

**AGENDA
RECORDS COMMISSION**

October 15, 2025 AT 2:00 P.M.

1. Call meeting to order
2. Roll Call
3. Approve the Minutes of April 16, 2025
4. Application for One-Time Disposal of Obsolete Records **(RC1)**

DEPARTMENT

SCHEDULE

NUMBER

DESCRIPTION

MEDIA TYPE

TO BE DISPOSED

MEDIA TYPE

TO BE RETAINED

NONE

5. Application for Retention **(RC2)**

DEPARTMENT

SCHEDULE

NUMBER

DESCRIPTION

RETENTION

PERIOD

MEDIA

Auditor:

AUD-162	Budgets, Certificate of Estimated Resources & Appropriations	Permanent or until electronic scan are completed	
AUD-163	Minutes	Permanent or until electronic scan are completed	
AUD-164	Local Government Certification, Reporting & Disbursements	Permanent or until electronic scans are completed	

BOE:

2099

OHIO SECRETARY OF STATE RETENTION SCHEDULE					
County Boards of Elections					
Updated June 2024					
SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-01	Absentee Ballot Applications: Civilian and Military - Applications.	Retain four (4) years then destroy	Paper - wastepaper	1983	050-0031
CBE-02	Absentee Voter Register: Civilian - Record of absentee voters.	Retain permanently	Paper - permanent, or can be destroyed if available in electronic form; Electronic - permanent	1983, Revised 2024	050-0032
CBE-03	Absentee Voter Register: Military - Record of absentee voters.	Retain permanently	Paper - permanent, or can be destroyed if available in electronic form; Electronic - permanent	1983, Revised 2024	050-0033
CBE-04	Abstract of Votes - Abstract of votes cast in all elections.	Retain permanently	Paper - permanent	1983	050-0034
CBE-05	Audit Report - Report of the state examiner.	Retain one (1) copy permanently	Paper - permanent	1983	050-0035
CBE-06	All Ballots - All Ballots: Used and Unused.	Retain for eighty-one (81) days after an election or 22 months after a federal election, then destroy provided no pending court action or court order (R.C. 3505.31)	Paper - shred; Electronic - delete	1983, Revised 2010, Revised 2023	050-0036
CBE-07	Ballots: Sample - Record of bond issues and tax levies in form of sample ballots.	Paper: Retain paper copies eight (8) years in office, then contact State Archives for review and possible transfer. Paper copies may be scanned and electronic files reviewed by State Archives. Paper copies may then be destroyed. Electronic: Retain electronic copies eight (8) years, then contact State Archives for review and possible transfer.	Paper - Archives; Electronic - Archives	1983; revised 2022	050-0037
CBE-08	Bids: Unsuccessful - copies of unsuccessful bids.	Retain two (2) years after contract awarded, then destroy	Paper - wastepaper	1983	050-0038
CBE-09	Bids: Successful with Contract - This record series contains copies of successful bids, contracts and related documents from vendors for various goods and/or services.	Retain for eight (8) years, then may destroy.	Paper - wastepaper	1983, revised 2013	050-0039
CBE-10	Cash Book - Record of fees collected.	Retain ten (10) years and until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0040
CBE-11	Campaign Expense Reports - Candidates' expense reports filed.	Retain six (6) years then destroy	Paper - wastepaper	1983	050-0041
CBE-12	Central Committee Notices - Notices of political party meetings and committee member lists.	Notices: retain two (2) years, then may destroy; Member List: retain two (2) or four (4) years depending on term of committee members of the political party, then may destroy.	Paper - wastepaper	1983, revised 2015	050-0042
CBE-13	Correspondence - General Office Correspondence.	Retain one (1) year then destroy	Paper - wastepaper	1983	050-0043
CBE-14	Certificates of Annexation - Copy of annexation ordinances, etc.	Retain permanently	Paper - permanent	1983	050-0044
CBE-15	Election Charge-Back Record - Election expenses charged back.	Retain three (3) years and until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0045
CBE-17	Ledger of Receipts and Expenditures - Board's financial record.	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0047

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-18	Petitions of Candidates - Accepted and rejected petitions for elections; declarations of intent to be write-in candidates.	Retain for six (6) years, then may destroy.	Paper - shred	1983, Revised 2011, Revised 2020	050-0048
CBE-19	Pollbooks, Poll Lists and Related Materials - This record series includes, but is not limited to, pollbooks, poll lists or signature pollbooks, tally sheets, summary statements, and other records and returns of an election delivered to the Board of Elections from polling places.	Retain two (2) years, then may destroy.	Paper - wastepaper	1983, Revised 2015	050-0049
CBE-21	Poll Officials Record / Precinct Record - List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials.	Retain two (2) years then may destroy	Paper - wastepaper	1983, revised 2012	050-0052
CBE-22	Receipts and Expenditures: Candidates - Campaign financial history for candidates.	Retain six (6) years then destroy	Paper - wastepaper	1983	050-0053
CBE-23	Receipts and Expenditures: Questions and Issues - Campaign financial history: for/against questions and issues.	Retain two (2) years then destroy	Paper - wastepaper	1983	050-0054
CBE-24	Receipt Books: Election Papers - Office receipt book for ethics material & campaign financing statements issued.	Retain one (1) year then destroy	Paper - wastepaper	1983	050-0055
CBE-25	Receipt Books: Monies - Office copy of financial receipts issued.	Retain until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0056
CBE-26A	Resolutions on Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot.	Retain for the life of the bond, then destroy	Paper - wastepaper	1983	050-0057
CBE-26B	Resolutions Except for Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot.	Retain five (5) years after election, then destroy	Paper - wastepaper	1983	050-0058
CBE-27	Vouchers - Office copy of voucher sent to County Auditor.	Retain until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0059
CBE-28	Ward & Precinct Maps - Political sub-division precinct boundaries.	Retain permanently	Paper - permanent	1983	050-0060
CBE-29	Withdrawal of Candidacy Notices - Notices of withdrawal received.	Retain one (1) year after election then destroy	Paper - wastepaper	1983	050-0061
CBE-30	Minutes of the Board of Elections - Record of proceedings.	Retain permanently	Paper - permanent	1983	050-0062
CBE-31	Change of Name, Deaths, and Disenfranchised Voters Reports - Original reports issued by the Probate Court, Clerk of Courts, and Health Department.	Retain two (2) years after filing then destroy	Paper - wastepaper	1983	050-0063
CBE-32	Registration Cards: Active - Master and precinct cards files for currently registered voters.	Retain permanently	Paper - permanent	1983	050-0064
CBE-33	Registration Cards: Inactive - Cancelled voter registration cards.	Retain permanently	Electronic - permanent; Paper - permanent, unless scanned and scans kept permanently, then may shred.	1983, revised 2024	050-0065
CBE-34	Transfer of Registrations - Record of voters' transfer of registration from one area to another.	Retain four (4) years, then destroy	Paper - wastepaper	1983, revised 2010	050-0066
CBE-35	Campaign Expense Reports - Original PAC campaign finance reports.	Retain in office, six (6) years then transfer to Records Center for six (6) years, then destroy	Paper - wastepaper	1992	050-0084
CBE-36	Change of Address/Name Notifications - Written notices from registered voters of a change of address or name, including R.C. 3503.16(B)(1) notice of change of name (SOS prescribed form 10-L).	Retain four (4) years, then may destroy.	Paper - wastepaper	1994, revised 2015	050-0087

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-37	Elector Application for Correction or Challenge Form - Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.	Retain two (2) years then may destroy	Paper - wastepaper	1994, revised 2015	050-0088
CBE-38	Absentee Identification Envelopes - Statement of absentee voter and absent voter's ballot identification envelope supplement.	Retain ninety (90) days after an election, or twenty-two (22) months after a federal election, then may destroy, provided no pending court action or order	Paper - wastepaper	1994, revised 2016	050-0090
CBE-40	Provisional ballot affirmations - Affirmations filled out by an elector voted a ballot provisionally.	Retain four (4) years, then destroy unless used as a voter registration form, then retain permanently	Paper - wastepaper	1994, revised 2010	050-0092
CBE-42	Payroll Records for County Boards - Payroll records of pollworkers, election extras, part-time workers and workers no longer employed at the boards.	Retain four (4) years, then may destroy provided audited and audit report has been released.	Paper - shred; Electronic - delete	1994, revised 2015	050-0094
CBE-44	Registration Confirmation Notices - Confirmation notices sent by the county boards to voters in order to verify registration records; and returned confirmation notices with updated or confirmed information. Boards maintain a list of these responses.	County Board will retain for five (5) years, then may destroy.	Paper - shred	1996, revised 2011, revised 2017	050-0096
CBE-45	Directives/Advisories - Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws.	Retain in office for one (1) year, then transfer to storage for an additional five (5) years.	Paper - wastepaper	1994, revised 2011	050-0086
CBE-46	Confirmation or Acknowledgement Notice Lists - Lists of names and addresses of persons who were sent confirmation or acknowledgement notices.	County Board will retain for five (5) years, then destroy	Paper - shred	1996, revised 2010	050-0098
CBE-47	Acknowledgement or confirmation cards - Acknowledgement or confirmation cards returned.	Retain four (4) years, then destroy	Paper - recycle	2010	50030006
CBE-48	Voter Verified Paper Audit Trail - Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes.	Retain for eighty-one (81) days after an election or 22 months after a federal election, then destroy provided no pending court action or court order (R.C. 3506.18)	Paper - shred; Electronic - delete	2010, revised 2023	50030007
CBE-49	Voting Machine Reports - This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records, independent verification and validation testing (IV & V) of new voting equipment.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	Paper - recycle	2010, revised 2013	50030008
CBE-50	Chain of custody form and voting unit event log - This record series includes chain of custody forms and voting unit event log.	Retain two (2) years, then may destroy .	Paper - wastepaper	2010, revised 2015	50030005
CBE-51	Proclamations of elections or legal advertisement of questions and issues - Proclamations of elections or legal advertisement of questions and issues.	Retain one (1) year, then destroy	Paper - recycle	2010	50030009
CBE-52	Challenge forms - Challenge forms pursuant to R.C. 3505.20	Retain for two (2) years, then destroy	Paper - recycle	2010	50030010
CBE-53	Observer forms - Observer forms pursuant to R.C. 3505.21.	Retain one (1) year, then destroy	Paper - recycle	2010	50030011
CBE-54	Census block repredicting walver form and accompanying maps - Census block repredicting walver form and accompanying maps.	Retain four years (4), then destroy	Paper - recycle	2010	50030036

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-55	Affirmation of voter who does not possess any appropriate identification for voting purposes - Affirmation of voter who does not possess any appropriate identification for voting purposes - (SOS prescribed form #10-T).	For any Form 10-T completed prior to the May 6, 2014 primary election, retain two (2) years, then may destroy. For any Form 10-T completed during the May 6, 2014 primary election, retain until May 6, 2016, then may destroy.	Paper - wastepaper	2010, revised 2015	50030012
CBE-56	Verification of handicapped accessible parking spaces and polling locations - Verification of handicapped accessible parking spaces and polling locations.	Retain one (1) year, then destroy	Paper - recycle	2010	50030013
CBE-57	Certification of training hours completed - Certification of training hours completed.	Retain two (2) years, then destroy	Paper - recycle	2010	50030014
CBE-58	Election Calendars - Election Calendars.	Retain until no longer of administrative value, then destroy	Paper - recycle	2010	50030032
CBE-59	Mailing Envelope Containing Voted Absent Voter Ballot - Mailing envelope containing a voted absent voter ballot.	Retain ninety (90) days after election, then may destroy provided no pending court action or court order.	Paper - wastepaper	2010, revised 2016	50030029
CBE-60	Proofs of ballots - Proofs of ballots.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030030
CBE-61	Report Forms for local questions & issues including approved ballot language - Report forms for local questions & issues including approved ballot language.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030015
CBE-62	Certifications by most populous county of overlapping local questions and issues - Certifications by most populous county of overlapping local questions and issues.	Retain 60 days after election, then may destroy provided no pending court action or court order.	Paper - wastepaper	2010, revised 2015	50030035
CBE-63	Certificates of results - certificates of results pursuant to R.C. 3505.32 and 3513.22.	Retain six (6) years, then destroy	Paper - recycle	2010	50030037
CBE-64	Copies of state issues petitions or statewide candidate petitions - Copies of state issues petitions or statewide candidate petitions.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030033
CBE-65	Unofficial election results - Unofficial election results.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030031
CBE-66	Evidence used in protest hearing - Evidence or materials provided or used in conjunction with a protest hearing	Retain one (1) year, then destroy provided no pending court action or court order	Paper - recycle	2010	50030016
CBE-67	SOS expenses of conducting elections - Yearly report to Secretary of State of the expenses of conducting elections.	Retain four (4) years, then destroy	Paper - recycle	2010	50030017
CBE-68	Organization or Reorganization of Boards of Elections - Report forms on organization or reorganization of board of elections.	Retain six (6) years, then destroy	Paper - recycle	2010	50030027
CBE-69	Reimbursement of poll worker training - Reimbursement records of costs of training poll workers.	Retain two (2) years or until audited, then destroy	Paper - recycle	2010	50030018
CBE-70	Statewide Voter Registration Database Reports - This record series includes, but is not limited to, data quality reports and duplicate reports generated by the statewide voter registration database and sent to boards of elections to correct or add to a voter's record.	Retain for 60 days or until no longer of administrative value, then may destroy.	Paper - shred; Electronic - delete	2010, revised 2017	50030019
CBE-71	Duplicate or Incomplete voter registration forms - Duplicate or incomplete voter registration forms.	Retain for 4 (four) years, then destroy	Paper - recycle	2010	50030020

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-72	Returned undeliverable 60 day notices - Returned undeliverable 60 day notices.	Retain until the elector appears to vote or until the elector named is removed from the voter registration list, then destroy	Paper - recycle	2010	50030028
CBE-73	Transmittal forms that accompany voter registration forms from agencies - Transmittal forms that accompany voter registration forms from agencies.	Retain 2 (two) years, then destroy	Paper - recycle	2010	50030021
CBE-74	Copies of Identification provided by electors - copies of Identification provided by electors with a voter registration form or absentee ballot application.	Retain for the longer of these periods; 6 months from the date of receipt or 45 days from the date of the election for which the absentee ballot was issued, then destroy	Paper - recycle	2010	50030022
CBE-75	Copies of Identification provided by electors with an absentee ballot and Identification envelope - Copies of Identification provided by electors with an absentee ballot and Identification envelope.	Retain for 90 (ninety) days from the date received, then destroy	Paper - recycle	2010	50030023
CBE-76	Copies of Identification provided by the UOCAVA voter with a Federal Postcard application - Copies of Identification provided by a (UOCAVA) voter with a federal postcard application. (UOCAVA) = Uniform and oversees citizen absentee voting act.	Retain 4 (four) years from the date received, then destroy	Paper - recycle	2010	50030024
CBE-77	Federal Post Card Application (FPCA) - Form used by absent Uniformed Service members, their families, and citizens residing outside the United States. It may be used to register to vote, request an absentee ballot or update their contact information.	Retain four (4) years, then may destroy unless used as a voter registration form, then retain permanently.	Paper - shred; Electronic - delete	2012, revised 2024	50030057
CBE-78	Election Administration and Voting Survey Biennial Reports - Election administration and voting survey biennial reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	Retain two (2) years, three (3) months, then may destroy.	Paper - trash	2012	50030060
CBE-79	Election Administration Plans - Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	Retain for four (4) years, then may destroy.	Paper - shred; Electronic - delete	2012, revised 2015	50030061
CBE-80	Precinct Election Officials Performance Assessment - A review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties.	Retain fifteen (15) months, then may destroy.	Paper - wastepaper	2012	50030052
CBE-81	Local Option Petitions - Local option petitions filed with county boards of elections.	Retain four (4) years, then may destroy	Paper - wastepaper	2012	50030053
CBE-82	Notice of County Board of Elections Public Meeting - Notice of public meeting of a county board of elections - including regular, special or emergency meetings. Required by R.C. 121.22 (F).	Retain two (2) years, six (6) months, then may destroy.	Paper - wastepaper	2012	50030054
CBE-83	Certificates of Appointment - Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and beginning and ending terms of the appointment.	Retain four (4) years, then may destroy.	Paper - wastepaper	2012	50030065
CBE-84	County Job & Family Services Voter Registrations Report - Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy	Paper - wastepaper	2012	50030066

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-85	Returned Undeliverable Notices - Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district, notice of cancellation of voter registration following receipt of notification of the death of a registered elector).	Retain four (4) years, then may destroy.	Paper - wastepaper	2012, revised 2015	50030067
CBE-86	Authority to Vote Slips - Form given to elector at polling place indicating permission to cast a ballot.	Retain sixty (60) days after election, then may destroy provided no court action or court order.	Paper - wastepaper	2012	50030055
CBE-87	Post-Election Audit Reports - The original audit workbook verifying that the county board of elections has conducted an audit of the election process. To be completed after each even-numbered year general election and after presidential primary elections verifying the accuracy of the election process.	Retain for four (4) years, then may destroy.	Paper - wastepaper	2013, revised 2015	50030100
CBE-88	Ethics Forms - Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio Secretary of State's Office for board of elections permanent employees. Original signed forms will be retained for board of elections precinct election workers, rovers and/or any temporary persons employed to assist with the election.	Retain one (1) year, then may destroy.	Paper - wastepaper	2013	50030093
CBE-90	Attorney-in-Fact Forms - An elector may designate another individual as an Attorney-in-Fact to complete election related documents. (R.C. 3501.11; R.C. 3501.382).	Retain until revoked or elector no longer registered in county.	Paper - shred	2013, revised 2015	50030086
CBE-91	Elected Official and Appointment Certification Forms - Forms to report certifications of persons elected to office; report of certifications of persons appointed to elective office; report appointments to fill vacancies in nomination on the ballot; and/or report political affiliation of previous office holder certified by the board of elections director.	Retain six (6) years, then may destroy.	Paper - wastepaper	2013, revised 2018	50030087
CBE-92	Division of Liquor Control Requests - Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquiries received from the Division of Liquor Control.	Retain six (6) months, then may destroy.	Paper - wastepaper	2013	50030098
CBE-93	Precinct Election Officials Notices - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22).	Retain one (1) year, then may destroy.	Paper - wastepaper	2013	50030094
CBE-94	Former Resident Presidential Ballot - Form required to be completed under chapter 3504 of the Ohio Revised Code, submitted to county board of elections requesting a presidential ballot. Copy sent to the Secretary of State.	Retain for twenty-two (22) months after the federal election, then may destroy provided no pending court action or order.	Paper - shred	2013	50030095
CBE-95	Authorization for Elector to Update Signature - Allows an elector to update his or her voter signature with the county board of elections per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then may destroy.	Paper - shred	2013	50030097
CBE-96	Certifications of District Candidates - Certification by the board of the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the primary or general election ballot for district offices. (R.C. 3505.01; R.C. 3513.05)	Retain six (6) months, then may destroy.	Paper - wastepaper	2013	50030088

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-97	Election Hardware Inventory - Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version.	Retain until no longer of administrative value, then may destroy.	Paper - shred	2013	50030089
CBE-98	Election Day Precinct Incident Log - Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	Paper - shred	2013	50030090
CBE-99	Declaration of Intent to Change Political Party - Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office. R.C. 3513.191(C).	Retain for ten (10) years, then may destroy.	Paper - shred	2013	50030096
CBE-100	Absentee Voter Challenge - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	Paper - wastepaper	2013	50030091
CBE-101	Provisional Voter Precinct Verification - Form completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location.	Retain for four (4) years, then may destroy.	Paper - wastepaper	2013	50030092
CBE-102	Correspondence for DOB - Letters sent by Board of Elections requesting a registered voter to provide their date of birth.	Retain until no longer of administrative value, then may destroy.	Paper - shred	2015	50030108
CBE-103	State and Territorial Exchange of Vital Events (STEVE) files - File containing county statewide voter registration database (SWVRD) records that have been matched with records of decedents for the purpose of cancelling the registrations of deceased voters.	Retain two (2) years, then may destroy.	Electronic - delete	2015	50030115
CBE-104	Cancellation of Registration of Deceased Elector - Includes Notice of Death of Registered Voter (R.C. 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (R.C. 3503.21(F)) following receipt of notification of death of a registered elector. (SOS prescribed forms 255-C and 255-D)	Retain two (2) years, then may destroy.	Paper - shred	2015	50030118
CBE-105	Documentation of Campaign Finance Filings Examinations - Includes letters and audit checklists concerning examinations of campaign finance filings filed with the board of elections.	Retain in office for six (6) years, then may destroy.	Paper - shred; Electronic - delete	2016	50030128
CBE-106	Precinct Official Registration List - The complete and official registration list for each precinct of all qualified registered voters in the precinct that must be prepared fourteen (14) days before an election. Per R.C. 3503.23, this list (in paper or electronic form) is to be made available at the board of elections for viewing by the public during normal business hours.	Retain two (2) years, then may destroy.	Paper - shred; Electronic - delete	2017	50030130
CBE-107	Backup Signature Pollbook - Printed, blank signature pollbooks that have been prepared as backup in case of problems with the electronic pollbook, but then not used during the election.	Retain for 60 days or until no longer of administrative value, then may destroy.	Paper - shred	2017	50030131
CBE-108	Verification of UOCAVA Compliance - Copy of form to be completed by county board of elections verifying compliance with the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio Secretary of State's office.	Retain for two (2) years, then may destroy.	Paper - shred; Electronic - delete	2017	50030132

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-109	Safe At Home Confidential Voter Registration Request - This record series includes, but is not limited to, the Request to Have a Confidential Voter Registration Record and any related materials.	Retain permanently.	Paper - permanent; Electronic - permanent	2018	50030144
CBE-110	Safe At Home Acknowledgement Notice - This record series includes, but is not limited to, Acknowledgement Notices sent to Safe At Home participants that have been returned undeliverable and any related materials.	Retain for four (4) years, then may destroy.	Paper - shred; Electronic - delete	2018	50030139
CBE-111	Safe At Home Confidential Voter Registration Cancellation - This record series includes, but is not limited to, the Request to Cease Having a Confidential Voter Registration Record and any related materials.	Retain permanently.	Paper - permanent; Electronic - permanent	2018	50030143
CBE-112	Safe At Home Absentee Identification Envelope Supplement - This record series includes, but is not limited to, the Absent Voter's Ballot Identification Envelope Supplement and any related materials.	Retain ninety (90) days after an election, or twenty-two (22) months after a federal election, then may destroy, provided no pending court action or order.	Paper - shred; Electronic - delete	2018	50030142
CBE-114	Electronic Pollbook Records - This record series includes, but is not limited to, audit and transaction records and images of signatures captured that are produced by electronic pollbooks.	Retain six (6) years, then may destroy.	Electronic - delete	2018	50030145
CBE-115	Federal Write-In Absentee Ballot (FWAB) Election Notice - A notice required to be prepared prior to an election that provides the list of offices and questions and issues that will appear on the ballot and which includes specific instructions for uniformed services and overseas voters on casting the FWAB. (R.C. 3511.16)	Retain for one (1) year, then may destroy.	Paper - trash; Electronic - delete	2020	50030148
CBE-116	Recounts - Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election. (R.C. 3515)	Retain for six (6) years, then may destroy.	Paper - shred; Electronic - delete	2020	50030154
CBE-117	Notice of Voter Registration Cancellation - A notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration.	Retain for five (5) years, then may destroy.	Paper - shred	2020	50030152
CBE-118	Help America Vote Act (HAVA) Records - Records of grants received for election related equipment.	Retain until state and federal audits have been conducted, audit reports released, and audit resolutions issued or resolved, then destroy.	Paper - shred; Electronic - delete	2020	50030153
CBE-119	Precinct Election Official Training Materials - This series includes, but is not limited to, training manuals, quick reference guides and related materials that are used to train precinct election officials prior to an election.	Retain for one (1) year or until replaced by updated training materials, whichever occurs first, then may destroy.	Paper - trash; Electronic - delete	2020	50030150
CBE-120	Election Night Reporting - This record series covers any documents created or used for Election night reporting. This includes, but is not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material.	Retain for two (2) years, then may destroy.	Paper - shred; Electronic - delete	2021	50030155
CBE-121	Political Party Change Reports - This record series includes reports done after a primary election that reflect political party affiliation changes and any support materials.	Retain for three (3) years, then may destroy.	Paper - trash; Electronic - delete	2022	50030158
CBE-122	Notices to Voter Registration Records Pending Cancellation - This record series includes notices sent to addresses of voter registration records that are subject to cancellation under federal and state law.	Retain for five (5) years, then may destroy.	Paper - shred; Electronic - delete	2022	50030161

CBCF:

CBCF079	Public records request forms	Until fiscal period Is audited by AOS	paper
CBCF079E	Public records request forms	Until fiscal period Is audited by AOS	electronic

Fiscal:

Fis-Cont/Lease	Contracts/Lease	8 Years	Paper/Electronic
Fis-Bids	Bids-Successful & Unsuccessful	3 Years	Paper/Electronic
Fis-Corr	Correspondence	3 Years	Paper/Electronic
Fis-Gdeal	GoveDeal Online Auction	3 Years	Paper/Electronic
Fis-RR	Records Request	1 Year	Paper/Electronic
Fis-Fin	Financial To include, but not limited to: Requisitions, Purchase orders, telephone bills, vendor bills, travel expenses, white backs, recaps and utilities, pay-ins, transfers, eft	3 Years Until audited	Paper/Electronic
Fis-Budget	Budgets	3 Years	Paper/Electronic
Fis-Bond/Note	Bonds/Notes	10 Years after expiration	Paper/Electronic

Stormwater:

SD-Finance	Vouchers, Travel, Reimbursement Pay-In, Appropriations, Transfers	3 years upon audit	Multi
SD-MIN	Minutes	Permanent	Multi
SD-RES	Resolutions	Permanent	Multi
SD-CORR	Correspondence	5 years	Multi
SD-PUB	Publications, News Releases	3 Years	Multi
SD-AGREE	Agreements, Contracts, MOU's	8 yrs after Expire	Multi
SD-EASE	Easements	Permanent	Multi
SD-GRANT	Grants	7 years after Audit	Multi
SD-LIST	Rosters, Members	Until Superseded	Multi
SD-REG	Regulations, bylaws	Until Superseded	Multi
SD-MET	Meeting info to include agenda copies, minutes, agenda, documents	Until Superseded 3 Years	Multi Multi
SD-budget	Budgets	3 years	Multi
SD-PERM	Permits	5 years	Multi
SD-PLAN	Storm water management plan	Until Superseded	Multi
SD-RPT	Reports	5 years until audit	Multi

SD-AUDIO	tapes	2 years	Multi
SD-DITCH	Ditch petition/maps/projects	Permanent	Multi
SD-PERS	Personnel files	10 Years after employment	Multi
SD-APPS	Applications	1 Year	Multi

Transit:

LCT0102	Maintenance Records	3 yrs after vehicles sold	paper/elec
LCT-04-3	Old grants	3 yrs following FTA	
LCT-04-31	Closed grants 9-2004	Funded proj close	paper/elec
		3 yrs following FTA	
		Funded proj close	paper/elec
LCT-04-35	Levy-1-2004	3 years	paper/elec
LCT-04-36	Levy-3-2004	3 years	paper/elec
LCT-04-37	Levy-4-2004	3 years	paper/elec
LCT-04-39	Levy2-2004	3 years	paper/elec
LCT-04-4	Board materials (minutes/resolutions)	permanent	paper/elec
LCT-04-7	News articles	3 years	paper/elec
LCT0501	Trip Sheets	3 years	paper/elec
LCT0502	Receipts	3 yrs provide audit	paper/elec
LCT0505	Bookkeeping/Pam Novak	3 yrs provide audit	paper/elec
LCT0604	General correspondence	until no longer of	
		Administrative value	paper/elec
LCT0609	NTD/Triennial reviews	3 yrs following FTA	
		Funded proj close	paper/elec
LCT0612	Audit info	3 yrs following FTA	
		Funded proj close	paper/elec
LCT0613	ODOT/FTA grants	3 yrs following FTA	
		Funded proj close	
LCT0701	Payroll	3 yrs provided audit	paper/elec
LCT-08-01	Brokerage Files Clients	3 yrs following grant	paper/elec
LCT9807	Ridership reports	3 yrs following grant	paper/elec
LCT-04-2	ADA applications	3 yrs following FTA	
		Funded proj close	paper/elec
LCT04-1	Financial records	3 yrs provided audit	paper/elec
LCT-04-6	Service surveys	5 years	paper/elec
LCT-01-32	Vehicle records (documentation		
	Relating to each vehicle)	3 yrs after vehicle sold	paper/elec

6. Records Disposal (rc3)– Sent to Ohio Historical Society

Date	Department	Disposal Date
07/01/25	Commissioners Clerk	07/31/25
07/01/25	Safety Risk	07/31/25
07/11/25	Clerk of Courts	07/31/28
07/31/25	Prosecutor	08/15/25
10/02/25	CBCF	12/31/25
10/03/25	Probate	10/30/25

RC3 (not sent to OHS due to no longer required RC3's)

<u>Date</u>	<u>Department</u>	<u>Disposal Date</u>
07/10/25	BOC HR/Payroll	01/04/27
07/10/25	General Health	07/31/25
07/10/25	Clerk of Courts	07/31/25
07/11/25	EMA	07/31/25
07/11/25	Auditor /Licenses	07/31/25
07/11/25	Auditor /Tax Settlement	07/31/25
07/11/25	Auditor /Payroll	07/31/25
07/11/25	Auditor Bookkeeping	07/31/25
07/11/25	Auditor /Admin	07/31/25
07/11/25	Engineer	07/31/25
07/31/25	Prosecutor	08/15/25
08/14/25	Budget/Purchasing	08/29/25
10/02/25	CBCF	12/31/25
10/03/25	BOE	10/31/25
10/03/25	Probate	10/30/25

7. **OTHER**

- a. All forms that are to be submitted to the Records Commission can be found at <http://www.loraincounty.us> <http://www.loraincounty.us>. Go to Departments, Clerk of Board and left side Records Commission Intake forms needs to be emailed to Records Secretary and approved before boxes taken to Records Center. **Forms updated with OHS new address; RC1, RC2 & RC3**

8. **NEW BUSINESS**

REMEMBER each Elected Official or Designee needs to take training once/term

- a. December 3, 2025 Sunshine Law/Record Certified Training, Ohio Attorney General can register at this link <https://www.ohioattorneygeneral.gov/Files/Briefing-Room/Events/Legal-Events/Sunshine-Laws-Training>
October 23, November 13 & December 11, 2025 Sunshine Law/Record Training, State of Ohio Auditor can register at this link <https://ohioauditor.gov/trainings/publicrecords.html>
- b. Todd Sharkey, IT Director regards to email retention
- c. Other

9. **OLD BUSINESS**

- a. **PERMANENT FILES**. Remember these are only to be of historical value; (historical, legal or fiscal). Such as minutes, land, etc.
- b. When you change your RC2, remember it is the department/agency responsibility to update their files/boxes at the records center. Please get with the records center so we don't have boxes that do not need to be sitting around wasting space.
- c. April 16, 2025 Records Commission approved the RC2 for Lorain County Probate Court. There was an update to their schedule stating these records are kept for 3 years until electronic scans are complete
- d. other

10. **CORRESPONDENCE/EMAIL:**

- a. none

11. **RECORDS CENTER UPDATE** – Marilyn Velez, Manager

12. **PUBLIC COMMENT**

13. **NEXT MEETING**

Wednesday, April 15, 2026 at 2 p.m.

Wednesday, October 14, 2026 at 2 p.m.

14. **CALL FOR ADJOURNMENT**