



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Fairfield County	Family, Adult and Children First Council
(Local Government Entity)	(Unit)
	Donna Fox-Moore Executive Director
(Signature of Responsible Official)	(Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County Data Board	740-652-7076
210 East Main Street	Lancaster, Ohio 43130 (Telephone Number) Fairfield
(Address)	(City) (Zip Code) (County)

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

DataCenter@fairfieldcountyohio.gov

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
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

(Unit)

(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
21-00009	Council and Executive Committee meeting minutes and agendas	Permanent	Multi		<input type="checkbox"/>
21-00010	Client files for Multi-System Youth	4 years after the case is closed	Multi		<input type="checkbox"/>
21-00011	Contracts, Agreements, and Memoranda of Understanding for goods and services	15 years after expiration	Multi		<input type="checkbox"/>
21-00012	General correspondence: all sent and received correspondence that serves to document the organization's functions, policies, decisions, procedures, operations, or other activities of the office	2 years and no longer of any administrative, legal or fiscal value	Multi		<input type="checkbox"/>
21-00013	Press releases	5 years	Multi		<input type="checkbox"/>
21-00014	Community Shared Plan submitted to Ohio Family and Children First	Permanent	Multi		<input type="checkbox"/>
21-00015	Service Coordination Mechanism as required and approved by Ohio Family and Children First	Permanent	Multi		<input type="checkbox"/>
21-00016	Annual reports	8 years	Multi		<input type="checkbox"/>
21-00017	Council and Executive Committee membership rosters	Permanent	Multi		<input type="checkbox"/>
21-00018	Annual budgets and budget preparation documents	3 years provided audited	Multi		<input type="checkbox"/>
21-00019	Local, state, and federal grant applications unsuccessful or not funded	5 years	Multi		<input type="checkbox"/>
21-00020	Local, state, and federal grant applications and request approved	5 years after expiration of	Multi		

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(Local Government Entity)

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(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
	and funded (may include records of expenditures and related reports)	grant provided audited			<input type="checkbox"/>
21-00021	Accounts receivable and accounts payable documents	3 years provided audited	Multi		<input type="checkbox"/>
21-00022	Council bylaws	Permanent	Multi		<input type="checkbox"/>
21-00023	Audit reports – federal and state	Permanent	Multi		<input type="checkbox"/>
21-00024	Client grievances and complaints filed per conflict resolution police of Service Coordination Mechanism	5 years provided audited	Multi		<input type="checkbox"/>
21-00025	Inventory of office property	permanent	Multi		<input type="checkbox"/>
21-00026	Annual reports to county auditor	5 years after submission	Multi		<input type="checkbox"/>
21-00027	Personnel files	Permanent	Multi		<input type="checkbox"/>
21-00028	Records documentation RC-1, RC-2, RC-3	Permanent	Multi		<input type="checkbox"/>
21-00029	Project files	5 years	Multi		<input type="checkbox"/>
21-00030	Unsolicited reports, proposals, presentations, and similar unsolicited communications	Return to submitter or destroy when no longer of administrative value (RC-3 not required)	Multi		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(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
21-00031	Telephone message books / public meeting sign-in records	2 years	Multi		<input type="checkbox"/>
21-00032	Operational policies and procedures	5 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>
21-00033	Reading and informational references	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
21-00034	Draft and informal notes (consisting of transitory information used to prepare the official records in any form)	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
21-00035	Hourly/daily/weekly/monthly and annual appointment books, records, calendars, schedules, organizers, and planners	Continually updated, revised, completed, superseded or erased (RC-3 not required)	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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					<input type="checkbox"/>
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