

# OHIO PUBLIC WORKS COMMISSION

## ADVISORY

**RECORDS RETENTION POLICY:** The purpose of this Advisory is to communicate the Records Retention policy of the Commission as it pertains to completed projects. This Records Retention policy is authorized pursuant to Ohio Revised Code Section 149.33 and Ohio Department of Administrative Services Directive 01-16.

For every project approved by the Commission, a “project folder” is created for project management purposes. This folder is in a “paper” format and contains such items as the original project application, Project Agreement, disbursement records, Requests to Proceed, and general correspondence. Beginning in Program Year 6, the Commission began to store a **significant** amount of this information electronically. Project related information which is currently stored electronically includes, but is not limited to: the Project Agreement; a list of all approved vendors for each project and their respective contract amounts; a list of all vendors paid by the Commission, the dollar amount paid, vendor tax identification number; and a limited amount of project monitoring data.

**The Commission will maintain completed project folders for a period of two years after audit of the Commission by the Auditor of State’s Office.** After the two-year period has past, project folders will be scheduled for destruction.

This Advisory will also apply to those projects completed under the Clean Ohio Conservation Program.

**We recommend that District Public Works Integrating Committees and Natural Resource Assistance Councils retain those documents pertaining to a specific Program Year’s slate of projects for a period of two years after the recommendations are forwarded to the Commission.** This would include rejected applications, District minutes, and any other documents related to a particular Program Year.

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