

WCBDD Records Retention Schedule

SCHEDULE # KEY: AP = ACCOUNTS PAYABLE; AD = ADMINISTRATION; CES= COMMUNITY EMPLOYMENT SERVICES; EI = EARLY INTERVENTION; ID = INDIVIDUAL DEPARTMENT; ISS = SCHOOL; K = KITCHEN; M = MAINTENANCE; NAW = HAB CENTER; NU = NURSING; P = PAYROLL; RD = RECORDS DEPARTMENT; SLP= SPEECH LANGUAGE PATHOLOGY SSA = SERVICE COORDINATION; TR=TRANSPORTATION

| Schedule Number | Record Title | Retention Period | Destruction Dates | Medium | Destroy Dates | Dept. |
|-----------------|--|--|-------------------|--|---------------|-------|
| AP-1 | Accounts Payable/Accounts Receivable Spreadsheet for reporting to state | 4 years after an audit | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-2 | Bank Statements; Cancelled checks, bank deposits, bank statements | 4 years after an audit | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-3 | Wayne County Expense Report | 4 years after an audit | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-4 | Wayne County Travel Expense Report | 4 years after an audit | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-5 | Cash Books/Journals for cash transactions, petty cash transactions, disbursement & receipts; Receipt books | 4 years after an audit | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-6 | Invoices paid; Purchase Orders; Receiving Documents; Requisitions | 4 years after an audit | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-7 | Tuition Reimbursement | 7 years | No RC-3 required | Paper/Electronic | As needed | A/P |
| AP-8 | Vision Benefit Reimbursement | 7 years | No RC-3 required | Paper/Electronic | As needed | A/P |
| AD-1 | Building Key Assignments | 2 years after separation of employment | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-2 | Abuser Registry Annual Notice | 6 Years or until initiated audit is resolved whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-3 | Applicant Interview Evaluation (staff hired) | PERMANENT | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-4 | Audit/Performance Review Reports | 10 years after an audit | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-5 | Authorization for Release of Information | 6 years from last effective date | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-6 | Board Committee Minutes | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-7 | Board Meeting Minutes & Agendas | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-8 | Board Meeting Packets | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-9 | Board Member Appointments | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-10 | Board Member Training | 1 year after expiration | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-11 | Board Publications-keep one copy permanently | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-12 | Budget Preparation Documents: Records and documents used to prepare the annual budget | 4 years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-13 | Levy Records | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-14 | Bulletins, Posters and Notices to Employees (Destroy obsolete materials) | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |

| | | | | | | |
|-------|--|---|------------------|--|-----------|-------|
| AD-15 | Certification/Registration/ Licensure Staff | Permanent | N/A | Paper/Electronic | N/A | Admin |
| AD-16 | Claims and Litigation records | Permanent | N/A | Paper/Electronic | N/A | Admin |
| AD-17 | Computer Network Responsibility Acceptance | Last Day of Employment | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-18 | County Board Emergency Waiver Capacity Request Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-19 | Emergency Response Plan | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-20 | FIRE DRILL REPORT ADULTS | INACTIVE | | Paper then destroy provided audited | N/A | Admin |
| AD-21 | General Ledger and Financial Reports | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-22 | In Service or other Sign In Sheets for mandatory Staff Trainings | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-23 | Adult Performance Review Reports | 10 Years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-24 | Minutes of State Rule Required Committees (Strategic Planning, Human Rights, Behavior Support, Ethics and MUI) | 7 years and no administrative value | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-25 | Monthly Tornado and Fire Drill Reports Adults | 10 years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-26 | Policy & Procedure Manual, Rules, Regulations | Until superseded-keep one copy for an audit | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-27 | Safety Committee Minutes | 3 Years following current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-28 | Severe Weather Drill Report Adults & School | 3 Years following current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-29 | Table of Organization/Organization Chart | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-30 | Vendor files | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-31 | Bids: successful originals | 15 years after expiration | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-32 | Bids: Unsuccessful | 2 years after letting of contract | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-33 | Adult Services Staff Registration/Certification/Signature Sheet | 2 years after termination | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-34 | Boiler Operation License/Certificate | 5 Years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-35 | Building Blue Prints | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-36 | Building Inspection Records | 10 Years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-37 | Building Occupancy Permits | Until Obsolete | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-38 | Building Leases | Permanent | N/A | Paper/Electronic | N/A | Admin |

| | | | | | | |
|-------|--|---|------------------|--|-----------|-------|
| AD-39 | Compliance Records | 10 years | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-40 | Contracts | 7 years provided no claims | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-41 | Federal Grant Files | 5 years provided all state and federal audits are complete, all litigation, audit findings resolved | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-42 | Insurance Policies | 2 years after expiration | No RC-3 required | Paper | As needed | Admin |
| AD-43 | Inventory of County Property | 3 years after completed audit | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-44 | Annual Agency Budget | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-45 | Leases-equipment | 2 years after expiration | No RC-3 required | Paper | As needed | Admin |
| AD-46 | Leases-real estate | 5 years after expiration | No RC-3 required | Paper | As needed | Admin |
| AD-47 | Mailing Lists | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-48 | Request for Accounting of Disclosures of PHI | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-49 | Request for Amendment of or addition to PHI | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Admin |
| AD-50 | WCBDD Website | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-51 | Annual Plan | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-52 | Contact Information | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-53 | Accreditation Files | Retain final report permanent; Retain working documents until next accreditation period. | N/A | Paper/Electronic | N/A | Admin |
| AD-54 | Program Calendars Adult & Children documents scheduled & non scheduled days | 3 months after an audit | No RC-3 required | Paper | As needed | Admin |
| AD-55 | Annual Certifications | 7 years | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-56 | UPDATE PUBLICATION | Permanent | Complete RC-3 | Paper to Electronic then destroy paper | N/A | Admin |
| AD-57 | Medicaid Billing Documentation | 10 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-58 | Annual Cost Reports | 8 years provided audited | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-59 | Annual Departmental Budget/Reports | 5 years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Admin |
| AD-60 | Annual Statements | Permanent | Complete RC-3 | Paper/Electronic | N/A | Admin |
| AD-61 | ACA DOCUMENTATION | 10 years then dispose, provided audited | No RC-3 required | Paper | As needed | Admin |
| AD-62 | CLIENT DATABASE of current client information, including case notes; ISP; IEP; medical information; accident reports; UIR/MUI; contact information; billing reports--Gatekeeper; WASP or Q | Past data destroyed as changes occur or as data no longer has administrative value; Ensure data is migrated to any new system | No RC-3 required | Electronic | N/A | Admin |

| | | | | | | |
|---------|--|---|------------------|--|-----------|-------------------------------|
| AD-63 | BA(BUSINESS ASSOCIATE)/MOU(MEMORANDUM OF UNDERSTANDING) | Until Updated or superseded | No RC-3 required | Paper/Electronic | As needed | Admin |
| AD-64 | Superintendent Notes and Records | Permanent | N/A | Paper/Electronic | N/A | Admin |
| AD-65 | Building Security/Surveillance Video | Use for one cycle then reuse provided no action pending | No RC-3 required | Hard Drive | As needed | ADMIN |
| AD-66 | Electronic Signature Acknowledgement | 30 days after separation of employment | No RC-3 required | Paper/Electronic | As needed | Admin |
| CES-1 | Person Centered Functional Assessment | Permanent | N/A | Paper/Electronic | N/A | Community Employment Services |
| CES-2 | Person Centered Goal & Strengths | Permanent | N/A | Paper/Electronic | N/A | Community Employment Services |
| CES-3 | Person Centered Employment Plan | Until obsolete or superseded | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| CES-4 | Service Sheet | 10 Years from the date payment is received or until an initiated audit whichever is longer. | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| CES-5 | Vocational Assessment | Until obsolete or superseded | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| CES-6 | Attendance Sheets | Permanent | N/A | Paper/Electronic | N/A | Community Employment Services |
| CES-7 | ON-SITE Assessment | Permanent | N/A | Paper/Electronic | N/A | Community Employment Services |
| CES-8 | Service Change Form | Permanent | N/A | Paper/Electronic | N/A | Community Employment Services |
| CES-9 | BVR Correspondence | 10 Years from the date payment is received or until an initiated audit whichever is longer. | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| CES-10 | Resumes & Cover Letters | Until obsolete or superseded | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| CES-11 | Case notes: Transition Students from School to CES | Permanent | N/A | Paper/Electronic | N/A | Community Employment Services |
| CES -12 | Community Employment Procedures, May contain (Data Sheet, Referral, Transition, VTEC Marketing, Purchases, Community Employment) | Until obsolete or superseded | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| CES-13 | Title XX Unit of Service Logs | 10 Years from the date payment is received or until an initiated audit whichever is longer. | No RC-3 required | Paper/Electronic | As needed | Community Employment Services |
| EI-1 | Early Intervention Service Application | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-2 | Early Intervention Services Provider Enrollment Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-3 | Battelle Developmental Inventory | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-4 | E-LAP Early Learning Accomplishment Profile | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-5 | Early Intervention Evaluation/Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |

| | | | | | | |
|-------|---|--|------------------|--|-----------|-----------------------|
| EI-6 | Progress Notes, UIR's in "Q" | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-7 | Attendance for Home Community Based Services entered in "Q" | Permanent | N/A | Electronic | N/A | Early Intervention |
| EI-8 | EMF Forms (Emergency Medical Forms) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-9 | Early Intervention Enrollment Forms | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-10 | Parental Contact Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-11 | IFSP, notifications, transitions | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-12 | PTC Request for Services | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-13 | Correspondence such as Medical; Environmental; etc. | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| EI-14 | IEP to ETR at 3rd Birthday | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Early Intervention |
| IA-1 | MUI Prevention Plan Template | Until Updated or superseded | No RC-3 required | Paper/ Electronic | As needed | IA |
| IA-2 | MUI Records | Permanent | N/A | Paper/ Electronic | N/A | IA |
| ID-1 | BVR Correspondence /Documentation | 7 years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-2 | Client Sign In/Out Ledger | 3 Years following current year | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-3 | Client Monthly Average Attendance Report | Permanent | N/A | Paper/ Electronic | N/A | Individual Department |
| ID-4 | Client Designation for Authorized Representative | Permanent | N/A | Paper/ Electronic | N/A | Individual Department |
| ID-5 | Committee/ Meeting Minutes | Permanent | Complete RC-3 | Paper/ Electronic | N/A | Individual Department |
| ID-6 | Convenience Copies | Until no longer needed for administrative purposes | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-7 | Correspondence Files - Critical/Executive correspondence is Permanent. General correspondence (non-specific related to general administration, function, policies, decisions, procedures, memos and other activities of the agency) is 1 year if no longer of an administrative legal or fiscal value. Unsolicited correspondence/mail is retained until no longer of administrative value. | See retention dates listed in column B | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-8 | Daily Attendance Records | Permanent | N/A | Paper/ Electronic | N/A | Individual Department |
| ID-9 | Leave Slips Time Off Requests All Staff | Permanent | RC-3 required | Paper/ Electronic | N/A | Individual Department |
| ID-10 | Phone List | Until Updated or superseded | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-11 | Program Enrollment Records | Permanent | N/A | Paper/ Electronic | N/A | Individual Department |
| ID-12 | Yearbooks, Brochures, Handouts keep one copy | Permanent | N/A | Paper/ Electronic | N/A | Individual Department |
| ID-13 | Rosters (annual) Personnel; Individuals; Students; Board | Permanent | RC-3 required | Paper/ Electronic | N/A | Individual Department |

| | | | | | | |
|--------|---|--|------------------|--|-----------|-----------------------|
| ID-14 | Signs, Templates, Forms for Temporary Operational Purposes | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-15 | Staff Meeting Notes | Until Updated or superseded | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-16 | Staff Sign In/Out Ledger | 3 Years following current year | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-17 | UIR Reports | PERMANENT | N/A | Paper/ Electronic | N/A | Individual Department |
| ID-18 | Visitor Sign In/Out logs | 3 Years following current year | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-19 | Volunteer packets | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-20 | Weather/Fire/Disaster Drill Maps all facilities | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper/ Electronic | As needed | Individual Department |
| ID-21 | E-Mail Executive Correspondence (Policy, Procedure, Function decisions of Agency) | Permanent | N/A | Electronic | N/A | Individual Department |
| ID-22 | E-Mail Departmental Policies or Procedures | Until obsolete or superseded | No RC-3 required | Electronic | As needed | Individual Department |
| ID-23 | E-Mail General Correspondence (Memos, Information Requests) | 1 year then destroy | No RC-3 required | Electronic | As needed | Individual Department |
| ID-24 | E-Mail Routine correspondence (Publications, Form letters) | 6 Months then destroy | No RC-3 required | Electronic | As needed | Individual Department |
| ID-25 | E-Mail Staff Meeting Minutes | 2 Years then destroy | No RC-3 required | Electronic | As needed | Individual Department |
| ID-26 | E-Mail Transient (Meeting Notices, Phone Messages) | Until No Longer needed for Administrative Purposes | No RC-3 required | Electronic | As needed | Individual Department |
| ID-27 | E-Mail Weekly or Monthly Reports | 1 year then destroy | No RC-3 required | Electronic | As needed | Individual Department |
| ISS-1 | Bus Roster - School, EI | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-2 | A-B-C Chart | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-3 | Attendance Report/Absent Reports | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-4 | Authorization for Release of Information | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-5 | Calendar | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-6 | Change of address | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-7 | Changes in School Immunizations | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-8 | File Access Control Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-9 | DODD-Individual Data System-Summary | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-10 | Emergency Medical Authorization | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-11 | Enrollee Health Guide | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-12 | Enrollee Information | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |

| | | | | | | |
|--------|---|---|------------------|--|-----------|---------|
| ISS-13 | Home Visit | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-14 | Medical Evaluation | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-15 | Medical Statement-Dietary Needs | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-16 | Medication Form | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-17 | Memo from Nurses | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-18 | Permission to Videotape | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-19 | Physical Restraint Log | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-20 | Preschool Exemption Forms | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-21 | Preschool-Child Medical Statement | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-22 | Progress Report | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-23 | ISS Release of Information | 6 years after last effective date | No RC-3 required | Paper to Electronic then destroy paper | As needed | ISS |
| ISS-24 | School Record of Persons Obtaining Access to Confidential Education Records | Permanent | N/A | Paper/Electronic | N/A | ISS |
| ISS-25 | Students Entering Our School | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-26 | Students Moving From One District To Another District | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-27 | Treatment Authorization Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | ISS |
| ISS-28 | Daily Pupil Absentee by location | 10 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/Electronic | As needed | ISS |
| ISS-29 | Individual Education Plan (IEP) | Permanent | N/A | Paper/Electronic | N/A | ISS |
| ISS-30 | Field Trip Request Form and Documentation | Permanent | N/A | Paper/Electronic | N/A | ISS |
| ISS-31 | Teacher Lesson Plan | 3 Years after current school year | No RC-3 required | Paper/Electronic | As needed | ISS |
| ISS-32 | Graduation Volunteer Recognition | Permanent | N/A | Paper/Electronic | N/A | ISS |
| ISS-33 | Employee Recognition | Permanent | N/A | Paper/Electronic | N/A | ISS |
| K-1 | CN-7 Free and Reduced Lunches & Ledger | 3 years after current year | No RC-3 required | Paper | As needed | Kitchen |
| K-2 | Daily Register Tape & Register Reconciliation sheet | 3 years after current year | No RC-3 required | Paper | As needed | Kitchen |
| K-3 | Food Preparation License/Certification | 3 Years following current year | No RC-3 required | Paper | As needed | Kitchen |
| K-4 | Health Department Inspection Reports | 3 Years following current year | No RC-3 required | Paper | As needed | Kitchen |
| K-5 | Inventory Sheets for Kitchen Operation | 3 years after current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Kitchen |

| | | | | | | |
|--------|--|--|------------------|--|-----------|-------------|
| K-6 | Lunch Menus, food usage tracking for state | 3 years after current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Kitchen |
| K-7 | Lunch Sheet Adults & Children | 3 years after current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Kitchen |
| K-8 | Lunch Sheets Running Total Monthly and Weekly | 3 years after current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Kitchen |
| K-9 | Menu Production Record | 3 years after current year | No RC-3 required | Paper | As needed | Kitchen |
| K-10 | Refrigerator Temperature Sheets | 3 Years following current year | No RC-3 required | Paper | As needed | Kitchen |
| K-11 | Temperature Recording Charts | 3 Years following current year | No RC-3 required | Paper | As needed | Kitchen |
| K-12 | Vendor Delivery Slips for Kitchen (Copies) | 3 years after current year | No RC-3 required | Paper | As needed | Kitchen |
| M-1 | Work Order Forms | 4 years | No RC-3 required | Paper/Electronic | As needed | Maintenance |
| M-2 | Material Safety Data Sheets (MSDS) | Until Updated or superseded | No RC-3 required | Paper/Electronic | As needed | Maintenance |
| M-3 | Maintenance Vendor list | Until Updated or superseded | No RC-3 required | Paper | As needed | Maintenance |
| M-4 | Maintenance Schedules for buildings, grounds, equipment | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Maintenance |
| M-5 | Maintenance Inspection Schedules (Fire; Building, Fire Ext; ETC) | Until Updated or superseded | No RC-3 required | Paper/ Electronic | As needed | Maintenance |
| M-6 | Building Key Receipt | Permanent | N/A | Paper/ Electronic | N/A | Maintenance |
| NAW-1 | 60 Day Non-attendance Letter (Current) | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-2 | Adult Day Supports | 10 years after an audit | No RC-3 required | Paper | As needed | NAW |
| NAW-3 | Break Sheet Adults | Until no longer needed for Administrative purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-4 | Bus Roster- Adults | Until Obsolete | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-5 | Daily Acuity Oldman Road Facility Management Use Only Adults | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Electronic | As needed | NAW |
| NAW-6 | Daily Documentation Sheet | 10 years after an audit | No RC-3 required | Paper | As needed | NAW |
| NAW-7 | Direct Deposit NAW Clients | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-8 | Documentation Accuracy Review Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-9 | Enrollee Complaint Form Adults | Permanent | N/A | Paper to Electronic then destroy paper | N/A | NAW |
| NAW-10 | Environmental Checklist Oldman Road Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-11 | Environmental Checklist Oldman Road Results Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-12 | Field Trip Destinations Management Use Only Adults | Until no longer needed for Administrative purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-13 | Field Trip Request Form Adults | Current Year | No RC-3 required | Paper | As needed | NAW |
| NAW-14 | W-9 2013 form for Taxpayer Identification Number (TIN) | Permanent | N/A | Paper | N/A | NAW |

| | | | | | | |
|--------|--|--|------------------|--|-----------|-----|
| NAW-15 | Waiver Lists Management Use Only | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-16 | Workshop Attendance and Behavior Contract | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-17 | Yearbook Instructions, Sales Tracking Management Use Only | Until No Longer needed for Administrative Purposes | No RC-3 required | Electronic | As needed | NAW |
| NAW-18 | Hab Codes Payroll Reports 9953 Management Use Only Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-19 | Habilitation Assessment Inventory | Permanent | N/A | Paper to Electronic then destroy paper | N/A | NAW |
| NAW-20 | Habilitation Codes (Current) Adults | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-21 | Habilitation Goal Performance Tracking Adults | Permanent | N/A | Paper to Electronic then destroy paper | N/A | NAW |
| NAW-22 | Job Simulation Payroll Reports 9905 Management Use Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-23 | Memo Management Communication to Staff | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-24 | Monthly Documentation Error Tracking Management Use only | Until no longer needed for administrative purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-25 | Morning Notes Distributed each day-can be destroyed each day. Original on PC network. | Until no longer needed for administrative purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-26 | Multi Permission Form Adults | Permanent | N/A | Paper to Electronic then destroy paper | N/A | NAW |
| NAW-27 | Daily Payroll Sheet (Adults) | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-28 | Non Waiver Lists Management Use Only | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-29 | Oldman Road Acuity Update Form Management Use Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-30 | Oldman Road Team List and Attendance Report Adults | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-31 | Quarterly Feedback on Habilitation Goals Adults | Permanent | N/A | Paper to Electronic then destroy paper | N/A | NAW |
| NAW-32 | Results of Environmental Safety Checklist Survey Adults | 3 Years following current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-33 | Time Off Spreadsheet Management Use Only Adult Staff | Until No Longer needed for Administrative Purposes | No RC-3 required | Electronic | As needed | NAW |
| NAW-34 | Title XX Age Calculation Spreadsheet | Until No longer needed for Administrative Purposes | No RC-3 required | Electronic | As needed | NAW |
| NAW-35 | Title XX Documentation including Unit of Service Logs, Determination/Re-Determination sheets; Master Billing spreadsheet | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |

| | | | | | | |
|--------|--|--|------------------|--|-----------|---------|
| NAW-36 | Title XX Master billing Spreadsheet | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-37 | Title XX Unit of Service Logs | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-38 | Transition Students Management Use Only | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | NAW |
| NAW-39 | Time Sheets (Clients) | 7 years | No RC-3 required | Paper/ Electronic | As needed | NAW |
| NU-1 | Accident Report (staff) | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-2 | Accident Report (student/adult consumers) | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-3 | Accident Report w/ Blood borne Pathogens | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-4 | AED Check Sheets | Until obsolete or superseded | No RC-3 required | Paper/ Electronic | As needed | Nursing |
| NU-5 | AIM's Test Forms (No longer being used) | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-6 | Delegated Nursing Assessment | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-7 | Delegation Permission Forms | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-8 | Delegation Supervision Document | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-9 | Emergency Medical Authorization | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-10 | Emergency Medical Authorization Form | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-11 | Emergency Medical Information Form (EMF) | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-12 | Enrollee Medical Evaluation | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-13 | Health Summaries | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-14 | Introduction to Completion of Self Medication Assessment instructions | Until obsolete or superseded | No RC-3 required | Paper/ Electronic | As needed | Nursing |
| NU-15 | Medical Assistance and Behavior Support Assistance Rate Add On Assessment | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-16 | Medical Assistance of Behavior Support Assistance Rate Add On Assessment FOR WAIVERS | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-17 | Medical Administration Records (MARS) | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-18 | Medical Evaluation | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-19 | Medical Evaluation WCBDD | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-20 | Mobile Dentist Form | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-21 | Progress Notes Nursing: includes med records, nurse observations | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-22 | Request for Medical Order | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-23 | Seizure Protocol | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-24 | Seizure Tracking Log | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-25 | Self Administration Assessment; Insulin & Blood Glucose Monitoring; G-J Tube; Glucometer | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-26 | Self Medication Assessment | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-27 | Staff Injury Reports | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-28 | Statement of Delegation | Until obsolete or superseded | No RC-3 required | Paper/ Electronic | As needed | Nursing |
| NU-29 | Treatment Authorization Forms | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-30 | Treatment Forms (Routine/Rescue/PRN) | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-31 | First Aide & CPR Certification | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-32 | Student Immunizations | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-33 | RNQA | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| NU-34 | Student Observation Forms | Permanent | N/A | Paper/ Electronic | N/A | Nursing |
| P-1 | Application for Employment | 2 years | No RC-3 required | Paper/Electronic | As needed | Payroll |
| P-2 | Deferred Comp (OPERS) for staff | Permanent | N/A | Paper/Electronic | N/A | Payroll |

| | | | | | | |
|-------|---|--|------------------|---|-----------|-----------------------|
| P-3 | Disability Insurance (Staff) | Permanent | N/A | Paper | N/A | Payroll |
| P-4 | Disciplinary Action (staff) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Payroll |
| P-5 | HIPAA Training Verification Staff | 30 years | No RC-3 required | Paper | As needed | Payroll |
| P-6 | Job Descriptions | 2 years | No RC-3 required | Paper/Electronic | As needed | Payroll |
| P-7 | Life Insurance policies (169 Board and Wayne County) | Permanent | N/A | Paper/Electronic | N/A | Payroll |
| P-8 | Work Schedules(& expected locations) | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | Payroll |
| P-9 | Workers Comp Claims | Permanent | N/A | Paper/Electronic | N/A | Payroll |
| P-10 | Personnel Files including: Dental Plan; Health Insurance; other benefits | Permanent | N/A | Paper | N/A | Payroll |
| P-11 | Return to Work forms | Permanent | N/A | Paper | N/A | Payroll |
| P-12 | Salary Schedules | 3 years | No RC-3 required | Paper/Electronic | As needed | Payroll |
| P-13 | Salary Contracts (Staff) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Payroll |
| P-14 | Staff Evaluations | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Payroll |
| P-15 | Staff Legal includes judgments, garnishments, court orders, etc. | Permanent | N/A | Paper | N/A | Payroll |
| P-16 | Staff Medical includes FMLA | Permanent | N/A | Paper | N/A | Payroll |
| P-17 | Vacation, Sick and Personal Time Off (Staff) VSP | Permanent | N/A | Paper/Electronic | N/A | Payroll |
| P-18 | WCBDD Payroll | 7 years after an audit is completed | No RC-3 required | Paper/ Electronic | As needed | Payroll |
| RD-1 | Public Records Requests | 5 YEARS | No RC-3 required | Paper/ Electronic | As needed | Records Department |
| RD-2 | Internal Records Requests | 5 YEARS | No RC-3 required | Paper/ Electronic | As needed | Records Department |
| RD-3 | Records Management Training Staff Sign In Sheets | Permanent | N/A | Paper/ Electronic | N/A | Records Department |
| RD- 4 | Records Release Forms | Permanent | N/A | Paper/ Electronic | N/A | Records Department |
| RD-5 | Records Shredding/ Disposal logs | Permanent | N/A | Paper/ Electronic | N/A | Records Department |
| RD-6 | Records Retention and Disposition Form; RC-1, RC-2, RC-3 | Permanent | N/A | Paper/ Electronic | N/A | Records Department |
| SLP-1 | Meal Observation Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SLP |
| SLP-2 | Swallowing Precautions/Speech Assessments | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SLP |
| SSA-1 | Adult Acuity Instrument (AAI) Non-Waiver or Waiver Only | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-2 | Adult Services Discharge Summary | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-3 | Application for Guardianship Filing Fee | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-4 | Application for Registration & Certification (HR Copy) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-5 | Assessment to Determine Ability of individuals with DD to give Informed Consent | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-6 | Behavior Assessments | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |

| | | | | | | |
|--------|--|----------------------|------------------|---|-----------|-----|
| SSA-7 | Behavior Plan Tracking Log | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-8 | Behavior Recording Documentation Adults | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-9 | Behavior Support Plan /Signatures & Authorizations | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-10 | Behavior Support Plan /Signatures & Authorizations | INACTIVE (DUPLICATE) | N/A | Paper/Electronic | N/A | SSA |
| SSA-11 | Behavior Support Training Documentation | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-12 | Case Notes: Targeted Case Management, Adult Services, or other written description of services provided to or on behalf of a client | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-13 | C-FED (Children's Form for Eligibility Determination) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-14 | Checklist for Provider Choice Process | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-15 | Child Medical Emergency Information | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-16 | Children's Ohio Eligibility Determination Instrument (COEDI) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-17 | Children's Ohio Eligibility Determination Instrument (COEDI) includes the items: COEDI answer sheet; Score sheet; Updates; User Guide | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-18 | Chosen Representative for DD Services | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-19 | Client Financial Information | Until superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-20 | Client Rights Review and Sign Off Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-21 | Consent for Psychological Services | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-22 | Consent to Assess C-OEDI & OEDI | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-23 | Copy of Birth Certificate (enrollee) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-24 | Copy of Social Security Card (enrollee) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-25 | Criminal Affidavit | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-26 | Daily Living Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-27 | Day Services Request (wait list) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-28 | DoDD Individual Data System Summary | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |

| | | | | | | |
|--------|---|--|------------------|--|-----------|-----|
| SSA-29 | DoDD Individual Information Form (IIF) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-30 | DoDD Self Waiver Spending Plan JEVS | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-31 | Due Process Information; Information Receipt; State Hearing Information Receipt | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-32 | Eligibility Re-Determination Letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-33 | Eligible for Services letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-34 | Emergency Status Classification | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-35 | Enrollee Profile | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-36 | Enrollment, Continued Enrollment and Disenrollment Information Sheet | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-37 | Expert Evaluation Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-38 | Family Approval of Respite Provider | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-39 | Family Member and Limited Provider Signature Sheet | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-40 | Family Support Services Request Form | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-41 | FED (Form for Eligibility Determination) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-42 | Financial Information | Current Year | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-43 | Forms and instructions for Completion of the Level of Care Packet | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-44 | Free Choice of Provider Process & Information | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-45 | Free Choice of Provider Process & Information | INACTIVE (DUPLICATE) | N/A | Paper/Electronic | N/A | SSA |
| SSA-46 | Freedom of Choice Documentation | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-47 | Functional Assessment Attachment F | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-48 | Functional Assessment for Children under the age of 6 | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-49 | Future Planning for Parents of Children with Disabilities | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-50 | Guardian Application Fee | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-51 | Guardian Report Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |

| | | | | | | |
|--------|---|-----------------------------|------------------|--|-----------|-----|
| SSA-52 | Guardianship Billing | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-53 | Guardianship Brochure | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-54 | Guardianship in Ohio Information | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-55 | Guardianship Referral Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-56 | HIPAA Your Individual Rights Notice of Privacy Practices for Health Care Plans | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-57 | HIPAA Enrollee Notice of Privacy Practices for Health Care Plans | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-58 | HIPAA Privacy Promise | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-59 | Home Safety Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-60 | Inactive/Active Service Status Agreement | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-61 | Individual Assessment letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-62 | Individual Information Form (IIF) | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-63 | Individual Specific Training Forms | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-64 | Individuals History with Interest Survey | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-65 | Ineligible for Services letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-66 | Initial Enrollment Checklist | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-67 | Initial Level of Care Eligibility Determination Form: Initial Waiver Application | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-68 | Intake Checklist | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-69 | Intake Face Sheet Referral to WCBDD | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-70 | Intake Instruction Sheet | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-71 | Intake/Eligibility Determination Letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-72 | Inter-Departmental Referral | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-73 | ISP (Individual Service Plan): includes budget form; Pre-packet; Consent and sign in form; Adult Day Support sheets | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-74 | ISP Monitoring/Review | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-75 | Level 1 Waiver Interviews Letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-76 | Medicaid Documentation | Permanent | N/A | Paper/Electronic | N/A | SSA |

| | | | | | | |
|--------|---|--|------------------|--|-----------|-----|
| SSA-77 | Medicaid Spend down Program OJFS Application Letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-78 | Medical Orders | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-79 | Medication Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-80 | MUI Prevention Plan Training Documentation | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-81 | My Community Emergency Preparation List | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-82 | My Interests Survey Favorites | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-83 | NEON Free Choice of Provider Brochure | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-84 | Newsletter and Update Articles Adults Keep 1 copy permanently | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-85 | Next of Kin & Waiver/Consent Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-86 | Nick Amster Workshop Recreation/Fitness & Leisure Survey | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-87 | NICS Part 1 Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-88 | NICS Part 2 Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-89 | NICS Part 2 Instruction from DoDD | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-90 | Non Medical Transportation | INACTIVE (DUPLICATE) | No RC-3 required | Paper/Electronic | N/A | SSA |
| SSA-91 | Notice of Privacy Practices Summary | Until Updated or superseded | No RC-3 required | Paper/Electronic | As needed | SSA |
| SSA-92 | ODJFS Combined Programs Application including Explanation of State Hearing Procedures; Prior Notice of Right to State Hearing; Request for Cash, Food Stamp and Medical Assistance; | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-93 | ODJFS Request for Medicaid Home and Community Based Services | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-94 | ODMR/DD HCBS Waiver Redetermination: No Significant Change | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-95 | ODMR/DD Loc Date Change Cover Sheet | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-96 | ODMR/DD Notification of Individual Change in Status (NICS) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-97 | ODoDD Memo to SSA Directors | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-98 | Ohio Developmental Disability Profile (ODDP) | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-99 | Ohio DoDD Laws Management Use Only | Until no longer needed for administrative purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |

| | | | | | | |
|---------|---|--------------------------------|------------------|---|-----------|-----|
| SSA-100 | Ohio Eligibility Determination Instrument (OEDI) Including the following items: Answer Sheet; Questionnaire, Score Sheet; Differences (updates); Reading Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-101 | Ohio Help Me Grow: Includes Case Notes; Outcomes Form; Early Track System User's Agreement; Evaluation & Assessment Report; Family Plan; Referral Follow-Up; Surrogate Parent Consents; Documentation of Informed Clinical Opinion for DD; Prior Written Notice; Documentation of Diagnosed Condition; Contractor Application; Home visiting Program Contractor Application | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-102 | Ohio's Individualized Family Service Plan | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-103 | OJFS Medicaid Buy In For Workers with Disabilities (MBIWD) Addendum | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-104 | On Call Log WCBDD | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-105 | On Site/On Call Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-106 | Parent Guide to Family Services | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-107 | PASRR Evaluation Summary (Pre-admission Screening and Resident Review) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-108 | Payment Authorization for Waiver Services (PAWS) Start date 5/8/03 and before | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-109 | Payment Authorization for Waiver Services (PAWS) Start date 5/9/03 and after (electronic format | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-110 | Person Centered Programming Various Activities Adults | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-111 | Physical restraint Log | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-112 | Potential Guardians, letter to | 5 years | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-113 | Preliminary Information For Free Choice of Provider Process | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-114 | Prescreening Tool for Level 1 Waiver | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-115 | PRN Orders | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-116 | Probate Court: includes Entry Dispensing with Bond, Inventory and Periodic Accounts; Guardian's Report; Judgment Entry; Letter of Guardianship; Next of Kin of Proposed Ward; Waiver of Notice and Consent; Statement of No Assets; Notice of Allegations of MR | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-117 | Professional Service Follow Up | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |

| | | | | | | |
|---------|---|--|------------------|--|-----------|-----|
| SSA-118 | Progress Notes TCM | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-119 | Protective Level of Care and ICF/MR Level of Care Annual Review | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-120 | Protective Level of Care Attachment B | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-121 | Protective Level of Care Review Worksheet | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-122 | Provider List Revision | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-123 | Psychiatric Services Contract form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-124 | Psychological Evaluation | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-125 | PT and OT Evaluation tool-assessment done every 3 years. | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-126 | Q&A for Potential Guardians | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-127 | Quality of Life Review | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-128 | Quality Services Review Tool | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-129 | Redetermination/Significant Change in Condition Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-130 | Referral to Ohio's Help Me Grow Program from PCSA | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-131 | Referral for Guardianship | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-132 | Release of Information (ROI) & Agreement to Participate | 6 years from last effective date | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-133 | Request to Close Case | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-134 | Residential Needs Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-135 | Respite Care Application | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/Electronic | As needed | SSA |
| SSA-136 | Respite Timesheet Form | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-137 | Restraint Log (aversive) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-138 | Return to Work forms (RTW) enrollees | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-139 | Rights Review | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-140 | Self Waiver JEVS Letter | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |

| | | | | | | |
|---------|---|---|------------------|--|-----------|-----|
| SSA-141 | Skills Assessment for Unsupervised Time | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-142 | Special Olympics Participation Application | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-143 | SSA Personal Calls Log | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-144 | SSA Quality of Life Review | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-145 | STAFF ACCIDENT REPORTS | INACTIVE (DUPLICATE) | N/A | Paper/Electronic | N/A | SSA |
| SSA-146 | Staff Error Tracking Management Use Only | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-147 | Telephone records | 2 years after an audit | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-148 | Things you need to know about me. (Optional form) | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-149 | Title XX Determination Re-Determination Forms | 10 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/Electronic | As needed | SSA |
| SSA-150 | Training Services Documentation Forms | 10 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/Electronic | As needed | SSA |
| SSA-151 | Transition Checklist to be done between providers | Until no longer needed for administrative purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-152 | UIR (Old Form) | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-153 | Unsupervised Time Assessment | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-154 | Wait List | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-155 | Waiver | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-156 | Waiver Assurance Checklist | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-157 | Waiver Choice Verification Form New | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-158 | Waiver Choice Verification Form Old | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-159 | Waiver Waiting List Information Form | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-160 | Wayne County Board of DD Intake Checklist | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-161 | Wayne County Board of DD Provider: Intake Face Sheet | INACTIVE (DUPLICATE) | No RC-3 required | Paper/Electronic | As needed | SSA |
| SSA-162 | Unusual Incident Report Forms Types & Codes | Until No Longer needed for Administrative Purposes | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-163 | Verification of Environmental Modification | Until obsolete or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-164 | Volunteer Guardian Application | Until Updated or superseded | No RC-3 required | Paper to Electronic then destroy paper | As needed | SSA |
| SSA-165 | Records of Ineligible Adults | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-166 | Records of Ineligible Children | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-167 | HIPPA RELEASE OF INFORMATION FORMS | Permanent | N/A | Paper/Electronic | N/A | SSA |
| SSA-168 | Attachment C Functional Assessment: Ages 6 through 8 Attachment D Functional Assessment: Ages 8 through 11 | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |

| | | | | | | |
|---------|---|---|------------------|--|-----------|-------|
| SSA-169 | Attachment E Functional Assessment: Ages 12 through 15 | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-170 | Attachment F Functional Assessment: Ages 16 and above | Permanent | N/A | Paper to Electronic then destroy paper | N/A | SSA |
| SSA-171 | NEON Residential Service Change Notice | Until Superseded | No RC-3 required | Paper/Electronic | As needed | SSA |
| SSA-172 | Residential Support and Services Contract | 7 Years After Adjudicated Audit | No RC-3 required | Paper/Electronic | As needed | SSA |
| TR-1 | Bus Driver Records | Permanent | N/A | Paper/Electronic | N/A | Trans |
| TR-2 | Bus/Van Daily Inspection Log | 1 Year after vehicle is traded or disposed of | No RC-3 required | Paper to Electronic then destroy paper | As needed | Trans |
| TR-3 | Driver Physical 2013 WCBDD | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Trans |
| TR-4 | Motor Vehicle Accident Report: Wayne County Board of DD | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Trans |
| TR-5 | Ohio Dept. of Education School Transportation Medical Exam Form | Permanent | N/A | Paper to Electronic then destroy paper | N/A | Trans |
| TR-6 | Report of Violation of School Bus Red Lights | 3 Years following current year | No RC-3 required | Paper to Electronic then destroy paper | As needed | Trans |
| TR-7 | Transportation Department Sub Wage Request Form | 5 Years | No RC-3 required | Paper to Electronic then destroy paper | As needed | Trans |
| TR-8 | Transportation Work Orders/Vehicle Maintenance Documentation | 1 Year after vehicle is traded or disposed of | No RC-3 required | Paper to Electronic then destroy paper | As needed | Trans |
| TR-9 | Vehicle Inspection Reports (Ohio Highway Patrol) | Life of Vehicle | No RC-3 required | Paper to Electronic then destroy paper | As needed | Trans |
| TR-10 | Vehicle Titles | Until vehicle is traded or disposed of | No RC-3 required | Paper to Electronic then destroy paper | As needed | Trans |
| TR-11 | Wayne County Board of DD Provider: Non Medical Transportation (BILLING) | 10 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/Electronic | As needed | Trans |
| TR-12 | Community Employment Drivers Final Payroll Report | 7 Years from the date payment is received or until an initiated audit is resolved, whichever is longer | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-13 | Route Changes | Until Superseded | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-14 | 9 Month Routes | Until Superseded | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-15 | 12 Month Routes | Until Superseded | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-16 | Summer Routes | Until Superseded | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-17 | Route Information Sub Folder | Until Superseded | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-18 | Van Condition Report (Includes Mileage) | 7 Years after adjudicated audit | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-19 | Call Off / Radio Check Sheet | 3 years after current year | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-20 | Driver Vehicle Inspection Report (Pre-Trip) | 7 Years after adjudicated audit | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-21 | Fuel Log | 3 years after current year | No RC-3 required | Paper/ Electronic | As needed | Trans |
| TR-22 | Driver Qualification Records (Physicals; Driving Records; Certifications) | Permanent | N/A | Paper/ Electronic | N/A | Trans |