Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
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OHIO HISTORY CONNECTION

SEP 19 2024

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

This document supersedes all previous Retention Schedules.

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Hamilton County	Soil and Water Conservation District
(Local Government Entity)	(Unit)

Melinda D Hartley	Melinda D. Hartley	Business Service Officer	5/12/24
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

Hamilton County Records Commission			513-946-5971
			(Telephone Number)
1000 Main Street Rm. B-25	Cincinnati	45202	Hamilton
(Address)	(City)	(Zip Code)	(County)

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

JAlexand@cms.hamilton-co.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.

Records Commission Chair Signature	Date 9/10/24

Section C: Ohio History Connection - State Archives

Amy Hissong Digitally signed by Amy Hissong Date: 2024.10.25 17:33:52 -04'00'	Government Records Archivist	10/25/2024
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2024.10.31 12:33:51 -04'00'	Records Manager	
Signature	Title	Date

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
APPLICATION AGREEMENT FORMS					
1.0	Wan Agreements – copies only The County Auditor is the original agreement and recorder holder.	Until superseded - No RC-3 required	Paper or Electronic		☐
1.0. A	Wan Agreements – AmeriCorps member copies only. The County Auditor is the original agreement and recorder holder.	Until superseded - No RC-3 required	Paper or Electronic		☐
1.1	Accounts Payable Information Form - copies only The County Auditor is the original agreement and recorder holder.	5 years after audit	Paper or Electronic		☐
1.2	HRP Performer User Access – copies only The County Human Resources is the original Creator and record holder.	Until superseded - No RC-3 required	Paper or Electronic		☐
DISTRICT ELECTIONS & REORGANIZATIONS					
2.0	Election Procedure – Describes the procedures for the Soil and Water Elections.	Until superseded - No RC-3 required	Paper or Electronic		☐
2.1	Election Forms – Registration (registry) form for voting, statement of candidacy forms, candidate submission form, election legal notice, and candidate petition form.	4 years after election - No RC-3 required	Paper or Electronic		☐
2.2	Absentee Ballot Requests – Voter eligibility form, any returned mail, and any election item.	60 days after election- No RC-3 required	Paper or Electronic		☐
2.3	Affidavits – A form for a corporation, Firm, LLC, or Trust verifying they are a landowner or land occupier in the County.	60 days after election- No RC-3 required	Paper or Electronic		☐
2.4	Election Results – form with the results of the elections and the total number of votes cast for each slated candidate.	Permanent	Paper or Electronic		☑
2.5	Supervisors, Current & Past – a list of all District Supervisors.	Permanent	Paper or Electronic		☐

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See Instructions before completing this form.

Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
2.6	Reorganization Notices – a list of board members and which position they held for the year.	5 years after audit	Paper or Electronic		☐
2.7	Oath of Office - This is the Ohio Soil and Water Conservation Commission's Oath form for a newly elected board member.	Permanent	Paper or Electronic		☐
	LEGISLATIVE & LEGAL				
3.0	Ohio General Assembly & United States Congressional Names of Legislators – a list of the legislators.	Until superseded - No RC-3 required	Paper or Electronic		☐
3.1	Legal Opinions – Opinions from the legal counsel.	Until superseded - No RC-3 required	Paper or Electronic		☐
3.2	Laws - Senate Bills and House Bills.	Until superseded - No RC-3 required	Paper or Electronic		☐
3.3	Resolutions - Current	Until superseded - No RC-3 required	Paper or Electronic		☐
3.4	Civil Rights (Laws) - Non-Discrimination Statement Ethics Law.	Until superseded - No RC-3 required	Paper or Electronic		☐
3.5	Legal Notices – Notices include but are not limited to financial reports and election information.	5 years after audit	Paper or Electronic		☐
3.6	Public Records Requests - Requests for District documents and log sheets (Actual documents are kept with the individual who answered the request).	5 years after audit	Paper or Electronic		☐
3.7	Ohio Records Certification for Record Retention – Certifications for individuals who have taken the course.	Until superseded - No RC-3 required	Paper or Electronic		☐
3.8	Records Retention Schedules - R1, R2 and RC3 forms.	Until superseded - No RC-3 required	Paper or Electronic		☐
	MEMORANDUMS OF UNDERSTANDING				
4.0	Memorandums of Understanding for all Jurisdictions and State, Federal, and Local agencies - Agreements with local communities and organizations.	3 years after audit	Paper or Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Hamilton County (Local Government Entity) Soil and Water Conservation District (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
4.1	Member/Partner Agreement - Agreements with local communities and organizations.	3 years after audit	Paper or Electronic		☐
MINUTES, NOTES, REPORTS					
5.0	Minutes of District Board Meeting and Annual Meeting, Earthwork Appeals Board	Permanent	Paper or Electronic		☑
5.1	Staff Activity Reports – Monthly reports of the staff's activity.	5 years after audit	Paper or Electronic		☐
5.1. A	Staff Activity Reports – Monthly reports of the member's activity for ORBCorps/AmeriCorps	5 years after audit	Paper or Electronic		☐
5.2	Meeting notes – including but not limited to Staff meetings and Network groups.	Until superseded - No RC-3 required	Paper or Electronic		☐
5.3	Save Local Waters – formerly Regional Storm Water Collaborative Notes	5 years after audit	Paper or Electronic		☐
5.4	Agendas – Agendas for the board & annual meeting meetings, and any meetings.	Until superseded - No RC-3 required	Paper or Electronic		☐
OFFICIAL RECORDS AND DOCUMENTS					
6.0	District Charter	Permanent	Paper or Electronic		☑
6.1	Ohio Federation Soil and Water Conservation District Bond	5 years after audit	Paper or Electronic		☐
6.2	Employment Policies Acknowledgment forms – Forms signed by board members and staff verifying they have read the policy manual. This is kept in front of the policy manual.	5 years after audit	Paper or Electronic		☐
6.2. A	Member Service Policies Acknowledgment Forms - ORBCorps/AmeriCorps	5 years after audit	Paper or Electronic		☐
6.3	Administrative Guide/Policies	Until superseded No RC-3 required	Paper or Electronic		☐

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Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
6.3. A	Administrative Guide/Policies - ORBCorps/AmeriCorps	Until superseded No RC-3 required	Paper or Electronic		☐
6.4	Office Rental Agreement	5 years after audit	Paper or Electronic		☐
6.5	Equipment, Space, and Liability Insurance Policies	5 years after audit	Paper or Electronic		☐
6.6	Copies of Records – Additional copies of records or images that are no longer required and serve no useful purpose or that are copies where originals are kept in the custody of another division within the office.	3 years after audit	Paper or Electronic		☐
6.7	Correspondence - Messages sent and received by any media, including letters, memoranda, faxes, e-mail messages, and misc. communications. Correspondence and Letters – from various governmental and nonprofits.	3 years after audit	Paper or Electronic		☐
6.8	Transient Correspondence— Communications that convey information of temporary importance in lieu of oral communication, such as drafts, meeting notices, online customer service correspondence, work hour schedules, staff goals, etc. Referral letters, requests for routine information, or publications provided to the public by an agency are answered by standard form letters.	3 years after audit	Paper or Electronic		☐
6.9	General Correspondence – Requests for information pertaining to interpretations and other miscellaneous inquiries concerning agency policies, procedures, program, fiscal, and personnel matters, as well as copies of outgoing correspondence maintained for reference purposes.	3 years after audit	Paper or Electronic		☐

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Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
6.10	Other Office Communication – of transient nature including but not limited to meeting notes, old forms, appointment calendars, and surveys.	3 years after audit	Paper or Electronic		☐
	LICENSES AND PERMITS				
7.0	Bulk Mailing Permit – permit from the post office for mailing bulk mail (Stopped using this service in 2019. Remove off RC2 in 2026).	Until superseded No RC-3 required	Paper or Electronic		☐
7.1	Licenses - Nursery Dealers Licenses, Seed Licenses, and Software Licenses.	3 years from license expiration date - No RC-3 required	Paper or Electronic		☐
	PLANS OF OPERATION				
8.0	District Long Range Plan – the outlook for the District within the next five years planned by the public, board members, and staff.	5 years after audit	Paper or Electronic		☐
8.1	District Annual Plan of Work – the outlook for the District for one year planned by the board members and staff.	5 years after audit	Paper or Electronic		☐
8.2	District Committee Assignments – committees the board members and staff attend or assist with for the District in its operations (These are reported in the District's board minutes.)	Until superseded No RC-3 required	Paper or Electronic		☐
8.3	Continuation of Operation Plan (Emergency Plan) – a plan created to assist the District in case of a disaster.	Until superseded No RC-3 required	Paper or Electronic		☐
	BUDGET AND FINANCE				
9.0	Guides and Regulations to Follow for Utilizing County and State Funds	5 years after audit	Paper or Electronic		☐
9.1	Budget Requests & Appropriations – District's budgets.	5 years after audit	Paper or Electronic		☐
9.1. A	Budget Requests & Appropriations – ORBCorps/AmeriCorps Budgets	5 years after audit	Paper or Electronic		☐

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Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
9.2	Special Fund Appropriations to Auditor's Accounts Certificate of Resources/Appropriations - (Amended Certificate)	5 years after audit	Paper or Electronic		☐
9.3	Financials – Information including, but not limited to, all vouchers, journal entries, ITs, AVs, purchase orders, bids, quotes, invoices, reconciliations, bills for payment reports, bank statements, canceled checks, tracking information, bank signature forms, memorandum of agreement with banks, open accounts applications, credit card applications and statements, bank statements, Form 11 for state match, cash basis report, CPIM Treasurer of state training exemption forms, audit reports, internal reviews, receipt books, county revenue receipts, bulk mail or email statements, address return statements, inventory tracking sheets, inventory surplus documents, customer receipts for inventory, OPERS independent contract forms, certificate of deposit info, change forms, sales price list, outstanding checklist, leave tracking sheets, accounting database information, and any backup paperwork for these documents.	5 years after audit	Paper or Electronic		☐
9.4	Payroll Journals – Payroll journals after payroll have been processed.	Permanent	Paper or Electronic		☐
9.4. A	Payroll Journals – Payroll journals after payroll have been processed for ORBCorps/AmeriCorps.	Permanent	Paper or Electronic		☐
9.5	Payroll Worksheets – Input sheets, pre-post payroll journals, and labor reports.	5 years after audit	Paper or Electronic		☐

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Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
9.5. A	Payroll Worksheets – input sheets, pre-post payroll journals, and labor reports for ORBCorps/AmeriCorps.	5 years after audit	Paper or Electronic		☐
9.6	Bidding Guidelines – County and District guidelines for acquiring purchases.	3 years after audit	Paper or Electronic		☐
9.7	Contract for Services/Repairs – contracts with vendors.	4 years after the contract has been completed	Paper or Electronic		☐
9.8	Capital Asset Acquisition Form – Copies only. The Auditor is the official custodian of the form for items purchased over $5,000.00.	After the asset has been disposed keep 5 years after the audit	Paper or Electronic		☐
9.9	Capital Asset Disposal Forms – copies only. The Auditor is the official custodian of the form for items purchased over $5,000 that are sold or disposed of.	After the asset has been disposed keep 5 years after the audit	Paper or Electronic		☐
9.10	Donation letters	3 years after audit	Paper or Electronic		☐
9.11	Office Equipment Warranties Operations documents – Includes Phone System Guides & Info.	Retain 2 years after asset is sold or salvaged, then destroy.	Paper or Electronic		☐
9.12	Vehicle files – Including maintenance files – Files of the District's vehicles and spreadsheets of the maintenance performed on each vehicle.	After the asset has been disposed keep 5 years after audit	Paper or Electronic		☐
9.13	Vehicle Accident Reports	3 years after audit	Paper or Electronic		☐
9.14	County Car Request for Overnight Vehicle Use Form – Form for staff members taking the vehicle home (Stopped using this service in 2019. Remove off RC2 in 2026)	5 years after audit	Paper or Electronic		☐
9.15	Grants records—All government and private grants—grants received from outside agencies to assist the District in conducting an event, purchasing an	After the grant is complete - 5 years after audit	Paper or Electronic		☐

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Hamilton County (Local Government Entity) Soil and Water Conservation District (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
	item, etc. Grants are awarded to individuals and organizations to further conservation practices.				
9.16	Tax Exemption Number and Federal Identification Number, Tax Exemption Status Letter	Permanent	Paper or Electronic		☐
9.17	1096 and 1099 tax transmittals and any tax forms	5 years after audit	Paper or Electronic		☐
9.18	Sales Blanket Exemption Form and any W-9 Requested – Ohio Blanket Exemption forms when a vendor requests the form.	Until superseded - No RC-3 required	Paper or Electronic		☐
	VOLUNTEER MANAGEMENT (formerly known as Support Organizations)				
10.0	Release Forms – Forms signed by volunteers participating in volunteer events	3 years after event	Paper or Electronic		☐
10.1	Release Forms –forms to access private property for projects.	Until superseded - or 3 years after event	Paper or Electronic		☐
	AWARD & CONTEST WINNERS				
11.0	Conservation Awards, Teacher Scholarship, Program Awards – A list of names that have received a conservation award from the District.	3 years after audit	Paper or Electronic		☐
	INFORMATION				
12.0	News and Press Releases	3 years after audit	Paper or Electronic		☐
12.1	Newsletters – District newsletters regarding the District news, events, services, etc.	3 years after audit	Paper or Electronic		☐
12.2	Mailing Lists / Phone List – Lists used for the District newsletter, annual meeting, email service, etc.	Until superseded - No RC-3 required	Paper or Electronic		☐
	STREAM MONITORING				
13.0	Stream monitoring data collected by Hamilton County Soil and Water Conservation District – Field data	Permanent	Paper or Electronic		✓

Section E: RECORDS RETENTION SCHEDULE (RC-2) -- Part 2

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Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
	sheets and notebook entries (scanned); excess files with analysis of field data: results from third-party labs hired by the District and resulting reports.				☑
13.1	Emergency Response Projects -- Notes regarding communications, field data sheets, and notebook entries (scanned): excess files with analysis of field data: results from third-party labs hired by the District; and resulting reports.	3 years after audit	Paper or Electronic		☐
13.2	Educational materials created by Hamilton County Soil and Water Conservation District for Special Projects -- Final education documents of fliers, pamphlets, posters, reports, and presentation slides.	Until superseded - No RC-3 required	Paper or Electronic		☐
13.3	Stream Landowner Consultations -- Notes regarding communications, property location, and ownership.	Permanent	Paper or Electronic		☑
	PERSONNEL				
14.0	Employment Applications, Resumes, Interview Materials	2 years	Paper or Electronic		☐
14.1	I-9 Employment Eligibility Forms (kept in employee file)	3 years from the date of hire or 1 year from the date of separation, whichever is longer - No RC3 required	Paper or Electronic		☐
14.1. A	I-9 Member Eligibility Forms -- ORBSCorp/AmeriCorps (kept in member file).	3 years from the date of enrollment or 1 year from the date of separation, whichever is longer - No RC3 required	Paper or Electronic		☐
14.2	Employee Documents -- Information included, but not limited to, Public Employee Retirement System forms, health insurance, life insurance,	Permanent	Paper or Electronic		

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	evaluations, reprimands, W-4, IT-4, background checks, driving record, applications, resumes, medical, military requests, catastrophic leave, background checks, badges return and requests. (kept in employee file)				☐
14.2. A	Members Documents – ORBCorps/AmeriCorps Information included, but not limited to, health insurance, evaluations, reprimands, W-4, IT-4, background checks, driving record, applications, resumes, medical, military requests, catastrophic leave, background checks, badges return and requests. (kept in member file)	Permanent	Paper or Electronic		☐
14.3	Employee Benefits Documents - (I.e., annual enrollment, COBRA, transportation reimbursement, tuition reimbursement, etc.)	5 years after audit	Paper or Electronic		☐
14.3. A	Member Benefits Documents - ORBCorps/AmeriCorps (I.e., transportation reimbursement, etc.)	5 years after audit	Paper or Electronic		☐
14.4	Ohio Department of Agriculture Time Sheets and Leave Balances – The tracking of employee timesheets and leave balances is incorporated with the Ohio Department of Agriculture timesheet program.	5 years after audit	Paper or Electronic		☐
14.4.A	OnCorps – ORBCorps/AmeriCorps - The tracking of member timesheets and leave balances is incorporated with the OnCorps program.	5 years after audit	Paper or Electronic		☐
14.5	Ohio Department of Agriculture Leave Balance Request Forms - included with the Ohio Department of Agriculture timesheet program.	5 years after audit	Electronic		☐
14.6	Proof of Insurance – Copy of the District's employee insurance card used for mileage and travel reimbursement expenses.	Until superseded - No RC-3 required	Paper or Electronic		☐

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by the Auditor of State or LGRP	(6) RC-3 Required by LGRP
14.6. A	Proof of Insurance – Copy of ORBCorps/AmeriCorps member's insurance card used for mileage and travel reimbursement expenses.	Until superseded - No RC-3 required	Paper or Electronic		☐
14.7	Unemployment Information	7 years after final payment	Paper or Electronic		☐
14.8	Worker's Compensation Claims and Correspondence	4 years from the date of injury	Paper or Electronic		☐
14.9	Job Descriptions - (kept in employees' personnel file).	5 years after audit	Paper or Electronic		☐
14.9. A	Job Descriptions - ORBCorps/AmeriCorps (kept in members' personnel file).	5 years after audit	Paper or Electronic		☐
	POLLUTION ABATEMENT				
15.0	Pollution Complaint procedures and rules – (same as abatement and animal waste complaints.)	Until superseded No RC-3 required	Paper or Electronic		☐
15.1	Pollution Complaints – Information including, but not limited to, correspondence, reports, and site maps.	10 years after the event	Paper or Electronic		☐
	EARTHWORK				
16.0	Earthwork Applications and grading plans with erosion and sediment control plans for residential developments, commercial developments, single-family homes, commercial buildings, clean hard fill sites - (Note that copies of the grading plans for residential developments are on file with the County Engineers. Building plans and applications from 1998 forward are on file with the Hamilton County Building Department in digital format. (Kept with the Earthwork Department).	7 years	Paper or Electronic		☐

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	EDUCATION				
17.0	Workshops/Programs - Information includes, but is not limited to, agendas, evaluations, registration, receipts, and other miscellaneous items. materials. (Kept with the Education Department)	5 years after an audit	Paper or Electronic		☐
17.1	Special Projects - Information including, but not limited to, agendas, evaluations, registration, receipts, and other misc. materials. (Kept with the Education Department).	After completion 5 years after an audit	Paper or Electronic		☐
	PUBLIC RELATIONS (PR)				
18.0	Workshops/Programs/Events - Information includes but is not limited to agendas, evaluations, registration, receipts, all financial support documents, and other miscellaneous items. materials. (Kept with the PR Department).	5 years after an audit	Paper or Electronic		☐
18.1	Special Projects Information includes but is not limited to agendas, evaluations, registration, receipts, and other miscellaneous items. materials. (Kept with the PR Department).	5 years after an audit	Paper or Electronic		☐
18.2	Advertising and Marketing Materials include but are not limited to newsletters, photos, video, audio, and print PSAs (Kept with the PR Department).	5 years after an audit	Paper or Electronic		☐
18.3	Annual Reports – Reports for the year of work accomplishments and financials.	Permanent	Paper or Electronic		☑
18.4	Release forms for photo and video	3 years	Paper or Electronic		☐

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Hamilton County — Soil and Water Conservation District

(Local Government Entity) (Unit)

CORONAVIRIS RELEIF FUND					
19.0	The Coronavirus Relief Fund was established by the Coronavirus Aid, Relief, and Economic Security Act ("CARES" Act) of 2020. State and local governments will use the fund to make payments for necessary expenditures incurred due to the public health emergency related to the Coronavirus Disease 2019 (COVID-19).	Retain for 5 years after audit. (US Department of Treasury Memorandum OIG-CA-20- 021)	Paper or Electronic		☐

*Recipients of Coronavirus Relief Fund payments shall maintain and make available to the US Treasury's Office of Inspector General upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended (42 U.S.C. 801(d)).

Records that support compliance with subsection 601 (d) of the Social Security Act include, but are not limited to, the following: General ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19; Budget records for 2019 and 2020; Payroll, time records, and human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19. Receipts of purchases made related to addressing the public health emergency due to COVID-19; Contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts; Grant agreements and grant sub-award agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards; All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and sub-recipients; All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient sub- awards; All internal and external email/electronic communications related to the use of Coronavirus Relief Fund payments and All investigative files and inquiry reports involving Coronavirus Relief Fund payments.