

**Barberton Public Library**  
**Public Records Commission Meeting, June 27, 2024**

**MEMBERS PRESENT**

Jennifer Doll  
James Leonard  
Terri Masich  
Heather McMullen  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Joshua Brickner, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer

**MEMBERS EXCUSED**

Kenneth Cheatham  
C. Racyne Leskanic

President McMullen called the meeting to order at 6:17 p.m.

Brickner presented the Board with a draft of the Records Retention Policy (RC-2), which will be forwarded to the Ohio Historical Connection for review before being filed with the State Auditor's office.

Hutchison left the meeting at 6:19 p.m. and returned at 6:20 p.m.

**RESOLUTION 17-2024** Moved by Miller seconded by Masich, **to approve the Records Retention Policy (RC-2)** as presented. See attached pages 2614 through 2621. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

When finalized, the RC-2 will be incorporated into the Library's Public Records policy, which will again require Board approval by resolution.

**Moved** by Miller, seconded by Masich, **to adjourn** the meeting at 6:20 p.m. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Motion carried.

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Heather McMullen, President

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Holly Miller, Vice President

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Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

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**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

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

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

**Section A: Local Government Unit**

Barberton Public Library

(Local Government Entity)

(Unit)

Joshua Brickner

Fiscal Officer

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Barberton Public Library

Records Commission

330-745-1194

(Telephone Number)

602 W. Park Ave

Barberton

44203

Summit

(Address)

(City)

(Zip Code)

(County)

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

[josh.brickner@barbertonlibrary.org](mailto:josh.brickner@barbertonlibrary.org)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

Signature

Title

Date

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2018

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**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

*See instructions before completing this form.*

Barberton Public Library

(Local Government Entity)

(Unit)

*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 Required by LGRP
100-01	Accounting Records not specified	5 years provided audited	Digital – UAN		<input type="checkbox"/>
100-02	Accounts payable ledger	5 years provided audited	Digital – UAN		<input type="checkbox"/>
100-03	Amended Official Certificates	5 years provided audited	Paper or Digital		<input type="checkbox"/>
100-04	Annual Budget Resolutions	Incorporated into minutes; Retain copies for 5 years	Paper or Digital		<input type="checkbox"/>
100-05	Annual Certificate of Estimated Resources	5 years, provided audited	Paper or Digital		<input type="checkbox"/>
100-06	Applications for Employment	Retain with Personnel Record if applicant employed, others 6 months	Paper		<input type="checkbox"/>
100-07	Appropriation Ledgers	5 years provided audited	Paper		<input type="checkbox"/>
100-08	Back-up or Archived Data Tapes	Until superseded	Digital		<input type="checkbox"/>
100-09	Bank Deposit Receipts	4 years provided audited	Paper		<input type="checkbox"/>
100-10	Bank statements/Canceled Checks	4 years provided audited	Paper		<input type="checkbox"/>

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Barberton Public Library

(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 LGRP	(6) RC-3 Required by LGRP
100-11	Book Inventories	Maintained Online Until Superseded	Digital		<input type="checkbox"/>
100-12	Budgets-Annual	25 years	Paper or Digital		<input type="checkbox"/>
100-13	Cash Journals	4 years provided audited	Paper		<input type="checkbox"/>
100-14	Certificates of Total Amounts from Sources Available for Expenditures	4 years provided audited	Paper or Digital		<input type="checkbox"/>
100-15	Check Registers	4 years provided audited	Digital – UAN		<input type="checkbox"/>
100-16	Depository Agreements	7 years provided audited	Paper		<input type="checkbox"/>
100-17	Encumbrance and Expenditure Journal	5 years provided audited	Paper or Digital		<input type="checkbox"/>
100-18	Fixed Asset Inventories	4 years, provided superseded and audited	Paper or Digital		<input type="checkbox"/>
100-19	Gift Donor Forms	3 years provided audited	Paper or Digital		<input type="checkbox"/>
100-20	Leases - Equipment	2 years after expiration	Paper or Digital		<input type="checkbox"/>
100-21	Leases – Real Estate	5 years after expiration	Paper or Digital		<input type="checkbox"/>
100-22	Levy Official Files	Life of Levy plus 5 years	Paper or Digital		<input type="checkbox"/>
100-23	Levy Campaign & Work Papers	5 years provided audited	Paper or Digital		<input type="checkbox"/>
100-24	Library Statistics – Monthly Reports	10 years	Paper or Digital		<input type="checkbox"/>

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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Barberton Public Library

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(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 Required by LGRP
100-25	Organizational Charts	Until Superseded	Paper or Digital		<input type="checkbox"/>
100-26	Patron Information	Permanent or three years after inactive	Paper or Digital		<input type="checkbox"/>
100-27	Petty Cash Receipts	4 years provided audited	Paper or Digital		<input type="checkbox"/>
100-28	Purchase Orders/Requisitions	4 years provided audited	Paper or Digital		<input type="checkbox"/>
100-29	Receipts Books	4 years provided audited	Paper or Digital		<input type="checkbox"/>
100-30	Record Requests	2 years	Paper or Digital		<input type="checkbox"/>
100-31	Vouchers with Invoices	4 years provided audited	Paper or Digital		<input type="checkbox"/>
100-32	Annual Financial Report to the Auditor of State	Permanent	Paper or Digital		<input type="checkbox"/>
100-33	Annual Reports	Permanent	Paper or Digital		<input type="checkbox"/>
100-34	Annual Report to the State Library	Permanent	Paper or Digital		<input type="checkbox"/>
100-35	Audit Reports from Auditor of State	Permanent	Paper or Digital		<input type="checkbox"/>
200-01	Board Adopted Policies	Until superseded, retain one copy until audited	Paper & Digital		<input type="checkbox"/>

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Barberton Public Library

(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 LGRP	(6) RC-3 Required by LGRP
200-02	Board Packages including monthly financial reports	6 years provided no historical value	Paper & Digital		<input type="checkbox"/>
200-03	Board Committee Papers	6 years provided audited and no historical value	Paper & Digital		<input type="checkbox"/>
200-04	Board of Trustee Minutes	Permanent	Paper & Digital		<input type="checkbox"/>
200-05	Former Trustees Appointments, Resignations	60 years	Paper or Digital		<input type="checkbox"/>
200-06	Records Commission File	Permanent	Paper or Digital		<input type="checkbox"/>
300-01	Bids (Successful)	15 years after expiration of contract	Paper		<input type="checkbox"/>
300-02	Bids (Unsuccessful)	4 years after letting of contract, provided audited	Paper		<input type="checkbox"/>
300-03	Building Specifications (blueprints)	Permanent	Paper		<input type="checkbox"/>
300-04	Prevailing Wage Records	4 years provided audited	Paper or Digital		<input type="checkbox"/>
300-05	Quotations (for goods/services)	4 years provided audited			<input type="checkbox"/>
400-01	Correspondence	Until no longer of admin value	Paper		<input type="checkbox"/>
400-02	E-mail	Retain according to content. See correspondence.	Digital – Clevnet enforced archival		<input type="checkbox"/>

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500-01	Annual employee leave use/balance report	Until incorporate into annual leave balance report	Paper & Digital UAN		<input type="checkbox"/>
500-02	Bi-weekly report of leave use and balances	Until incorporate into annual leave balance report	Paper		<input type="checkbox"/>
500-03	Court orders for payroll deductions	2 years after term of employment or order rescinded	Paper		<input type="checkbox"/>
500-04	Documentation of leave	5 years provided audited	Paper or Digital		<input type="checkbox"/>
500-05	Employee earning records	5 years after termination	Paper & Digital UAN		<input type="checkbox"/>
500-06	Employer quarterly federal tax return	5 years provided audited	Paper		<input type="checkbox"/>
500-07	Garnishment orders	5 years after termination of employment or order rescinded	Paper		<input type="checkbox"/>
500-08	Payroll Records	75 years	Paper or Digital		<input type="checkbox"/>
500-09	Payroll Tax Records	75 years	Paper or Digital		<input type="checkbox"/>
500-10	PERS Records	Permanent	Paper or Digital		<input type="checkbox"/>
500-11	Personnel Records	75 years	Paper or Digital		<input type="checkbox"/>

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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500-12	Position Descriptions	Until superseded or position abolished	Paper or Digital		<input type="checkbox"/>
500-13	State income tax reports	25 years	Paper		<input type="checkbox"/>
500-14	Timesheets	60 years	Paper or Digital		<input type="checkbox"/>
500-15	Unemployment Compensation Claims	4 years provided audited	Paper or Digital		<input type="checkbox"/>
500-16	W-2 forms	75 years	Paper or Digital		<input type="checkbox"/>
500-17	W-4 forms	4 years until superseded or employee terminates	Paper or Digital		<input type="checkbox"/>
500-18	Workers compensation claims	10 years after final date of payment	Paper or Digital		<input type="checkbox"/>
600-01	Circulation records	Maintained online until material returned	Digital – Clevnet enforced		<input type="checkbox"/>
600-02	Contracts & Agreements	15 years after expiration or termination	Paper		
600-03	Deeds	Permanent	Paper		<input type="checkbox"/>
600-04	Formal legal opinions	Permanent	Paper		<input type="checkbox"/>
600-05	Grant Files/Records	10 years provided audited and disputed resolved	Paper		<input type="checkbox"/>



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600-06	Accident/Illness Reports- Non-Employee	6 years provided no action pending	Paper or Digital		<input type="checkbox"/>
600-07	Insurance policies	4 years after expiration, provided all claims settled	Paper		<input type="checkbox"/>
600-08	Interlibrary loan Records	7 days after material is returned unless there are financial obligations	Paper		<input type="checkbox"/>
600-09	Lawsuits	5 years after decision	Paper		<input type="checkbox"/>
600-10	Lost Book/Fine Records	Once paid for, removed from patron history	Digital		<input type="checkbox"/>
600-11	Software	Destroy when obsolete	Digital		<input type="checkbox"/>
600-12	Trust Agreements	Permanent	Paper		<input type="checkbox"/>
600-13	Digital Video Surveillance	30 days or until superseded	Digital		<input type="checkbox"/>
600-14	Video/Audio recording – proceedings	1 year	Digital		<input type="checkbox"/>
600-15	Voicemail Messages	Until no longer of administrative value	Digital		<input type="checkbox"/>