

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Policy

### Section 2.25

#### RETENTION OF BOARD RECORDS

In accordance with the Ohio County Records Manual prepared by the Archives-Library Division of the Ohio Historical Society with revisions appropriate for changes mandated legislatively or by DODD, the board shall maintain records in accordance to the following guidelines:

Accident Reports – Shall be maintained in alphabetically arranged enrollee files for a retention period of two (2) years. NOTE: Enrollee files subject to Destruction of Enrollee Records Policy.

Annual Budgets – Shall be arranged chronologically and retained permanently for all departments.

Annual Cost Reports – Shall be arranged chronologically and retained permanently for all departments.

Applications for Employment – Shall be maintained in active status for one (1) year and retained for two (2) years for EEO compliance. Applications for persons hired shall be maintained in the employee's personnel file.

Audit Reports – Shall be arranged chronologically and permanently retained.

Bank Deposit Slips and Statements – Shall be chronologically arranged with statements indicating status of special purpose and internal fund audits. Shall be retained for a period of three years after audit.

Bids – Shall be arranged chronologically with copies of bids to provide supplies and materials to the Board. Shall be retained for two (2) years after letting of contracts.

Board Publications – Shall be arranged alphabetically by title and include newsletters, brochures, manuals and policy documents. Shall be retained permanently.

Bus Driver Records – Shall be arranged alphabetically by driver in the driver's personnel file including the physical examinations and driver's abstracts. Shall be retained for a period of two (2) years after termination of driver. NOTE: Personnel files subject to Destruction of Personnel Records Policy.

Cancelled Checks – Shall be arranged by check number and retained for three (3) years after audit.

Case Management Records – Shall be alphabetically arranged by enrollee and include case work records of services rendered to enrollees and their families including evaluations, contact notes recommendations, social history's, Individual Services Plans, and abstracts. Subject to Destruction of Records Policy.

Cash Books – Shall be arranged in chronological order with ledgers showing details of receipts and disbursement of internal funds. Shall be retained for ten (10) years after audit.

Certification Files – Shall be contained in employee files in alphabetical order. Shall be retained for a period of two (2) years after employee termination. NOTE: Personnel files subject to Destruction of Personnel Records Policy.

Home-Based Training Reports – Shall be arranged alphabetically by enrollee. Shall be retained for a period of two (2) years after audit. NOTE: Enrollee files subject to Destruction of Enrollee Records Policy.

Individual Attendance Records – Attendance records of enrollees shall be chronologically arranged with daily report of each enrollee's attendance. Shall be retained for a period of one (1) year after compilation of report. NOTE: Enrollee files subject to Destruction of Enrollee Records Policy.

Insurance Policies – Shall be alphabetically arranged by type of insurance. Shall be retained for a period of two (2) years after expiration or when all claims have been settled.

Inventories of County Property – Shall be alphabetically arranged by category in various departments. Shall be retained for a period of three (3) years after audit.

Invoices Paid – Shall be alphabetically arranged by suppliers and include copies of itemized statements of merchandise shipped and purchased with payment noted. Shall be retained for a period of three (3) years after audit.

Leave Requests – Shall be alphabetically arranged employee file showing vacation and sick leave earned and taken. Shall be retained for a period of three (3) years after audit. NOTE: Personnel files subject to Destruction of Personnel Records Policy.

Meal Program Records – Shall be chronologically arranged with tabulation of meals served and ordered for food program of the Board. Shall be retained for a period of one (1) year after audit.

Minutes – Shall be chronologically arranged showing members present, record of personnel appointments, resignations, terminations, review of grant proposals, approval of contracts for services, financial reports. Shall be retained permanently.

Office Files – Shall be arranged alphabetically, therein chronologically related to the action and activities of the Board. Shall be retained for a period of five (5) years.

Payroll Records – Shall be chronologically arranged with worksheets and related material to show for each salary, withholding, and other deductions. Shall be retained for a period of three (3) years after audit.

Personnel Files – Shall be arranged alphabetically by employee including a record of personnel actions: appointments, promotion, reclassification, personal history data, performance evaluation, position descriptions and classification questionnaires, incident reports, accident reports, etc. Retention shall be permanent.

Psychology Reports – Shall be retained in enrollee’s file that is alphabetically arranged.  
NOTE: Enrollee files subject to Destruction of Enrollee Records Policy.

Purchase Orders and Requisitions – Shall be arranged alphabetically showing department, item requested, delivery date, order number, fund, year, bill, program, account chargeable, and signatures. Shall be retained for a period of three (3) years after audit.

School Calendars – Shall be arranged alphabetically by location indicating the number of required days of operation. Shall be retained for a period of three (3) months after audit.

Students’ Files – Shall be alphabetically arranged by enrollee and include case files of dates of attendance, achievement level, test scores, teacher objective observations, valid placement, name, date of birth, parents’ names, and health records. Shall be retained permanently. All other data subject to Destruction of Records Policy.

Time Sheets – Shall be chronologically arranged, therein alphabetically by employee showing the presence or absence of the employee on the job each day. Shall be retained three (3) years after audit.

Transportation Reports – Arranged chronologically, includes number of buses, bus routes in use, mileage/bus maintenance and repair costs. Retain for one (1) year after filing.

Travel Expense Reports – Shall be alphabetically arranged by employee. Applications for reimbursement for travel and related expenses for employee engaged on Board business. Shall be retained for a period of three (3) years after audit.

Vouchers – Shall be arranged chronologically by month, therein alphabetically by vendor. Shall be retained for a period of three (3) years after audit.

Voucher Registers – Shall be arranged chronologically with a listing of all vouchers that are transmitted at a particular time for issuance of warrants. Should show date, vendor number, amount, account chargeable, adjustments, date and number of warrants. Shall be retained for a period of three years after audit.

Adopted 08/26/96  
Revised 10/27/97  
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**Reference:**  
Ohio County Records Manual