



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

**For State Archives - LGRP Use Only**

Date Reviewed: \_\_\_\_\_

Form Scanned: \_\_\_\_\_

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

**Section A: Local Government Unit** (To complete this form online, use "tab" key to jump from box to box.)

**MonDay Community Correctional Institution**

**All Divisions**

(local government entity)

(unit)

Michael J. Flannery

Director

9/4/13

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**  
**Montgomery County Records Commission**

(937) 225-6366

Records Commission

(telephone number)

117 S. Main Street

Dayton

45422

Montgomery

(address)

(city)

(zip code)

(county)

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

[ratcliff@mcohio.org](mailto:ratcliff@mcohio.org)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

12/23/13

Records Commission Chair Signature

Date

**Section C: Ohio Historical Society - State Archives**

Electronic Records Assistant

12/12/2013

Signature

Title

Date

**Section D: Auditor of State**

1-10-14

Signature

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**



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## Section E: Records Retention Schedule

### Monday Community Correctional Institution

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-01	<b>Client Files – Accepted:</b> Each client's folder, containing history card, intake and incident reports, etc., on participants, regardless if later unsuccessful or overruled.	3 years (In accordance with Ohio Department of Rehabilitation and Corrections Bureau of Community Sanctions Performance Based Audit Standard #33. Attached.)	Paper		<input type="checkbox"/>
13-02	<b>Client Files – Accepted:</b> Each client's folder, containing history card, intake and incident reports, etc., on participants, regardless if later unsuccessful or overruled.	3 years (In accordance with Ohio Department of Rehabilitation and Corrections Bureau of Community Sanctions Performance Based Audit Standard #33. Attached.)	Electronic		<input type="checkbox"/>
13-03	<b>Client Files – Rejected:</b> Each prospective client's folder for all individuals not accepted.	6 months (In accordance with American Correctional Association Standard 3-ACRS-1E-01.)	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
13-04	<b>Fiscal Files – All Divisions</b>	5 years after audit.	Paper		<input type="checkbox"/>
13-05	<b>Fiscal Files – All Divisions</b>	5 years after audit.	Electronic		<input type="checkbox"/>

BUREAU OF COMMUNITY SANCTIONS  
PERFORMANCE-BASED AUDIT STANDARDS

33) Programs shall retain all offender records for a minimum of three (3) years from the date of offender termination from the program.

INTERNAL EVALUATION PROGRAM PERSONNEL	STANDARDS COMPLIANCE BCS AUDIT TEAM
<p>Program Staff Signature</p> <p>_____</p> <p><u>Score</u></p> <ul style="list-style-type: none"> <li>• Non-compliant = records not retained for required years</li> <li>• Compliant = records retained for required years</li> </ul> <p>___ Not Applicable (Justification Attached)</p>	<p>Auditor Signature</p> <p>_____</p> <p><u>Score</u></p> <ul style="list-style-type: none"> <li>• Non-compliant = records not retained for required years</li> <li>• Compliant = records retained for required years</li> </ul> <p>___ Not Applicable</p> <p>List deficiencies, if score is zero:</p>
<p style="text-align: center;"><b><i>Examples of documentation/activities which may demonstrate compliance</i></b></p> <p><i>**This list is intended to provide the program and auditor a variety of ideas of how compliance can be achieved. It is not necessary for the program to complete each item listed to achieve compliance. The program may demonstrate compliance through documentation not listed.</i></p> <ul style="list-style-type: none"> <li>• Observe files (hard copy or electronic format)</li> <li>• Review applicable agency policy(s)</li> </ul>	<p>Recommendations and additional comments, as appropriate:</p>