

Open Records Policy

OBJECTIVE:

- Provide prompt inspection of public records.
- Upon request, provide copies of public records within a reasonable amount of time.

POLICY:

- Public Records: includes any document or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the Port Authority which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- Records Request: can be made by any person and in any form. A reason for the request is not necessary.
- Prompt Inspection: means without delay and with reasonable speed. However, it can differ with each circumstance and does not waive an opportunity for legal review prior to compliance with the request.
- Public Record Mailing: the mailing of any public records is limited to 10 records per month to any one requester unless certification is given that states the copies are not for commercial use. Prepayment for the costs of postage and mailing supplies is required.
- Regular Business Hours: are between the hours of 7:30 a.m. to 4:30 p.m., Monday through Friday. Requests for inspection or copies of public records must be made during these hours.
- Medium Choice: the requester of any public record can choose what medium they want the records to be provided on as long as that duplication process is normally available in-house to the Port Authority. Copies or print outs will be provided, at cost.
- Provisional Exempted Records: the attached provisions list may preclude access to certain records. Most notably, under O.R.C. 4582.091, prospect company information will not be considered a public record until the company has committed in writing.
- Redaction of Certain Information: the Port Authority may obliterate certain information from a given record if the aforesaid information is sensitive in nature.

COPY FEE SCHEDULE:

The following fee schedule is based on actual costs, excluding labor, as of September 15, 2010.

- 8 ½" X 11" page (single-sided) - \$0.08 per copy page or print out page
- CD/R with sleeve - \$0.45 each
- Large Format Copy (22"X34") - \$1.00 each
- " (11"X17") - \$0.50 each

REFERENCES:

- *An Ohio Sunshine Laws Update, 2010 Edition*
- *The Ohio Public Records Act, O.R.C. 149*



10/6/10
Date

President and CEO

Adopted by the Heath-Newark-Licking County Port Authority Board of Directors, June 8, 2004

Heath-Newark-Licking County Port Authority
General Records Retention Schedule

Objective:

This schedule serves as a guideline for department managers to evaluate and take proper action with regards to the disposition of organizational records. In all cases, the records custodian should be consulted for the proper procedure before any records are deleted, destroyed or otherwise disposed. Records not identified on this schedule shall be evaluated on a case by case basis.

Accident Reports:

Bodily injury to non-employee – Six years provided no action pending
Employee injury reports – Place in personnel file
Damage to Port Authority vehicle – Six years provided no action pending

Accounts Receivable Ledger & Documents:

Three years provided audited

Activity Reports:

Two years

Agendas:

Two years

Annual Port Authority Budgets:

Permanent

Annual Department / Office Budget:

Five years

Annual Reports

Permanent

Application for Employment (unsuccessful / not hired)

One year after receipt

Asbestos Records

Permanent

Attendance Reports / Records

Three years

Audiovisual, Public Relations & Training Materials

Until information is superseded, obsolete, or replaced, appraise for historical value

Audit Reports (Federal, State & Internal)

Permanent

Automatic Data Processing & Electronic Data Processing Media

Erase when no longer of administrative value

Badges & IDs

Turn in upon termination of employment

Bank Deposit Receipts

Three years,, provided audited

Bank Statements

Three years, provided audited

Blank Forms

Until obsolete or superseded

Blue Prints / Vellums

Until updated, superseded or obsolete, digitize for historical value

Bids (successful)

Originals until no longer needed, digitize after two years

Bids (unsuccessful)

Two years, after letting contract

Bond Registers

Twenty years after issue called or redeemed

Bonds (Redeemed)

Two fiscal years after redeemed provided audited

Budget Preparation Documents (working papers)

Four years

Bulletins, Posters, and Notices to Employees

Until no longer administratively necessary

Calibration Records

Three years

Cancelled Checks

Three years, provided audited

Capital Plan Appropriation Documents

Until updated, superseded, or obsolete

Cash Books and Cash Journals

Three years, provided audited

Check Registers

Three years, provided audited

Claims and Litigation Records

Five years after case is closed and appeals are exhausted

Compliance Reports

Five years

Continuing Education Certifications / Class / Seminar / Training Attendance Records

Place in personnel file

Contracts

Digitize after 2 years

Copies of Records

Destroy when no longer of administrative value

Correspondence

Form letters – one year

General – two years

Executive – five years

Delivery & Packing Slips

Two years

Desk / Appointment Calendar

Three months after end of the calendar year

Disaster Plans

Until updated or superseded

Dispatcher Radio / Telephone Call / Audio Recordings

Until no longer administratively necessary

Drafts

Until no longer administratively necessary

Drawing, Tracings, Mylars

Until update, superseded, or obsolete, digitize for historical value

Electronic Mail (printed)

Treat as correspondence or retain according to content

Electronic Mail (unprinted)

Until no longer administratively necessary

Equipment Maintenance Records

Life of equipment

Expense Records

Three years

Fax

Logs – one year

Messages - treat as correspondence

Federal Grants Files, Supporting Financial Records and Documents

Five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved

Flow Charts (Operations)

Two years

Fuel Usage Records

Three years

General Orders, Directives, Policies, Rules, Regulations Or Procedures

Until superseded, retain one copy until audited

Insurance Policies

Two years after expiration, provided all claims settled

Inventories

Three years provided audited

Invoices (Paid)

Three years, provided audited

Job Descriptions

Until superseded or classification abolished

Leases

Equipment – two years after expiration
Real estate – five years after expiration, provided audited
As lessor – treat as contracts

Leave Requests (Sick and Vacation)

Three years, provided audited

Licenses, Permits, Certifications

One year after expiration

Mail

Unsolicited mail – until no longer administratively necessary
Postal records – two years

Mailing Lists

Until updated, superseded or obsolete

Management and Operations Reports

Consultant – five years

Manuals, Handbooks, and Directives

Until superseded, obsolete, or replaced. Retain one on file for five years

Material Safety Sheets

Until superseded

Meeting Notices

One year

Memoranda

Use correspondence periods

Minutes of Meetings

Official copy – permanent
Audio and video recordings – until official meeting minutes are approved
Drafts / notes – until official meeting minutes are approved

News Clippings

Five years, appraise for historical value

Oaths of Office - Board Members

Until incorporated in minutes

Officials' Bonds

Ten years after expiration

Pay-Ins to Treasury Records

Three years provided audited

Performance Reviews

Retain in personnel files

Personnel Files

Two years after employee terminates purge extraneous records, retain retirement waivers, service record and leave balances

Petty Cash Records

Three years provided audited

Plats and Maps

Until recorded with county

Photo File

Until information is no longer current, appraise for historical value

Preliminary Drafts of Letters, Memoranda, Worksheets, Reports, and the Preparation of Recorded Information

Destroy when no longer of administrative value to office

Press / News Releases

Three years

Prevailing Wage Documents

Three Years (must be shredded)

Professional Association Records

Destroy when no longer of administrative value

Project Files

Three years after project completion

Project Plans / Drawing / Maps

Life of project or obsolete, appraise for historical value

Prospect Files

Three years if unsuccessful, five years if successful

Publications (created by local government)

Until superseded or obsolete, appraise for historical value
Electronic versions – three years

Purchase Orders

Three years provided audited

Receipt Documents

Two years provided audited

Receiving Documents

Three years

Records of Accrued Fees

Three years provided audited

Records of Receipts And Expenditures

Ten years

Records Request

Two years

Records Documents (RC-1, RC-2, RC-3)

Permanent

Reference / Library Materials

Until superseded, obsolete or replaced

Requisitions

Three years

Research Files

Three years

Rosters / Directories

One year after superseded or replaced

Scrapbooks / Yearbooks

Two years

Statistical Reports

In-house (metrics) - three years
Consultant produced – three years

System Backup Files (server)

Retain for risk protection policy

Table of Organization / Organizational Charts

Until superseded

Tape Recordings, Video Recordings & Short-hand Notes

One year after transcribed or minutes approved

Telephone Records

Messages – until no longer administratively necessary

Charges / Bills – two years provided audited

Documentation – life of system

System equipment inventory – continually updates, retain superseded data one year

Time Cards, Time Sheets, Payroll Sign In Sheets

Three years, provided audited

Training Material / Lesson Plans

Until superseded

Travel Expense Reports

Three years provided audited

Transient Records: Social Media, Website, Video Surveillance, Text Messages

Until no longer administratively necessary

Vehicle Records

Maintenance records – one year after vehicle sold

Mileage records – one year after vehicle sold

Visitor Log or Sign-in Sheets

One year

Voice Mail

Messages – until no longer administratively necessary

System documentation – life of system

Voucher Registers

Three years provided audited

Vouchers

Three years provided audited

Heath-Newark-Licking County Port Authority – General Records Retention Schedule

Warrant Registers / Journals

Three years provided audited

Warrants (paid)

Three Fiscal Years provided audited

Weekly Reports

Three years

Work Orders

Two years

Work Schedules

One year after schedule change



President and CEO

11/06/10
Date

Adopted by the Heath-Newark-Licking County Port Authority Board of Directors, August 9, 2005

UPDATED 10/6/10