



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

OHIO HISTORY CONNECTION

MAY 2 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

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

Holmes County

Veteran Services Office

(Local Government Entity)

(Unit)

Brandon Irving

Brandon Irving

Director

3/31/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

75 E. CLINTON ST

MILLERSBURG

44654

HOLMES

(Address)

(City)

(Zip Code)

(County)

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

vyoung@co.holmes.oh.us

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.

Raymond Taylor

05/02/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Angie Gurbel

Government Records Archivist

6/1/2022

Signature

Title

Date

Section D: Auditor of State

Records Manager

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

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

See instructions before completing this form.

Holmes County Veteran Services

(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
HCVet-1	Annual Budget – Includes line item and projected encumbrances	3 yrs	Paper/ Electronic		<input type="checkbox"/>
HCVet-2	Headstone Applications (VA Form 40-1330)	Permanent	Paper/ electronic		<input checked="" type="checkbox"/>
HCVet-3	Claims Case Files (VA Forms, Responses, Correspondence, and pertinent information)	7 yrs	Paper		<input type="checkbox"/>
HCVet-4	Pamphlets (Informational handouts)	Until Superseded	Paper		<input type="checkbox"/>
HCVet-5	Board Minutes (IAW Ohio Sunshine Law)	Permanent	Paper		<input checked="" type="checkbox"/>
HCVet-6	Burial Applications (applications for burial in a Veterans cemetery)	3 yrs	Paper/ Electronic		<input type="checkbox"/>
HCVet-7	Bonus Requests (State/Federal bonus applications for specific wartime theaters)	1 yr	Paper/ Electronic		<input type="checkbox"/>
HCVet-8	Burial Record (Documents that confirm internments in Federal or State Veteran Cemeteries)	Perm	Paper		<input checked="" type="checkbox"/>
HCVet-9	DD-214/Separation Documents	Perm	Paper/ Electronic		<input type="checkbox"/>
HCVet-10	Financial Aid Applications (Application Forms/Bank Statements/Bills)	3 yrs	Paper		<input type="checkbox"/>
HCVet-11	Financial Aid - Summary of Assistance Given	Perm	Paper/ Electronic		<input type="checkbox"/>
HCVet-12	OSACVSO Annual County Activity Report	Permanent	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Holmes County Veteran Services**

(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
HCVet-13	Vehicle Maintenance Logs (Mileage Reports/Maintenance Logs/Service Reports)	5 yrs	Paper		<input type="checkbox"/>
HCVet-14	Telephone Messages	Until no longer needed	Paper		<input type="checkbox"/>
HCVet-15	Purchase Orders (Budget Expenditures)	3 yrs	Paper		<input type="checkbox"/>
HCVet-16	Personnel Payroll Documents (Leave Requests/Sick time/Time cards/Transmittal Reports)	5 yrs	Paper		<input type="checkbox"/>
HCVet-17	Manuals and Directives (Veteran Affairs/OSACVSO provided)	Until Obsolete/replaced	Paper		<input type="checkbox"/>
HCVet-18	Service/Maintenance Contracts	1 yr after contract is terminated	Paper		<input type="checkbox"/>
HCVet-19	Employment Applications (not-hired)	1 yr	Paper		<input type="checkbox"/>
HCVet-20	Personnel Records (continuing education, discipline records, Letters of Appreciation, resignation, Appointment letters)	5 yrs post-employment termination/resignation/retirement	Paper		<input type="checkbox"/>
HCVet-21	OSACVSO Annual County Personnel Report	Permanent	Paper		<input checked="" type="checkbox"/>
HCVet-22	Holmes County Annual Asset Report	3 yrs	Paper/ Electronic		<input type="checkbox"/>
HCVet-23	Department Policies	5 yrs post-replacement	Paper/ Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Holmes County Veteran Services

(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
HCVet- 24	Office Correspondence (Letters/Surveys)	1 yr or until no longer needed	Paper		<input type="checkbox"/>
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