

## CAPITOL SQUARE REVIEW AND ADVISORY BOARD RECORDS RETENTION SCHEDULE

<b>Capitol Square Review and Advisory Board</b>			
<b>Ohio Statehouse</b>			
<b>1 Capitol Square</b>			
<b>Columbus, Ohio 43215-4275</b>			
<i>Laura Battocletti</i>	<b>Laura P. Battocletti</b>	<b>02-15-24</b>	<b>Executive Director</b>
Signature	Printed Name	Date	Title
<b>RECORDS SERIES</b>			
<b>DESCRIPTION</b>			
<b>RETENTION PERIOD</b>			
<b>Agency Publications</b>			
<b>Employee Handbooks, Manuals, Directives and Policies</b>	Publications and correspondence produced by agency detailing management, operations, policies, employee expectations, regulations, and/or procedures of agency	Retain until superseded, obsolete or replaced, and no longer of administrative value, then destroy. Keep one version past.	
<b>Board Meeting Minutes and Agenda</b>	Includes official minutes, agendas, and all supporting documentation of Board meetings	Permanent	
<b>Lists/Directories</b>	Includes mailing lists, directories, rosters and registers compiled by agency, lists/directories of current and former employees, agency and departmental contacts, and service providers.	Retain until superseded, obsolete or replaced, then destroy	
<b>Contracts</b>			
<b>Contracts, Procurement, and Related Purchasing Documents</b>	All contracts for the purchase of goods and/or services, including, but not limited to, contracts for maintenance, operation, life and safety, engineer and architect, operation of the Statehouse Cafe, and preferred caterer and service provider agreements. Records include related documents such as contract amendments, bid/proposal information, qualifications, complaints to vendors, Request to Purchase forms and associated support documentation, and non-disclosure agreements.	Retain 6 years after expiration of contract, then destroy	
<b>Unsuccessful Bids and Submissions by Vendors</b>	Quotes, proposals, and pricing for goods and/or services submitted in response to a request for proposal/quotation or other solicitation of competitive bids that were not ultimately selected for award of a contract. Records include, but are not limited to, requests for quotes/qualifications/proposals, questions and answers, evaluations/scoring sheets, and bidding challenges.	Retain 2 years from award of contract	
<b>Correspondence</b>			
<b>General Correspondence</b>	Routine correspondence pertaining to day-to-day activities of the office. Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	Retain 6 months, then destroy	

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<b>Executive Correspondence</b>	Correspondence of agency head dealing with significant aspects of the administration of their office. Records document major activities, organizational functions, and agency history, and includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Retain 2 years, then contact State Archives for possible transfer and retention before destroying
<b><u>Insurance</u></b>		
<b>Policies and Claims</b>	Includes copies of policies, claims, and related documents, official copies of which are maintained by Department of Administrative Services; copies of accident reports provided by Ohio State Highway Patrol	Retain 4 years, then destroy if no longer of administrative value
<b><u>Legal/Court Cases/Lawsuits</u></b>		
<b>Claims and Litigation Records</b>	These records document legal cases involving the agency, including court records, research materials, memoranda, reports, correspondence, and other related information.	Retain 2 years after case is closed and no further appeals can be filed, then destroy. If case is dismissed without prejudice, retain 1 year after statute of limitations runs, then destroy
<b><u>Legislation/Rules</u></b>		
<b>Legislative Analysis Files</b>	Analysis of potential or proposed legislation and its impact on the office. Can include, but is not limited to, copies of current and pending legislation or draft legislation, analysis of issues and impact, correspondence, research materials, and memoranda recommending office position on legislation.	Retain during current General Assembly, then destroy if no longer of administrative value
<b>JCARR Rules Files</b>	Contains administrative rules, rule summary, fiscal analysis, and other materials associated with promulgation, amendment, rescission, and review of Ohio Administrative Code rules pertaining to the CSRAB	Retain 4 years, then destroy
<b><u>Public Records</u></b>		
<b>Public Records Request Files</b>	Requests, responses, including redacted and unredacted copies of records provided, and related internal and external correspondence	Retain 3 years, then destroy
<b>Records Retention Schedule</b>	Form used to identify the length of time different series of records must be retained by CSRAB before final disposition	Retain until superseded by revised retention schedule, then destroy
<b><u>Battery A</u></b>		
<b>Battery A Information Files</b>	Includes, but is not limited to, commissioning documents, memoranda of understanding, documents requiring the approval of the CSRAB Executive Director, cannon info, trailer info, re-enactment info, and safety info	Retain the sooner of 2 years, or until superseded, obsolete, or replaced, then destroy if no longer of administrative value.
<b><u>Buildings &amp; Grounds</u></b>		
<b>Building Maintenance, Equipment and Security Information</b>	Includes records related to building maintenance equipment and systems such as HVAC, elevator, electric, plumbing, security	Retain 2 years, then destroy if no longer of administrative value

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<b>Vehicle Records</b>	Inventory of CSRAB-owned/leased vehicles including, but not limited to, registration, insurance, warranty information, operating manuals, and maintenance reports	Retain during ownership or lease of vehicle and for 5 years thereafter, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Drawings, Specification Books, Blueprints and Maps of Buildings</b>	Detailed building floor plans, furniture inventory, paint schedule, and paint specifications	Permanent
<b>Operation and Service Manuals</b>	Operation and service manuals for the Capitol Square Complex	Retain until superseded, obsolete or replaced, then destroy if no longer of administrative value
<b>Construction Project Files</b>	Construction project records, including all those pertaining to the Statehouse Restoration (1989 to 1996)	Permanent
<b>Occupancy Certificates</b>	Occupancy certificates for buildings and garage	Permanent
<b><u>Communications</u></b>		
<b>Speeches</b>	Printed or recorded copies of public speeches given by CSRAB representatives pertaining to CSRAB policies, programs, or issues	Retain 2 years. Then, destroy if no longer of administrative value.
<b>Media Releases and News Bulletins</b>	Includes news/press releases and bulletins issued by agency	Retain 2 years. Then, destroy if no longer of administrative value.
<b>Promotional and Educational Materials</b>	Includes photographic and audiovisual materials used for promotional and educational purposes	Retain 2 years. Then, destroy if no longer of administrative value.
<b><u>Education</u></b>		
<b>Visitors Logs</b>	Records documenting visitors to the Statehouse	Retain 1 year
<b>Artifact Documentation</b>	Accession and transfer forms, including records documenting restoration and/or preservation	Permanent
<b>Art Inventory</b>	Inventory and records of art, including records documenting restoration and/or preservation	Permanent
<b>Individual Volunteer and Intern Records</b>	Records pertaining to the service of individual Museum and Education volunteers and interns, such as attendance records, individual training records, and evaluation forms	Retain 1 year after volunteer/intern concludes service
<b>Training Documents</b>	Includes presentation materials, manuals, and other documents used in educational training for volunteers and interns	Retain until superseded, obsolete or replaced, then destroy
<b>Tour Documents</b>	Tour schedules, booking sheets, evaluation forms, and all related documents	Retain 1 year
<b>Cupola Tour Waivers</b>	Waiver forms required to tour the Statehouse Cupola	Retain 2 years
<b><u>Finance</u></b>		
<b>Audit Records</b>	Biennial audit work papers and documents that provide foundation for audit, including audit report	Retain 5 years. Then, if no longer of administrative value, destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved.

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<b>Revenue Records</b>	Daily Treasurer's deposition information, including deposit slips and credit card slips, etc.	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Budget and Capital Requests</b>	Memos, letters, reports and other data that contributes to the formation of agency capital requests	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Controlling Board Requests</b>	Controlling Board submittals and supporting documentation	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Accounting Reports</b>	Accounting reports and activity for all funds	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Purchase Order Requests</b>	Purchase order requests and supporting documentation, including purchasing card expenditures.	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Invoices</b>	All invoices paid by CSRAB	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Petty Cash Records</b>	All petty cash records	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Museum Shop</b>		
<b>Daily Financials</b>	Daily register tapes and purchase orders, charge slips, deposit slips	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Inventory</b>	Fiscal year-end inventory/inventory adjustments	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Purchase Order Logs</b>	Documentation of Museum Shop expenditures for retail products and services including, but not limited to, packaging, shipping, and eCommerce platform and integrator fees	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Sales Tax Receipts</b>	Sales tax receipts	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Tax-Exempt Forms</b>	Tax-exempt forms completed by customers	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Shipping Logs</b>	Shipping logs	Retain 1 year
<b>Buying Statistics</b>	Monthly expense and monthly sales deposit reports, category sales	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Special Orders</b>	Special flag orders, school bag orders, etc.	Retain 1 year
<b>Parking Garage</b>		

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<b>Parking Contracts</b>	Monthly or quarterly contracts with individuals, companies or state agencies	Retain 4 years, then destroy
<b>Parking System Reports</b>	Garage system fiscal and usage reports	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Parking Records</b>	Records of parking activity of garage passholders	Retain 45 days, then destroy
<b><u>Personnel</u></b>		
<b>Personnel Files</b>	Active and inactive personnel files of persons who are or have been employees of CSRAB, including, but not limited to, resumes, job applications, position descriptions, performance evaluations, employee discipline documents, change of address forms, W-2 forms, benefits information, and other information and notes.	Permanent
<b>Employee Medical Documents</b>	Records include, but are not limited to, disability applications, Bureau of Workers' Compensation documents and correspondence, Accident or Illness forms, Americans with Disabilities Act documents, doctor notes, medical reports, supplemental information, childbirth leave records, Ohio Employee Assistance Program Agreements, and doctor's notes for accommodating temporary medical circumstances.	Retain 7 years from effective date of employee separation
<b>Payroll Documents and Attendance Records</b>	Includes timesheets, requests for leave, leave accrual, payroll reports, etc.	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved
<b>Position Descriptions</b>	Duties and responsibilities that detail knowledges, skills, and abilities for a position	Retain until superseded, obsolete or replaced, then destroy
<b><u>Security/Safety</u></b>		
<b>Accident/Incident Reports/OSHA, Health and Safety Reports</b>	Reports of accidents and incidents, OSHA reports, etc.	Retain 5 years, then destroy
<b>Security Camera Footage</b>	Security camera footage of the Capitol Square Complex. File may include, but is not limited to, video and screen captured photos from video.	Retain the sooner of 14 days or until storage capacity is reached
<b>Building Access Control Records</b>	Access control systems that manage access permissions and access history to Capitol Square building floors/rooms for security badge holders. Records include, but are not limited to, badge holder photographs, unique employee identifiers, card access permissions, access history, and general employee account/card information.	Retain the sooner of 45 days or upon termination of badge access
<b><u>Special Events</u></b>		
<b>Special Events</b>	Calendar and documentation of events approved and held at Capitol Square, including permit applications, event agreements, and supporting documents for event planning and execution	Retain 2 years, then destroy if no longer of administrative value
<b>Invoices and Billing</b>	Invoices and related communications associated with rental fees charged to permit holders	Retain 4 years, then destroy provided audited by State Auditor, audit report is released, and all discrepancies are resolved

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<b><u>Transient Records</u></b>		
<b>Transient Records</b>	All informal communications that convey information of temporary importance in lieu of oral communication including telephone voicemail, chats, posts, instant, and text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars. These communications have very little administrative value as they do not set policy, establish guidelines, define procedures, certify a transaction, or become a receipt.	Retain until no longer of administrative value, then destroy