

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC - 3 Required by LGRP
	Vital Statistics				<input type="checkbox"/>
VS-01	Affidavits for Birth and Death Certificates Corrections made to birth and death certificates including address, social security number etc.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-02	Birth Certificates Copies of birth certificates for all births in county. Originals maintained by Ohio Department of Health	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-03	Birth/Death Certificate Applications and/logs Applications for certified copies of birth and death certificates	3 years after ODH Audit	Paper		<input type="checkbox"/>
VS-04	Burial Permits Permits issued to funeral director or person in charge of interment	5 years	Paper and/or Electronic		<input type="checkbox"/>
VS-05	Death Certificates Formal documents verifying that a person has died	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-06	Fetal Death Records Formal document verifying a stillbirth	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-07	Certificates of Service Documentation related to out of state deaths once they are brought back into state	1 year	Paper and/or Electronic		<input type="checkbox"/>
VS-08	Vital Statistics Reports Quarterly reports sent to Ohio Department of Health that include the number of births and deaths.	5 years	Paper and/or Electronic		<input type="checkbox"/>