

**Board Members**

Jeff Sauer
Chair

Robert Maynard
Vice Chair

Brian Householder
Secretary/ Treasurer

Charles Elsea

Tom James

Fairfield County Port Authority
Records Retention Schedule
Effective January 28, 2015

The Fairfield County Port Authority, like other public offices in the State of Ohio, must retain certain records from year to year. Although the Ohio Revised Code does not set records retention guidelines for Port Authorities, the Board of Directors of the Fairfield County Port Authority has adopted the following schedule for records retention.

| Records | Retention Schedule |
|---|----------------------------|
| FINANCIAL RECORDS | |
| Accounts Receivable Ledger and Documents | 5 years |
| Annual Financial Report to the Auditor of the State | Permanent |
| Audit Reports | 5 years |
| Bank Deposit Receipts | 5 years |
| Bank Statements | 5 years |
| Budgets | 10 years, provided audited |
| Cancelled Checks | 5 years |
| Check Registers | 5 years |
| Invoices/Vouchers/Statements to Authority | 5 years |
| Invoices/Statements from the Authority | Permanent |
| Taxes | Permanent |
| BOARD RECORDS | |
| Board Agenda Packets | 10 years |
| Board Reports | 1 year |
| Minute Book ¹ | Permanent |

¹ Includes Board and committee minutes, public meeting notices, agendas, resolutions, motions, rules & regulations – all documents pertinent to board meetings for the year filed

| Records | Retention Schedule |
|---------------------------------------|-----------------------------|
| PROJECT RECORDS | |
| Closing Documents | Permanent |
| Prevailing Wage Records | 4 years |
| Project Records (successful) | Permanent |
| Project Records (unsuccessful) | 3 years |
| OPERATIONS RECORDS | |
| Annual Reports | Permanent |
| Contracts | 15 years after expiration |
| Correspondence – General ² | 2 years |
| Email | Retain according to content |
| Expense Records | 3 years |
| Insurance Policies | 2 years after expiration |
| Leases (Equipment/Real Estate) | 2/5 years after expiration |
| Payroll Journal/Reports | 5 years |
| Personnel Files | 2 years after termination |
| Policy Procedures/Processes | Permanent |
| Purchase Orders/Requisitions | 2 years, audited |
| Records Requests | 2 years |

² Includes internal correspondence (letters, memos), correspondence from various individuals, companies, and organizations requesting information pertaining to the Authority, and legal interpretations and miscellaneous inquiries. Correspondence is informative; it does not influence agency policy.