



THE OHIO STATE BOARD OF COSMETOLOGY

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

(614) 466-3834 & FAX: (614) 644-6880

WWW.COS.OHIO.GOV

RECORD	DESCRIPTION	RETENTION DETAIL
Staff meetings	Formal discussion of staff business or of office policy or policies relevant to the agency	Retain notes until superseded by hard copy; Destroy hard copy after two years
Employee handbook	Details of employee regulations and policies	Retain until superseded, or replaced and then destroy old copy
Hiring materials	Vacancy postings and applications, resumes,	Retain 7 years after position filled or decision not to fill position is made
Employee training records, workforce development, tuition reimbursement and other education assistance		Retain 2 years, then destroy
Organizational charts		Retain until superseded.
Records Storage Service Request	A form that is used to deposit, retrieve, return and destroy records stored off-site	Retain records for deposits, destructions and returns for 2 years after transaction is completed then destroy. Retain for retrievals only until transaction is completed –e.g. returned to storage – then destroy
Certificate of Records Disposal	Form used to certify the destruction or transfer of records according to an approved records retention schedule	Retain 2 years, then destroy
Postal Reports, Stamp Requisitions		Retain 1 year, and then destroy.
Data processing product/vendor and state contracts reference files	Information on data processing equipment, software, and other products and their vendors	Retain until superseded or product is discarded.
Data Systems Specifications	Records necessary for using the system; user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and	Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy unless

	input and output specifications	all data is not destroyed or transferred, then transfer specifications to State Archives for retention or possible destructions
Data documentation/data dictionary records	Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy unless all data is not destroyed or transferred, then transfer specifications to State Archives for retention or possible destructions
Automatic Program Listing/Source Code	Automated program code which generates the machine-language used to operate an automated information system	Retain for 3 system update cycles after code is superseded or replaced, and then destroy.
System backup files	Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Retain for a minimum of 12 backup cycles, then destroy
Computer usage files	Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.	Retain until no longer of administrative value to agency, then destroy
e-mail or voice mail or other electronic information not qualified as public records	e-mails, voicemails, text messages, and instant messaging content that do not serve to document the organization, its functions, policies, decisions, procedures, operations or other activities	Retain only as long as is of administrative value then destroy
e-mail or voice mail or other electronic information qualified as public records	e-mails, voicemails, text messages, and instant messaging content that serve to document the organization, its functions, policies, decisions, procedures, operations or other activities	Retain for period of 1 year and then destroy.
Rough or edited drafts of minutes of meetings or of other documents		Retain until final version completed then destroy
News releases, speeches, other written or digital		Retain in agency until no longer of administrative value, then transfer to state archives for their possible

publicity		retention or destruction
Files on licensees		Retain in agency for 6 years after individual ceases payment on license for any reason including death.
Test scores		Retain in file of licensee (see above)
Test questions and practical test applications		Confidential but should be retained for 4 years after use in test is discontinued
Test supplies		Retain until used or replaced or need to use supplies has ended
Documentation of test supplies		Retain for 2 years after supply replaced, discarded or used.
Complaints	Consumer complaints submitted regarding an individual licensee, salon, tanning facility or school.	Retain for 2 renewal periods (4 years)
Daily Exam Statistics	Daily Passes, failures and exam roster (flow sheet)	Retain for 4 years then destroy.