



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION Page 1 of 16

OCT 25 2016

STATE AND LOCAL
RECORDS RETENTION SCHEDULES

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Franklin County Convention Facilities Authority

<u>Maria C. Mercurio</u>	Maria Mercurio	(unit) Finance Director	<u>10/25/16</u>
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Franklin County Convention Facilities Authority		614-827-2805	
		(telephone number)	
400 North High Street, 4 th floor	Columbus	43215	Franklin
(address)	(city)	(zip code)	(county)

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

_mmercurio@fccfa.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.

<u>Don L. Brown</u>	<u>10/25/16</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<u>Fred Prentiss</u>	<u>State Archivist</u>	<u>11/22/2016</u>
Signature	Title	Date

Section D: Auditor of State

<u>Martin E. Mueh</u>	<u>Records Mgr</u>	<u>12-6-16</u>
Signature	Title	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

Franklin County Conventions Facility Authority

General Records Retention Schedule

I. Introduction

The Franklin County Convention Facilities Authority's ("FCCFA") General Records Retention Schedule ("General Schedule") accounts for the management and disposition of FCCFA records, and record series that are used in the course of business. The FCCFA's Public Records Policy was adopted on April 15, 2008 through resolution 2008-8. The General Schedule was reviewed and approved by the FCCFA Board of Directors through resolution 2016-21, on 10/18/16. The Board of Directors also approved of the creation of a Records Commission consisting of the Chair of the Board of Directors, the Secretary of the Board of Directors, and the Executive Director. The Records Commission is responsible for reviewing and managing the General Schedule. The Records Commission may also make any necessary changes to the General Schedule.

The General Schedule and required form RC-2 (Attachment A) was then submitted to the Ohio History Connection for approval. The General Schedule was approved by the Ohio History Connection on _____. The General Schedule was then submitted to and approved by the Auditor of State on _____. Records identified by the Ohio History Connection as requiring historical review before destruction are noted on the General Schedule.

A record is "any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in ORC 1306.01, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the office."¹ A record series is a group of related records filed and/or used together as a unit and therefore evaluated as a unit for retention and disposition purposes. A records retention schedule is a comprehensive list of record series, indicating for each the length of time the series is to be maintained and its disposition.

All FCCFA employees must familiarize themselves with the General Schedule, and have an understanding of what records – paper-based and electronic – they create and/or receive and are required to manage. Employees must conduct an inventory of their records and map them to the General Schedule.

II. Disposition

Part of any effective records management program is timely disposition of obsolete records and the documentation thereof. The FCCFA General Schedule identifies four (4) timely disposition options:

- **Destroy – Secured:** If the record contains restricted, confidential, privileged, or personal identifiers of employees, the records must be destroyed in a secure manner such as incineration, maceration, shredding, pulping, or secure electronic destruction. The most common method will be shredding.

¹ ORC 149.011(G).

- **Destroy:** If the record series does not contain restricted information, the records may be destroyed by placing in trash or recycling, via electronic destruction, or in any of the manners described under secured destruction.
- **Permanent:** Records deemed to have high administrative, legal, or historical value will be kept permanently.
- **Historical Review:** Records containing information that may be of value to the Ohio History Connection will be submitted for historical review.

The Finance Director for the FCCFA is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.

Before actually disposing of the records, the FCCFA shall complete and forward a Certificate of Records Disposal (Attachment B) to the Ohio History Connection. The Ohio History Connection must approve the proposed document destruction and may request any documents they deem to be of historical value. It is recommended that records are purged on an annual basis at a minimum.

From time to time, the FCCFA Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn by the Executive Director. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

III. Retention

Record retention periods may be a set period of time or can be event-driven. Below are several retention terms used in the FCCFA General Schedule:

- **Active +:** This retention period indicates that the final disposition clock does not start until the active period is over. *For example: Contracts must be retained Active + eight years meaning the contract will be retained for eight years after it has expired and all contractual obligations are completed.*
- **Life of:** This retention period indicates that final disposition occurs after the record, equipment, or structure is completed, destroyed, or sold. *For example: Office equipment records are kept for the life of the equipment. Once the equipment is sold or destroyed the records associated with it shall also be destroyed.*
- **Until Superseded:** This retention period pertains to documents that are routinely updated and therefore superseded by the current version.
- **Transient:** Documents including telephone messages, some emails, drafts, and other documents, which serve to convey information of a temporary value, have a very short lived administrative, legal and/or fiscal value and should be destroyed in an appropriate manner once that value has expired. Typically, the retention period is not a fixed period of time, but is event driven. It may be as short as a few hours and could be as long as several days or weeks.

- **Until No Longer of Administrative Value:** A record with administrative value is one used by the office to carry out its duties. Administrative value is based on how often and for how long the record is used by office personnel and whether a program would be jeopardized upon disposal of the record. This destruction event is similar to that of transient documents in that the record will be destroyed when it is no longer of value to the operation of the FCCFA, however, retention periods under this definition are usually much longer than for transient documents.

IV. Electronic Records

Electronic records will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Retention of emails is based upon content, not the fact that it is an email message. An email is composed of:

- A textual message;
- Metadata (To, From, Subject, Time, Date, etc.); and
- Attachments

If an email meets the criteria of a record, it must be managed as such, with as much effort, and vigilance as one would any other record. However, only a small amount of email messages must be kept for anything other than a transitory period of time. Email messages which have outlived their administrative value should be disposed of as quickly as possible to reduce the number of messages which must be retained.

V. Emergency Planning

FCCFA records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the FCCFA operating in an emergency will be duplicated or backed up at least once every month and will be maintained off-site.

VI. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the FCCFA, and its employees and possible disciplinary action against responsible individuals. The Executive Director and Chair of the Records Commission will periodically review these procedures with legal counsel or the FCCFA's certified public accountant to ensure that they are in compliance with new or revised regulations.

Attachment A



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

Page _____ of _____

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Franklin County Convention Facilities Authority

(local government entity)	Maria Mercurio	(unit) Finance Director	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Franklin County Convention Facilities Authority	614-827-2805	
	(telephone number)	
400 North High Street, 4 th floor	Columbus	43215
(address)	(city)	(zip code)
		Franklin
		(county)

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

mmercurio@fccfa.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

Attachment B



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form.

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

(local government entity) (unit) (contact person) (telephone number) (location of records)

(address) (city) (zip code) (county) (date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official) (title) (telephone number)

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

*Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.*

Franklin County Convention Facilities Authority General Records Retention Schedule (Draft)

This schedule lists records held and created by the Franklin County Convention Facilities Authority ("Authority"). The retention periods specified herein are either required by statute or have been determined by best practice. Because permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. Digital records with greater than a 10 year retention period are also maintained in either paper or microfilm formats. Authority records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until any legal holds have been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Schedule Number	Record Series	Description	Retention Period	Disposition Method	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
ADMN200.0	ACCIDENT REPORTS/FILES	Reports of personal or property damage involving an FCCFA vehicle or occurring on FCCFA owned property.	Six years.	Destroy - Secured	Paper, Electronic		
ADMN100.0	AGENDAS	A list of items to be discussed and/or acted upon during non-board meetings.	Two years.	Destroy	Paper, Electronic		
ACCT100.0	ANNUAL BUDGET REPORT	Fiscal allocation and long-term forecast. Includes facility operating budgets.	Five years.	Destroy - Secured	Paper, Electronic		
FIN100.0	ARBITRAGE REBATE REPORTS	Arbitrage calculations related to bond issues.	Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired.	Destroy - Secured	Paper, Electronic		
ADMN300.0	ARENA TRANSACTION DOCUMENTS	Agreements regarding operation of Nationwide Arena.	Permanent.	Permanent	Paper, Electronic		
CONST100.0	AS-BUILT FACILITY DRAWINGS	Blueprints, Drawings, CAD Documents, Project Manuals, Record Set Documents, and Conformance Set.	Permanent.	Permanent	Paper, Electronic		✓
PER100.0	ATTENDANCE RECORDS	Documents employee work attendance, including leave requests.	Three years.	Destroy - Secured	Electronic		
ACCT200.0	AUDIT REPORTS (FEDERAL, STATE & INTERNAL)	Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditors or conducted internally. Including facility operating audits.	Retain final audit reports permanently.	Permanent	Paper, Electronic		✓
ADMN400.0	BACKUP DATA	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle.	Destroy	Electronic		

ADMN500.0	BIDS AND SPECIFICATIONS (Successful)	Records documenting the purchase of goods and services. Includes specifications, bonding information, bid forms and amounts, etc. Incorporate into contract file. -	Active + eight years.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN500.1	BIDS AND SPECIFICATIONS (Unsuccessful)	Submittal Information.	Active + two years.	Destroy - Secured	Paper, Electronic		
ADMN100.1	BOARD MEETING INFORMATION PACKETS	Board packet including agenda, minutes, financial information, hand-outs, Executive Director's reports, resolutions. Includes Committee meetings.	Permanent.	Permanent	Paper, Electronic		✓
ADMN100.2	BOARD MEMBER APPOINTMENTS	Documentation of board appointments, committee assignments, photos, bios, resumes, terms.	Permanent.	Permanent	Paper, Electronic		
FIN200.0	BOND ISSUE DRAFT DOCUMENTS	Drafts of transcript documents, trust agreements, official statements, transaction summary information, revenue forecasts, preliminary market information and presentations.	Active + one year after completion of bond issue.	Destroy - Secured, Historical Review	Paper, Electronic		
FIN200.1	BOND ISSUE SUPPORT DOCUMENTS	Final plan of finance to include debt structure, coverage projections and funding/revenue analysis, rating agency presentation information, transaction summary information (final), project related studies and reports (when applicable), project budgets, and market information.	Permanent.	Permanent	Paper, Electronic		
FIN200.2	BOND TRANSCRIPT DOCUMENTS	All transcripts of proceeding documents including trust agreements, lease and sub lease agreements, issuer documents, city and county documents, trustee documents, underwriter documents, opinions, official statements (preliminary and final), bond purchase agreements, rating letters, letters of instruction, certificates, and disclosure agreements.	Permanent.	Permanent	Paper, Electronic		

ACCT100.1	BUDGET PREPARATION DOCUMENTS (Working papers)	Final annual budgets, and relevant preparation documents. Includes budgets for Hilton, GCCC, Nationwide Arena, and Parking Facilities.	Retain final budgets permanently. Preparation documents for two years.	Destroy - Secured	Paper, Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
FIN300.0	CAPITAL ASSETS INVENTORY	Listing of FF&E for facilities and capital improvement purchases.	Active + five years provided audit.	Destroy - Secured, Historical Review	Paper, Electronic		
CONST200.0	CONCEPTUAL DESIGNS, CONTRACT BID DRAWINGS & SPECS (NON FINAL)	Schematic Design Development, and Construction Documents.	Active + five years.	Destroy - Secured, Historical Review	Paper, Electronic		
CONST300.0	CONSTRUCTION RECORDS (NON-FINANCIAL)	OAM Minutes, submittals, RFIs.	Permanent.	Permanent	Paper, Electronic		
CONST300.1	CONSTRUCTION RECORDS (FINANCIAL)	Pay applications, construction contracts, project budgets, and schedules.	If bond financed retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired. If not bond financed retain active + five years provided audit.	Destroy - Secured, Historical Review	Paper, Electronic		✓
CONST300.2	CONSTRUCTION MATERIAL PRESENTATIONS AND DOCUMENTATION	Material boards and product samples.	Active + five years.	Destroy	Physical Samples		
CONST400.0	CONSTRUCTION PROGRESS DOCUMENTS	Visual and written documentation of building progress both before and during construction. Includes project renderings.	Permanent.	Permanent	Paper, Electronic		
ADMN300.1	CONTRACTS/AGREEMENTS	Legal agreements with individuals, organizations, or entities to procure goods and/or services, excluding construction contracts.	Active + eight years.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN400.1	COPIES OF RECORDS	Additional copies of records or images which are no longer required and serve no useful purpose.	Until no longer of administrative value.	Destroy, Historical Review	Electronic		
COMM100.0	CORRESPONDENCE - TRANSIENT	All informal and/or temporary messages. Also includes anonymous, unsigned and/or unsolicited written, or electronic materials, including, but not limited to, anonymous complaints, anonymous writings from individuals inside or outside the FCCFA, and voice mail messages.	Until no longer of administrative value.	Destroy	Paper, Electronic		

COMM100.1	CORRESPONDENCE - GENERAL	Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Includes copies of outgoing correspondence maintained for reference purposes.	Two years.	Destroy	Paper, Electronic		
COMM100.2	CORRESPONDENCE - SUBSTANTIVE	Correspondence dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, programs, financial and personnel matters.	Five years; file with related records if content requires longer retention.	Destroy - Secured, Historical Review	Paper, Electronic		✓
PER300.0	DIRECTORIES/LISTS/ROSTERS	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced.	Destroy - Secured, Historical Review	Electronic		✓
ADMN600.0	DISASTER PLANS (Continuity of Operations Plan, Business Continuity Plan)	Documents plans and procedures to protect and reestablish operations in the event of a disaster. Includes records of fire, tornado, and other emergency drills.	Until updated or superseded.	Destroy - Secured	Paper, Electronic		
ADMN700.0	DRAFTS/TRANSIENT RECORDS	Preliminary working documents and other documents which serve to convey information of temporary importance.	Until no longer of administrative value.	Destroy	Paper, Electronic		
PER400.0	EMPLOYMENT APPLICATIONS/RESUMES- UNSUCCESSFUL-NOT HIRED	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Two years.	Destroy - Secured	Paper, Electronic		
ENV100.0	ENVIRONMENTAL REPORTS	Phase I & II relating to owned property.	Until Superseded.	Destroy - Secured	Paper, Electronic		
ADMN800.0	EQUIPMENT MAINTENANCE RECORDS	Files documenting ownership, warranties, routine maintenance and repair of CFA owned and/or leased equipment. Includes information on CFA owned vehicles.	Life of the equipment.	Destroy - Secured	Paper, Electronic		
ADMN300.2	FACILITY OPERATING REPORTS	Reports containing substantive information of operations, policies, procedures, and planning of facilities.	Five years.	Destroy - Secured, Historical Review	Paper, Electronic		✓

ADMN300.3	FACILITY MANAGEMENT AGREEMENTS	Management agreements with Hilton, SMG, Levy, Centerplate, and CAM/OSU.	Active + eight years.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN300.4	FACILITY MANAGEMENT REPORTS	Facility Managers Annual Incentive Review and Annual Report.	Active + eight years provided audit.	Destroy - Secured, Historical Review	Paper, Electronic		✓
FIN300.1	FINANCIAL RECORDS	Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/billbacks; bill schedules (listing of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; employee travel reimbursements; petty cash; etc.	Five years provided audit.	Destroy - Secured, Historical Review	Paper, Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
ACCT400.0	HOTEL/MOTEL TAX INFORMATION	Documentation of hotel/motel tax revenue.	Permanent.	Permanent	Paper, Electronic		
ADMN900.0	IMAGE FILES	Visual documentation of a person, place or event.	Until no longer of administrative value. Appraise for historical value.	Destroy, Historical Review	Electronic		✓
ADMN200.1	INSURANCE CLAIMS	Documents relating to any insurance claims made by, or against, the FCCFA. Includes any related crime, police, or vandalism reports.	Active + two years provided all claims are settled.	Destroy - Secured	Paper, Electronic		
ADMN200.2	INSURANCE POLICIES	Documents listing terms and conditions between the FCCFA and insurance providers.	Active + two years, provided all claims settled and appeals exhausted.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN200.3	INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies.	Active + two years, provided all claims settled and appeals exhausted.	Destroy - Secured	Paper, Electronic		
ADMN1010.0	INVESTMENT POLICY	Description of FCCFA investment policies and procedures.	Active + five years.	Destroy	Paper, Electronic		
ADMN1010.1	INVESTMENT RECORDS	Documentation of investments, bank statements, and proof of purchase.	Active + five years, provided audit.	Destroy - Secured, Historical Review	Paper, Electronic		

PER500.0	JOB DESCRIPTIONS	Documents detailing the classification, needed experience/education/physical requirements, and duties by position title.	Until superseded or classification abolished.	Destroy	Electronic		
LEG100.0	LEGAL ADVICE AND MEMORANDA	Legal advice and related documents prepared by FCCFA counsel.	Retain until no longer of administrative value.	Destroy - Secured	Paper, Electronic		
LEG100.1	LEGAL NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	One year or until superseded.	Destroy, Historical Review	Paper, Electronic		
LEG200.0	LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency. Includes occupancy permits and related building inspection documents.	Active + one year.	Destroy - Secured	Paper, Electronic		
LEG300.0	LITIGATION RECORDS	Records related to legal claims against an office and subsequent legal actions and court proceedings.	Active + five years, provided all appeals are exhausted.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN2000.0	MAILING LISTS	List of individuals and addresses for mail distribution.	Until updated, superseded or obsolete.	Destroy	Electronic		
ADMN300.5	MANAGEMENT AND OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Five years.	Destroy - Secured, Historical Review	Paper, Electronic		✓
PER500.1	MANUALS, HANDBOOKS	Documents related to activities and operation of office and facilities. May include rules, employee manuals, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced.	Destroy - Secured, Historical Review	Paper, Electronic		
ACCT100.2	MONTHLY FINANCE/ACCOUNTING REPORTS	Statistical reports documenting financial performance.	Five years provided audit.	Destroy - Secured	Paper, Electronic		
ADMN100.3	OFFICIAL COPY	Official copy of proceedings of regular and special board/committee meetings.	Permanent.	Permanent	Paper, Electronic		✓
PER100.1	PAYROLL RECORDS	Time sheets, requests for leave, and payment records.	Five years provided audit.	Destroy - Secured	Paper, Electronic		
PER600.0	PERS INFORMATION	Payments, correspondence, employer notices.	Five years provided audit.	Destroy - Secured	Paper, Electronic		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

PER100.2	PERSONNEL RECORDS - EMPLOYMENT FILES	Documentation of service throughout the duration of an individual's employment, including applications, resumes, evaluations, disciplinary proceedings, certifications, training and continuing education.	Active + five years.	Destroy - Secured, Historical Review	Paper, Electronic		
PER100.3	PERSONNEL RECORDS - EMPLOYEE MEDICAL RECORDS	Records pertaining to employee's medical insurance, conditions, etc., as related to their employment. Includes HIPAA, FMLA information.	Seven years.	Destroy - Secured	Paper, Electronic		
PER100.4	PERSONNEL RECORDS - WORKER'S COMPENSATION CLAIMS	Files covering claims made by employees for Worker's Compensation benefits; includes claims, investigations, hearings, results, requirements, terms and conditions, etc.	Active + ten years.	Destroy - Secured	Paper, Electronic		
ADMN900.1	PLATS AND MAPS	Renderings noting locations and/or boundary lines.	Permanent.	Permanent	Paper, Electronic		✓
PUBS100.0	PRESS/NEWS RELEASES	Information disseminated to the public through media outlets.	Until no long of administrative value.	Destroy, Historical Review	Paper, Electronic		
ADMN3000.0	PREVAILING WAGE	Submittals, wage reports, affidavits, waivers and other information.	Active + three years.	Destroy - Secured	Paper, Electronic		
CONST200.1	PROJECT PLANS/DRAWINGS (Conceptual)	Written plan or pictorial diagrams for proposed projects or programs.	Permanent.	Permanent	Paper, Electronic		
ADMN300.6	PROPERTY LEASE AGREEMENTS	Lease agreements of property owned/leased by the Authority, including leases to Hyatt Regency, Drury Inn, first floor vendors, and the City of Columbus.	Active + five years.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN300.7	PROPERTY OWNERSHIP	Deeds, easements, abstracts, purchase information, and licenses regarding property used/owned by the Authority.	Permanent.	Permanent	Paper, Electronic		
ACCT500.0	PROPERTY TAX RECORDS	Payments, Board of Revision submittals and decisions, tax abatement requests and approvals.	Active + five years.	Destroy - Secured, Historical Review	Paper, Electronic		
PUBS100.1	PUBLICATIONS	Brochures, promotional materials, and videos created by FCCFA to inform the public of services and functions.	Permanent.	Permanent	Paper, Electronic		
PUBS200.0	PUBLIC RELATIONS EVENT INFORMATION	Materials and resources compiled or created for public relations events.	Permanent.	Permanent	Paper, Electronic		

ADMN900.2	RECORDINGS - Meeting minutes	Audio recordings of board and committee meetings.	Retain until transcribed into hard copy and approved.	Destroy - Secured, Historical Review	Electronic		
ADMN900.3	RECORDINGS - Video	Video recordings including exhibits, movies, and video productions.	Permanent.	Permanent	Electronic		
ADMN4000.0	RECORDS INVENTORY	A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Until superseded.	Destroy	Paper, Electronic		
ADMN4000.1	RECORDS REQUESTS	Requests to inspect and review public records.	Two years.	Destroy	Paper, Electronic		
ADMN4000.2	RECORDS RETENTION AND DISPOSITION FORMS	Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of the office.	Permanent.	Permanent	Paper, Electronic		
ADMN500.2	REQUESTS FOR PROPOSALS, REQUESTS FOR QUALIFICATIONS (Successful)	Records documenting the purchase of goods and services. Includes advertisements, bonding information, references, qualifications, etc. Incorporate into contract file.	Active + eight years.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN500.3	REQUESTS FOR PROPOSALS, REQUESTS FOR QUALIFICATIONS (Unsuccessful)	Submittal information.	Active + two years.	Destroy - Secured	Paper, Electronic		
ADMN700.1	RESEARCH REPORTS	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Five years.	Destroy, Historical Review	Paper, Electronic		✓
ADMN100.4	RESOLUTIONS	Written motion officially documenting policy development and decisions.	Permanent.	Permanent	Paper, Electronic		✓
ADMN900.4	SCRAPBOOKS	Compilation of materials for retention of institutional memory.	Permanent.	Permanent	Paper		✓
ADMN300.8	SPECIAL IMPROVEMENT DISTRICT DOCUMENTS	Agreements, plans, financial information.	Active + five years.	Destroy - Secured, Historical Review	Paper, Electronic		✓
PUBS300.0	SPEECHES/PRESENTATIONS	Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value.	Destroy - Secured, Historical Review	Paper, Electronic		

ADMN5000.0	SURVEYS AND QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value.	Destroy	Paper, Electronic		
ACCT500.1	TAX INFORMATION	1099, W2 (Employer Copy), W4 forms.	Active + five years.	Destroy - Secured	Paper, Electronic		
LEG400.0	TRADEMARK/COPYRIGHT DOCUMENTS	Documents relating to any trademarks or copyrights held by the FCCFA.	Active + two years.	Destroy - Secured, Historical Review	Paper, Electronic		
ADMN6000.0	TECHNOLOGY SYSTEMS - REPAIRS	Documents relating to the replacement of equipment or computer operating systems.	Retain for life of the equipment.	Destroy - Secured	Paper, Electronic		
ADMN6000.1	TECHNOLOGY SYSTEM SPECIFICATIONS	Documents necessary for using the system: user guides, system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Active + three years.	Destroy - Secured	Electronic		
ADMN6000.2	TECHNOLOGY SYSTEMS - USER ACCESS	Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of administrative value.	Destroy - Secured	Electronic		
COMM200.0	TELEPHONE RECORDS - LOGS	Logs - track incoming calls.	Six months.	Destroy	Paper, Electronic		
COMM200.1	TELEPHONE RECORDS - MESSAGES	Messages for recipients received via telephone.	Retain until no longer of administrative value.	Destroy - Secured	Paper, Electronic		