auburn Building Operations 03	Systems Maintenance Manuals for 2340 and 2350 Auburn Ave - electric, HVAC, etc.	until superseded	Paper		<input type="checkbox"/>
Auburn Building Operations 04	Equipment Manuals for 2340 and 2350 Auburn Ave - elevators, appliances, etc.	until superseded	Paper		<input type="checkbox"/>
Auburn Building Operations 05	Contractors' Meeting Minutes and Notes for 2340 and 2350 Auburn Ave	5 years after construction is complete and all related issues and/ or complaints have been resolved and appeals exhausted.	Paper		<input type="checkbox"/>
Auburn Building Operations 06	Accident Reports - Reports of bodily or property injury to non-employees on MHR SB premises	6 years from date of injury, provided no action pending	Paper		<input type="checkbox"/>
Outcomes 01	Data Analysis	Until no longer of administrative value	Paper and electronic		<input type="checkbox"/>
Outcomes 02	QA Outcome (AOD) - Meeting Materials	Current plus 5 years	Paper		<input type="checkbox"/>
Outcomes 03	QA Outcome (MH) - Meeting Materials	Current plus 5 years	Paper		<input type="checkbox"/>
Outcomes 04	Agency Materials (i.e.: Correspondence/reporting materials/plans, etc.)	Current plus 5 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>