

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday August 19, 2024**

CALL TO ORDER

The meeting was called to order at 6:30 pm by President Shubert

PRESENT

Tom Shubert, President; David Renninger, Secretary; Craig Mancuso, Vice President; Emily Hegner, Richard Bedell, Carla Wyckoff, Angela Daniel

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer; Katie Allen, HR Specialist

PUBLIC

Samantha Mancuso

Ms. Mancuso stated that she didn't understand why our material suggestion form only allowed patrons to suggest materials that have been published within the last 6 months. She feels that this is too short of a time frame. She also expressed concern that the form was difficult to find on the website. Ms. Koritansky stated that she would look into this. Ms. Mancuso also stated that she was pleased to see that the Classics section is back and has been replenished.

MINUTES

MOTION NO. 240819-1 APPROVE JUNE 17, 2024 MINUTES

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of June 17, 2024 regular meeting be accepted and approved.

The roll being called on its adoption, the vote resulted as follows:

AYES: Daniel, Hegner, Mancuso, Wyckoff, Bedell, Renninger, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 240819-2 APPROVE JUNE AND JULY TREASURER’S REPORTS

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for June and July 2024.

MTD Bank Report for Year 2024 Month 06 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	713,193.20	203,421.50	681,553.00	0.00	0.00	235,061.70
0002	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
0004	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00
0009	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
0020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
0021	STAR OHIO - INVESTMENTS	2,058,893.99	9,201.08	0.00	0.00	0.00	2,068,095.07
0024	STAR OHIO BLDG - INVESTMENTS	88,098.21	393.71	0.00	0.00	0.00	88,491.92
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	705,219.03	2,394.36	0.00	0.00	0.00	707,613.39
0206	US BANK - FROEBE ENDOWMENT	503,971.17	1,711.09	0.00	0.00	0.00	505,682.26
10 Banks		4,069,675.60	217,121.74	681,553.00	0.00	0.00	3,605,244.34

MTD Bank Report for Year 2024 Month 07 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	235,061.70	306,826.62	481,641.92	250,000.00	0.00	310,246.40
0002	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
0004	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00
0009	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
0020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
0021	STAR OHIO - INVESTMENTS	2,068,095.07	8,790.99	0.00	0.00	250,000.00	1,826,886.06
0024	STAR OHIO BLDG - INVESTMENTS	88,491.92	408.18	0.00	0.00	0.00	88,900.10
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	707,613.39	5,704.76	0.00	0.00	0.00	713,318.15
0206	US BANK - FROEBE ENDOWMENT	505,682.26	4,076.79	0.00	0.00	0.00	509,759.05
10 Banks		3,605,244.34	325,807.34	481,641.92	250,000.00	250,000.00	3,449,409.76

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Wyckoff, Renninger, Mancuso, Shubert

NAYS:

Motion carried.

**MOTION NO. 240819-3 ACKNOWLEDGE OFFICIAL CERTIFICATE OF
ESTIMATED RESOURCES**

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees acknowledges the following changes per the Official Certificate of Estimated Resources dated June 10, 2024 (see copy attached):

Increase in Gifts/Donations – \$68,944.98

Donation from Estate of Mary Hranilovich will be added to the following accounts:

101.0.53310 Building/Grounds Repair	\$20,000.00
101.0.55500 Furniture/Equipment	\$48,944.98

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

**MOTION NO. 240819-4 ACKNOWLEDGE OFFICIAL CERTIFICATE OF
ESTIMATED RESOURCES**

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees acknowledges a decrease of \$18,694.04 in 2024 public library funds per the Official Certificate of Estimated Resources dated August 5, 2024 (see copy attached)

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Wyckoff, Renninger, Mancuso, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 240819-5 ACCEPT THE DIRECTOR'S REPORT

Bedell moved, Renninger seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of June and July 2024.

The Director stated that our music CD collection is not circulating enough so we will be removing it. She also gave the Board of Trustees a copy of Clevnet's new Cyber Policy (see copy attached).

The roll being called on its adoption, the vote resulted as follows:

AYES: Daniel, Hegner, Mancuso, Wyckoff, Renninger, Bedell, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met at 6pm heard and accepted the reports presented by the Fiscal Officer and adjourned at 6:15pm.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Ms. Daniel stated the Legislation/Rules Committee recommends the following:

MOTION NO. 240819-6 AMEND BOARD POLICY: RECORD RETENTION

RESOLVED: That the Board of Trustees amends the Board Policy: Record Retention as follows:

Effective September 29, 2007, the Library records commission will maintain all records per ORC 149.411.

Records shall fall into two (2) categories: **permanent** and **non-permanent**. Retention of records may be in the form of electronic media, print, or tape.

The Fiscal Officer will prepare a list of records to be disposed of when the retention period has been completed. The Library records commission will approve the list prior to disposal. This list, once approved, will become a part of the minutes of the Board. The Fiscal Officer will complete and submit the required forms to the Ohio Historical Society.

No records shall be destroyed, transferred or disposed of without the knowledge of the Library records commission or in violation of this policy.

PERMANENT:

Annual Budget
Annual Financial Report to the State Auditor
Annual Financial Report – Other
Annual Report to the State Library
Annual Reports
Audit Reports
Board Minutes
Board Policy Files
Board of Zoning Appeals Filings
Bond Records
Building Blueprints and Specifications
Building Inspection Reports
Building Projects (successful)
Capital Outlay Files
Committee Meeting Minutes
Historical Files
Legal Opinions
OPERS Records
Payroll Records (City, State and Federal Withholding forms, Pay increase letters, Sick and Vacation Leave, W-2s)
Personnel Policies
Personnel Records (Application, Hire Letter, Promotion Letter, Resignation Letter, Performance Evaluations, Notification of pay step increases)

NON-PERMANENT:

Circulation

<i>Borrower Agreements (Eclectic Collection)</i>	<i>Until discharged</i>
<i>Circulation Records</i>	<i>Retain until no longer of administrative value –</i>
	<i>Clevnet Enforced</i>
Items Charged Out and Assumed Lost	7 years
Fines and Fees on Borrower Record	7 years
Overdue Fines older than 2 years and Under \$10	1 year
Borrower Record (unused card)	5 years
Annual statistics	5 years
List of Borrower's charged items	Until discharged

Contracts,Leases

Bids (successful)	15 years after expiration
Bids (unsuccessful)	3 years after successful contract
Construction	16 years after completion
General	15 years after expiration
Insurance Policies/Bonds	2 years after expiration
Leases-equipment	2 years after expiration
Leases-Real Estate	5 years after expiration provided audited

Employee Files

Accident/incident reports	5 years
Employment applications (not hired)	1 year

Financial

Accounts payable ledger	4 years provided audited
Appropriation ledger	5 years provided audited
Bank deposit receipts	4 years provided audited
Bank statements (general)	4 years provided audited
Bank statements (payroll)	4 years provided audited
Cancelled checks	4 years provided audited
Cash journal	4 years provided audited
Check registers	4 years provided audited
Depository agreements	5 years provided audited
Invoices (Vouchers)	4 years provided audited
Inventories	until superseded
Investment ledger/records	4 years provided audited
Purchase orders/requisitions	4 years provided audited
Receipt journals	4 years provided audited
Tax Budgets (County)	10 years provided audited

Time sheets	4 years provided audited
W-2	6 years provided audited
W-4, IT4	until superseded
Workers Compensation claims	10 years after termination of employment

Legal

Claims and litigation records 5 years after case is closed and appeals exhausted

Miscellaneous

Consultant reports	4 years
Correspondence (informative)	2 years
Digital Video Surveillance	14 Days
Donation records (non-cash)	4 years
Grant files	5 years provided audited & end of grant
Job descriptions	until superseded
Meeting Room applications	1 year 3 years
Survey reports	4 years
Technology plan	until superseded
Transient material (all informal and/or	Discretionary; retain until no longer
Temporary messages and notes, including	of administrative value
e-mail and voice mail messages, and all	
drafts used in the production of public	
records)	
Unusual Occurrence reports	2 years provided no claims pending
<i>Volunteer Records</i>	<i>Until person no longer volunteering</i>

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Hegner, Mancuso, Renninger, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated nothing to report.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated the Records Commission Committee recommends the following:

**MOTION NO. 240819-7 APPROVE RECORDS RETENTION SCHEDULE (RC-2)
FORM**

RESOLVED: That the Library Board of Trustees approves the Records Retention Schedule (RC-2) Form (see attached).

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

NEW BUSINESS

Ms. Wyckoff stated that Mr. Carl Farinacci attended the Stow Munroe Falls Public Library Foundation meeting and expressed concern that the Library Board of Trustees don't always check their emails. Ms. Koritansky stated that if any Board members are having trouble accessing their emails to let her know and we can help.

MOTION NO. 240819-8 ADJOURNMENT

Mancuso moved, Renninger seconded to adjourn the meeting at 7:13 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

Amendment 3
Amended: Request Dated 6/10/24

Akron, Ohio
June 27, 2024

AMENDED
"OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES"
Revised Code, Section 5705.35

STOW MUNROE FALLS PUBLIC LIBRARY

The Budget Commission of Summit County, Ohio, hereby makes
this Certificate for the Fiscal Year beginning January 1, 2024,
which shall govern the total of appropriations by fund.

FUND TYPE Fund Class Fund Name	ACTUAL UNENCUMBERED BALANCE January 1, 2024	PT=Property Tax: real estate, personal property, homestead and rollback. LG=Library Local Government (Public Library Fund). TR=Transfer-in	O=Other revenue	TOTAL ESTIMATED AVAILABLE RESOURCES	
GOVERNMENTAL TYPE					
101 General	3,580,041.19	1,938,706.00 1,391,448.89	PT LG	147,125.16 O	7,057,321.24
SPECIAL REVENUE					
Target	82.51				82.51
COVID-19 Relief Fund	0.00				0.00
Walmart	0.00				0.00
Accumulated Benefits	64,000.00				64,000.00
Froebe Endowment Fund	511,579.70			28,648.64 O	540,228.34
TOTAL SPECIAL REVENUE	575,662.21	0.00	0.00	0.00	604,310.85
CAPITAL PROJECT					
401 Building	50,523.23			0.00 O	50,523.23
					0.00
TOTAL CAPITAL PROJECT	50,523.23	0.00	0.00	0.00	50,523.23
FIDUCIARY TRUST and AGENCY					
	0.00				0.00
	0.00				0.00
TOTAL TRUST and AGENCY	0.00	0.00	0.00	0.00	0.00
ALL FUNDS	4,206,226.63	3,330,154.89	147,125.16	0.00	7,712,156.32

The Budget Commission further certifies that its action on the foregoing budget and Tax Equalization estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of Schedule B, and the total amount approved for each fund must govern the amount of appropriation from such fund.

This Certificate has been Approved
by the Summit County Fiscal Office

June 27, 2024
Date



Jaret L. Adams
Jaret L. Adams
Secretary of Budget Commission

Amendment 4
Amended: LG Estimate

Akron, Ohio
August 5, 2024

AMENDED
OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Revised Code, Section 5705.35

STOW MUNROE FALLS PUBLIC LIBRARY

The Budget Commission of Summit County, Ohio, hereby makes this Certificate for the Fiscal Year beginning January 1, 2024, which shall govern the total of appropriations by fund.

FUND TYPE Fund Class Fund Name	ACTUAL UNENCUMBERED BALANCE January 1, 2024	PT=Property Tax: real estate, personal property, homestead and rollback. LG=Library Local Government (Public Library Fund). TR=Transfer-in O=Other revenue	TOTAL ESTIMATED AVAILABLE RESOURCES
GOVERNMENTAL TYPE			
101 General	3,580,041.19	1,938,706.00 PT 1,372,754.85 LG	147,125.16 O 7,038,627.20
SPECIAL REVENUE			
Target	82.51		82.51
COVID-19 Relief Fund	0.00		0.00
Walmart	0.00		0.00
Accumulated Benefits	64,000.00		64,000.00
Froebe Endowment Fund	511,579.70		28,648.64 O 540,228.34
TOTAL SPECIAL REVENUE	575,662.21	0.00	0.00 28,648.64 604,310.85
CAPITAL PROJECT			
401 Building	50,523.23		0.00 O 50,523.23
			0.00
TOTAL CAPITAL PROJECT	50,523.23	0.00	0.00 0.00 50,523.23
FIDUCIARY TRUST and AGENCY			
	0.00		0.00
	0.00		0.00
TOTAL TRUST and AGENCY	0.00	0.00	0.00 0.00 0.00
ALL FUNDS	4,206,226.63	3,311,460.85	147,125.16 0.00 28,648.64 7,693,461.28

The Budget Commission further certifies that its action on the foregoing budget and Tax Equalization estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of Schedule B, and the total amount approved for each fund must govern the amount of appropriation from such fund.

This Certificate has been Approved
by the Summit County Fiscal Office

August 5, 2024
Date



Jaret L. Adams
Jaret L. Adams
Secretary of Budget Commission

CLEVNET Cybersecurity Policy

1. Introduction

The purpose of this cybersecurity policy is to establish guidelines and procedures to protect the confidentiality, integrity, and availability of CLEVNET's information systems and data. This policy applies to all employees, contractors, and vendors who have access to CLEVNET's information resources.

2. Roles and Responsibilities

The Chief of CLEVNET and Senior Director of CLEVNET are responsible for policy enforcement and review, as well as policy acknowledgment. The Systems Manager oversees Network security, while the Lead Solutions Architect is responsible for User security awareness, Incident response, and Data backup and recovery. The Computer Networking Manager is in charge of Endpoint security, and the Software team facilitates any response or assistance related to ILS data, coordinating efforts with the Lead Solution Architect.

3. Information Security

3.1. Data Classification

3.1.1. Patron Information: To ensure the confidentiality and safety of our patrons, CLEVNET does not store any patron files and wipes out all patron information from our public computers after each session using our software.

3.1.2. Patron Records and Data: All patron records and data pertaining to ILS are stored behind firewalls and require VPN if they are outside the network.

3.1.3. Staff Data: Any data that staff work on is stored in SharePoint and Microsoft OneDrive, leveraging Microsoft's built-in security features to safeguard against unauthorized access, data breaches, and other cyber risks.

3.1.4. Removable storage and network storage not provided by CLEVNET: such as USB Drives, local file servers, or network attached storage (NAS). **CLEVNET strongly recommends storing data only on SharePoint and OneDrive and not using any other media.**

3.2. Access Control

CLEVNET employs MFA as an additional layer of security for our staff. Access privileges are granted based on the principle of least privilege. When sharing information with vendors, only individuals who require access are added, and permissions are set for specific time periods. Approval from the CLEVNET Chief or Senior Director is required before granting access to any individuals outside of CLEVNET.

3.3. Encryption

Sensitive information shared via email is encrypted before sharing with others.

3.4. Vendors used by CLEVNET, and individual member libraries will abide by the requirements set forth in Section 3.

4. Network Security

4.1. Firewalls.

CLEVNET utilizes firewalls to monitor and perform threat prevention to protect the network perimeter and all members.

4.2. Wireless Network Security

While we offer Public Wi-Fi for patrons, hidden Wi-Fi is available for staff use which is encrypted. Public Wi-Fi is accessible 24 hours a day unless requested by member libraries.

5. Endpoint Security

5.1. Virus and Malware Protection

We maintain up-to-date endpoint protection software on all library owned workstations and servers connected to the CLEVNET network, CLEVNET recommends only connecting devices that are maintained with the latest OS, Patches and A/V definitions.

5.2. Device Management

Policies are implemented for secure configuration, patch management, and inventory management of endpoint devices.

6. User Security Awareness

6.1. Training

Regular cybersecurity awareness training is provided to all staff members, educating them about the risks of phishing attacks and how to recognize them.

7. Incident Response

7.1. Incident Reporting

Users are required to open high-priority tickets for reporting security incidents and breaches, which are then designated to our Solutions team for investigation.

7.2. Incident Response Team

The Solutions team investigates security incidents and, in consultation with the CLEVNET Chief and Senior Director, responds to users with the necessary actions, including containment, investigation, and recovery.

8. Data Backup and Recovery

8.1. Regular Backups

Daily backups of critical data and systems are implemented to ensure data availability in the event of a breach or disaster.

8.2. Recovery Procedures

Partial and full recovery procedures are implemented as needed to minimize downtime and data loss.

9. Policy Enforcement and Review

9.1. Enforcement

Best practices are shared, and consequences for non-compliance with the cybersecurity policy, including disciplinary actions, are outlined. Compliance with security policies and procedures is monitored and enforced.

9.2. Policy Review

Yearly reviews and updates of the cybersecurity policy are scheduled to address emerging threats and changes in technology.

10. Policy Acknowledgement

All employees, contractors, vendors, and volunteers must acknowledge receipt and understanding of this cybersecurity policy.

The foregoing CLEVNET Cybersecurity Policy is intended to reflect CLEVNET's best practices and recommendations for use by member libraries. Member libraries are responsible for implementing these best practices and recommendations on their own systems. In no event shall CLEVNET be liable to any member library for losses or damages resulting from a member library's failure to implement any of the practices or recommendations set forth in this CLEVNET Cybersecurity Policy.



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Stow-Munroe Falls Public Library

(Local Government Entity)	(Unit)	
	Jennifer Hale	Fiscal Officer
(Signature of Responsible Official)	(Name)	(Title)
(Date)		

Section B: Records Commission information

See ORC 149.38 – ORC 149.412 for Records Commission

Ohio History Connection	Records Commission	614-297-2553
		(Telephone Number)
800 E. 17 th Avenue	Columbus	44224
(Address)	(City)	(Zip Code)
		(County)

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

jhale@smfpl.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
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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 and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PERM-01	Annual Budget	Permanent	Paper		<input type="checkbox"/>
PERM-02	Annual Financial Report to the State Auditor	Permanent	Paper		<input type="checkbox"/>
PERM-03	Annual Financial Report – Other	Permanent	Paper		<input type="checkbox"/>
PERM-04	Annual Report to the State Library	Permanent	Paper		<input type="checkbox"/>
PERM-05	Annual Reports	Permanent	Paper		<input type="checkbox"/>
PERM-06	Audit Reports	Permanent	Paper		<input type="checkbox"/>
PERM-07	Board Minutes	Permanent	Paper		<input type="checkbox"/>
PERM-08	Board Policy Files	Permanent	Paper		<input type="checkbox"/>
PERM-09	Board of Zoning Appeals Filings	Permanent	Paper		<input type="checkbox"/>
PERM-10	Bond Records	Permanent	Paper		<input type="checkbox"/>
PERM-11	Building Blueprints and Specifications	Permanent	Paper		<input type="checkbox"/>
PERM-12	Building Inspection Reports	Permanent	Paper		<input type="checkbox"/>
PERM-13	Building Projects (Successful)	Permanent	Paper		<input type="checkbox"/>
PERM-14	Capital Outlay Files	Permanent	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
NON-01	Circulation – Borrower Agreements (Eclectic Collection)	Until item is discharged	Paper		<input type="checkbox"/>
NON-02	Circulation – Circulation Records	Until no longer of admin. value	Digital – Clevnet Enforced		<input type="checkbox"/>
PERM-15	Committee Meeting Minutes	Permanent	Paper		<input type="checkbox"/>
NON-03	Contracts, Leases – Bids (successful)	15 years after expiration	Paper		<input type="checkbox"/>
NON-04	Contracts, Leases – Bids (unsuccessful)	3 years after successful contract	Paper		<input type="checkbox"/>
NON-05	Contracts, Leases – Construction	16 years after completion	Paper		<input type="checkbox"/>
NON-06	Contracts, Leases – General	15 years after expiration	Paper		<input type="checkbox"/>
NON-07	Contracts, Leases – Insurance Policies/Bonds	2 years after expiration	Paper		<input type="checkbox"/>
NON-08	Contracts, Leases – Leases- equipment	2 years after expiration	Paper		<input type="checkbox"/>
NON-09	Contracts, Leases – Leases-Real Estate	5 years after expiration provided audited	Paper		<input type="checkbox"/>
NON-10	Employee Files – Accident/Incident Reports	5 years	Paper		<input type="checkbox"/>
NON-11	Employee Files – Employment Applications (not hired)	1 year	Paper		<input type="checkbox"/>
NON-12	Financial – Accounts Payable Ledger	4 years provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
NON-13	Financial – Appropriation Ledger	5 years provided audited	Paper		<input type="checkbox"/>
NON-14	Financial – Bank deposit receipts	4 years provided audited	Paper		<input type="checkbox"/>
NON-15	Financial – Bank Statements (general)	4 years provided audited	Paper		<input type="checkbox"/>
NON-16	Financial – Bank Statements (payroll)	4 years provided audited	Paper		<input type="checkbox"/>
NON-17	Financial – Cancelled Checks	4 years provided audited	Paper		<input type="checkbox"/>
NON-18	Financial – Cash journal	4 years provided audited	Paper		<input type="checkbox"/>
NON-19	Financial – Check registers	4 years provided audited	Paper		<input type="checkbox"/>
NON-20	Financial – Depository Agreements	5 years provided audited	Paper		<input type="checkbox"/>
NON-21	Financial – Invoices (vouchers)	4 years provided audited	Paper		<input type="checkbox"/>
NON-22	Financial – Inventories	Until superseded	Paper		<input type="checkbox"/>
NON-23	Financial – Investment ledger/records	4 years provided audited	Paper		<input type="checkbox"/>
NON-24	Financial - Purchase orders/requisitions	4 years provided audited	Paper		<input type="checkbox"/>
NON-25	Financial – Receipt journals	4 years provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
NON-26	Financial – Tax Budgets (County)	10 years provided audited	Paper		<input type="checkbox"/>
NON-27	Financial – Time Sheets	4 years provided audited	Digital		<input type="checkbox"/>
NON-28	Financial – W-2	6 years provided audited	Paper		<input type="checkbox"/>
NON-29	Financial – W-4, IT4	Until superseded	Paper		<input type="checkbox"/>
NON-30	Financial – Workers Compensation claims	10 years after termination of employment	Paper		<input type="checkbox"/>
PERM-16	Historical Files	Permanent	Paper		<input type="checkbox"/>
NON-31	Legal – Claims and litigation records	5 years after case is closed & appeals exhausted	Paper		<input type="checkbox"/>
PERM-17	Legal Opinions	Permanent	Paper		<input type="checkbox"/>
NON-32	Miscellaneous – Consultant Reports	4 years	Paper		<input type="checkbox"/>
NON-33	Miscellaneous – Correspondence (informative)	2 years	Paper & Digital		<input type="checkbox"/>
NON-34	Miscellaneous – Digital Video Surveillance	14 days	Digital		<input type="checkbox"/>
NON-35	Miscellaneous – Donation records (non-cash)	4 years	Paper		<input type="checkbox"/>
NON-36	Miscellaneous – Grant Files	5 years provided audited & end of grant	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
NON-37	Miscellaneous – Job Descriptions	Until superseded	Paper		<input type="checkbox"/>
NON-38	Miscellaneous – Meeting Room Applications	3 years	Digital		<input type="checkbox"/>
NON-39	Miscellaneous – Survey reports	4 years	Paper		<input type="checkbox"/>
NON-40	Miscellaneous – Technology Plan	Until superseded	Paper		<input type="checkbox"/>
NON-41	Miscellaneous – Transient material (all informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of admin. value	Paper & Digital		<input type="checkbox"/>
NON-42	Miscellaneous – Unusual Occurrence reports	2 years provided no claims pending	Paper		<input type="checkbox"/>
NON-43	Miscellaneous – Volunteer Records	Until person no longer volunteering	Paper		<input type="checkbox"/>
PERM-18	OPERS Records	Permanent	Paper		<input type="checkbox"/>
PERM-19	Payroll records (City, State and Federal Withholding forms, pay increase letters, sick and vacation leave, W-2's)	Permanent	Paper		<input type="checkbox"/>
PERM-20	Personnel Policies	Permanent	Paper		<input type="checkbox"/>
PERM-21	Personnel Records (Application, Hire Letter, Promotion Letter, Resignation Letter, Performance Evaluations, Notification of pay step increases)	Permanent	Paper		<input type="checkbox"/>