

ZANESVILLE MUSKINGUM COUNTY PORT AUTHORITY

PUBLIC 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 – the Port Authority will be open between the hours of 9:00 a.m. to 4:00 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 the requesters cost.
- Provisional Exempted Records – the attached provisions list may preclude access to certain records. Most notable, 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 January 1, 2018.

8 1/2 x 11" page (single sided) - \$0.10 per copy page


11 x 17" page (single sided) - \$0.50 per copy page

22 x 34" page (single sided) - \$1.00 per copy page

REFERENCES

An Ohio Sunshine Laws Update, 2017 ed.

The Ohio Public Records Act, O.R.C. 149



Executive Director

2-21-2018

Date

Adopted by the Zanesville Muskingum County Port Authority Board of Directors February 21, 2018

ZANESVILLE MUSKINGUM 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

Board Meeting Agendas

Two Years (paper or electronic)

Annual Port Authority Budgets

Permanent (paper or electronic)

Annual Reports

Permanent (paper or electronic)

Application for Employment/Resumes (unsuccessful/not hired)

One year after receipt (paper or electronic)

Audit Reports (Federal, State & Internal)

Permanent

Bank Statements/Deposit Receipts

Three years, provided audited

Bids (successful)

Originals, until no longer needed; may be scanned and digitized after two years

Bids (unsuccessful)

Two years, after contract awarded

Cancelled Checks

Three years, provided audited

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GENERAL RECORDS RETENTION SCHEDULE

Claims and Litigation Records

Five years after case is closed and appeals are exhausted

Compliance Reports

Five years

Continuing Education Certificates

Place in personnel file

Contracts

Digitize after two years

Correspondence

Form letters – one year

General – two years

Executive – five years

E-mail (printed)

Treat as correspondence and retain according to content

E-mail (unprinted)

Until no longer administratively necessary

Expense Reports

Three years

Federal grant files, supporting financial records and documents

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

Insurance Policies

Two years after expiration, provided all claims are settled

Invoices (Paid)

Three years, provided audited

Job Descriptions

Until superseded (paper or electronic)

Leases

Equipment – two years after expiration

Real estate – five years after expiration, provided audited

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GENERAL RECORDS RETENTION SCHEDULE

Licenses, Permits, Certifications

One year after expiration (paper or electronic)

Mailing Lists

Until updated, superseded or obsolete (paper or electronic)

Meeting Notices

One year (paper or electronic)

Minutes of Meetings

Official copy – permanent

Officials' Bonds

Ten years after expiration

Pay-Ins to Treasury Records

Three years, provided audited

Performance Reviews

Retain in personnel files

Press/News Releases

Three years (paper or electronic)

Prevailing Wage Documents

Three years (must be shredded)

Project Files

Three years after project completion

Prospect Files

Three years, if unsuccessful

Five years, if successful

Purchase Orders

Three years, provided audited

Receipt Documents

Two years, provided audited

Records Request

Two years

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GENERAL RECORDS RETENTION SCHEDULE

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

Permanent

Requisitions

Three years

Telephone Records

Messages – until no longer administratively necessary (paper or electronic)

Bills – two years, provided audited

Travel Expense Report

Three years, provided audited

Voucher Registers

Three years, provided audited

Vouchers

Three years, provided audited

Warrant Registers/Journals

Three years, provided audited

Warrants (paid)

Three fiscal years, provided audited

Weekly reports

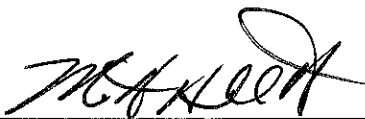
Three years (paper or electronic)

Weekly Time Sheets

Three years, provided audited (paper or electronic)

Yearly Time Sheets

Three years, provided audited (paper or electronic)



Executive Director

2-21-2018

Date