



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

Fairfield County Sheriff	Jeneanne Smyers	740-652-7324	Sheriff's Admin/Jail
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)
345 Lincoln Ave	Lancaster	43130	Fairfield
(Address)	(City)	(Zip Code)	(County)
			(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Sheriff	740-652-7254
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: jeneanne.smyers@fairfieldcountyohio.gov

**Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Accident Traffic Crash Report	07-00001	10/22/2012	Multi		<Jan13 – Dec 13		After approved and after the 15 day waiting period we will schedule the shred truck ideally end of February2019	
Accrued Fees Book	07-00002	“	“		< Jan 13 – Dec 13		“	
Hand Written Booking Sheets	07-00003	“	“		< To Date Destroyed as entered into the system		“	
Cash Books	07-00004	“	“		<Jan 14 – Dec 14 Provided Audited		“	
Civil Case Records (Return Cards)	07-00005	“	“		<Jan 13 – Dec 13 After Last Recorded		“	
Commitments	07-00006	“	Paper	Information Kept Electronic	<Jan 17 – Dec 17 Or 1 year after Commitment		“	
Complaint Reports (Incident/Offense)	07-00007	“	Multi		<Jan 13 – Dec 13		“	
Cost Bills (See Cash Book)	07-00008	“	“		<Jan 14 – Dec 14 Provided Audited		“	
Daily Reports (Patrol)	07-00010	“	“		<Jan 16 – Dec 16		“	
Fingerprint Cards (arrest)	07-00011	“	“		< Jan 08 -Dec 08		“	
Foreign Summons Docket	07-00013	“	“		<Jan 13 – Dec 13		“	



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Index to Accrued Fees (See Accrued Fees Books)	07-00015	“	“		<Jan 13 – Dec 13 Provided Audited		“	
Jail Reports (Daily Activity)	07-00019	“	“		<Jan 17 – Dec 17		“	
Order of Sale Docket	07-00020	“	“		<Jan 13 – Dec 13		“	
Record of Monies Turned over to Treasurer (See Cash Book)	07-00021	“	“		<Jan 14 – Dec 14 Provided Audited		“	
Records of Writs and Summons	07-00022	“	“		< Jan 13 – Dec 13		“	
Sheriff's Returns	07-00023	“	“		<Jan 13 – Dec 13 Provided Filed With Court		“	
Special Deputy Records	07-00024	“	“		Once Commission Expires		“	
Unclaimed Fees Records	07-00025	“	“		<Current Provided Audited		“	
Report Logs (Incident/Accident)	07-00027	“	“		< Jan 13 – Dec 13		“	
911 Call Logs	07-00030	“	“		< Jan 16 – Dec 16		“	



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Transient Vender Record	07-00031	“	“		< Jan 16 – Dec 16		“	
Grant Records	07-00032	“	“		<Jan 13 – Dec 13		“	
Commissary Records	07-00033	“	“		<Jan 16 – Dec 16		“	
Return/Service Cards for Court Documents	07-00036	“	“		<Jan 16 - Dec 16		“	
Detective Bureau Case Files (Excludes Homicides)	07-00039	“	“		<Jan 11 – Dec 11		“	
Inmate Medical/Dental Records	07-00040	“	“		< Jan 12 – Dec 12		“	
Traffic Tickets	07-00041	“	Paper		<Jan 15 – Dec 15		“	
Service Order (See Cost Bills)	07-00042	“	Multi		< Jan 14 – Dec 14 Provided Audited		“	
Dispatch Call Logs (Record of Runs)	07-00043	“	“		< Jan 15 – Dec 15		“	
Executions and Attachments	07-00045	“	“		<Jan 13 – Dec 13		“	
Field Interrogation Cards (FI Cards)	07-00046	“	“		<Jan 17 – Dec 17		“	
Instructions to Levy on Executions	07-00047	“	“		<Jan 13 – Dec 13		“	



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Sheriff Sales Publications Records	07-00048	“	“		<Jan 13 – Dec 13		“	
Teletype/LEADS Records Logs	07-00049	“	“		< Jan 16 – Dec 16		“	
Supervisor Sergeant Logs/ Daily Reports	07-00051	“	“		<Jan 16 – Dec 16		“	
Policies, Procedures, Rules and Regulations	07-00052	“	“		<Jan 12 – Dec 12 Revised- Superseded- or Discontinued Ones		“	
Waiver of Administrative Segregation Hearing	07-00073	“	“		< Jan 17 - Dec 17		“	
Close Watch Form	07-00074	“	“		<Jan 16 – Dec 16		“	
Notification of Rules Violation	07-00075	“	“		< Jan 17 – Dec 17		“	
ATF Firearms License Data	07-00076	“	“		<Jan 17 – Dec 17		“	
Evidence Submission Form	07-00077	“	“		<Jan 17 – Dec 17 Provided Cases Closed		“	
BCII Lab Reports (Property Rom)	07-00078	“	“		<Jan 11 – Dec 11 Provided Cases Closed		“	
Fireworks Permits	07-00079	“	“		< jan 17 – Dec 17		“	
Covert Operations Receipt	07-00080	“	“		< Jan 14 – Dec 14 Provided Audited		“	



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Property Disposition Form (Property Room)	07-00081	“	“		< Jan 13 – Dec 13		“	
Litigation Case Files	07-00082	“	“		<Jan 17 – Dec 17		“	
Junk Vehicle Affidavits and Documents	07-00085	“	“		<Jan 17 – Dec 17		“	
Inmate Visitation Log (Official Business Visitors)	07-00090	“	“		<Jan 17 – Dec17		“	
Inmate Food Service Files/Documents (Not Commissary)	07-00093	“	“		<Jan 17 – Dec 17		“	
FCSO Ride Along Documents/Forms	07-00094	“	“		<Jan 17 – Dec 17 No Action Pending		“	
Authorization for Release of Evidence/Property	07-00099	“	“		<Jan 13 – Dec 13		“	
CCW Applications	07-00100	“	“		When Individually Expired (If No Longer Needed)		“	
Annual Budget Preparation Documents	07-00102	“	“		<Jan 17 – Dec 17		“	
Property Room Logs and Inventory Files	07-00103	“	“		<Jan 15 – Dec 15 Only Closed Cases		“	



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Impound Files	07-00107	“	“		<Jan 16 – Dec 16 (2 years after Disposition)		“	
Liability Wavers for Special Classes/Events	07-00109	“	“		<Jan 17 – Dec 17 For Events Completed prior to Jan 17		“	
[REDACTED]								
<b>Personnel Records</b>			<b>Data Board Approved Separately</b>		<b>See County Personnel Records RC -3 as Adopted County Wide</b>			
Employment Job Openings: Posting Recruitment, Advertisements	07-00001/1A	“	Paper/ Electronic		<Jan 13 – Dec13		“	
Job Applications, Resumes, Letters of Reference, Interview Notes, Conditional Offer of Employment, Controlled Substance Testing – NOT Hired	07-00002/2A	“	Paper/ Electronic		<Jan 13 – Dec 13		“	
Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets – NOT hired	07-00003/3A	“	Paper / Electronic		<Jan 13 – Dec 13		“	



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Background Investigations, Polygraph Tests – NOT hired	07-00004	“	Paper		<Jan 13 – Dec 13		“	
Departmental Payroll Worksheets and Related Reports	07-00005/5A	“	Multi / Electronic		<Jan 14 – Dec 14		“	
Occupational Health Examinations, Psychological Examinations – NOT hired	07-00006	“	Paper		<Jan 13 – Dec 13		“	
Photographs and Fingerprints – NOT hired	07-00007	“	Paper		<Jan 13 – Dec 13		“	
Job and Position Descriptions	07-00012	“	Paper		<Jan 13 – Dec 13 For those Revised or Rescinded		“	
Rules, Regulations, Policies and Procedures Related to Personnel	07-00013/13 A	“	Paper / Electronic		<Jan 11 – Dec 11 For Those Revised or Rescinded		“	
Employee Accident/Injury	07-00017/17 A	“	Paper / Electronic		<Jan 11 – Dec 11		“	
Grievance Hearing Files	07-00025	“	Paper		<Jan 03 – Dec 03		“	
Arbitration and Mediation Reports	07-00026	“	Paper		<Jan 03 – Dec 03		“	
Fact Finder Reports	07-00027	“	Paper		<Jan 02 – Dec 02		“	





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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Union Contracts and Agreements	07-00028	“	Paper		<Jan 03 – Dec 03		“	
Union Contracts and Agreements – Negotiations Work Files and Notes	07-00029	“	Paper		<Jan 03 – Dec 03		“	
Employee Unemployment Compensation Case Files	07-00031/31A	“	Multi/ Electronic Media		<Jan 08- Dec 08		“	
Psychological Exams (Promotional Process)	07-00036	“	Paper		<Jan 10 – Dec 10		“	
Employee Classification Description	07-00037/37A	“	Paper / Electronic		<Jan 13 – Dec 13 after revised or rescinded		“	
Employee Training Programs and Manuals	07-00040	“	Paper		<Jan 15 – Dec 15		“	
Employee Positions, Job Bid Requests and Hiring Summaries	07-00042	“	Paper		<Jan 13 – Dec 13		“	
Employee Uniform, Clothing and Equipment records	07-00043	“	Paper		< Jan 14 – Dec 14		“	
Employee Time Cards/Sheets/Books/ Records	07-00045/45A	“	Multi / Electronic		<Jan 14 – Dec 14 If Audited/Scanned		“	



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Employee Leave Requests- Vacation, Compensatory, Sick Leave, Holiday Etc.	07-00046/46A	“	Multi / Electronic		<Jan 14 – Dec 14 If Audited		“	
Employee Overtime Authorization	07-00047	“	Paper		<Jan14 - Dec 14 if Audited		“	
Overtime Reports- Bi-Weekly, Monthly, Quarterly Semi Annual, Annual	07-00048	“	Paper		<Jan 14 – Dec 14 if Audited		“	
Risk Management Reports / Data	07-00049/49A	“	Multi / Electronic Media		<Jan 15 – Dec 15		“	
Employee Withholding Requests	07-00054	“	Paper		<Jan 14 – Dec 14 Revised/Rescinded		“	
W-2 Forms	07-00055	“	Paper		<Jan 11 – Dec 11 If Audited		“	
Garnishment Orders	07-00057	“	Paper		<Jan 14 – Dec 14 If employment terminated or order rescinded		“	
I-9 Forms	07-00059	“	Paper		<Jan 15 – Dec 15 3 years from Hire date or a year from termination		“	
Payroll Journal/Record- Weekly, Bi-Weekly, Monthly	07-00061	“	Paper		<Jan 14 – Dec 14 If audited and cumulative employee payroll in personnel file		“	



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
COBRA- initial Notice	07-0062	“	Paper		<Jan 11 – Dec 11		“	
Cobra – Termination of Coverage	07-00063	“	Paper		<Jan 11 – Dec 11		“	
Employee Benefit Packages – Summary Plan Design and Employee Benefit Guide	07-00066	“	Multi		<Jan 11 – Dec 11		“	
Buy Out Folder	07-00067	“	Paper		Until Employee Leaves Count Employment and All Pension Rights Determined		“	
Human Resources New Hire – Miscellaneous Forms	07-00068	“	Paper		Until Revised or Rescinded		“	
Employee Health Insurance, Flexible Spending Election Forms	07-00069	“	Multi		<Jan 15 – Dec 15 If Audited		“	