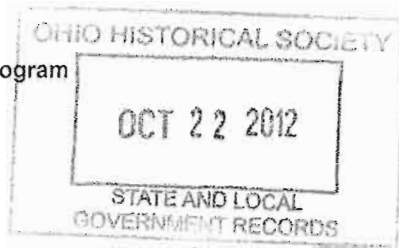




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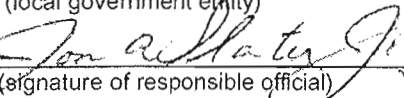


11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County Auditor's Office _____
 (local government entity) (unit)
 Jon A Slater, Jr. Auditor 07/12/2012
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Records Commission _____ (telephone number)

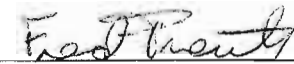
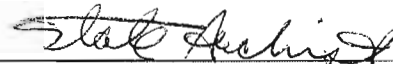
 (address) (city) (zip code) (county)

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

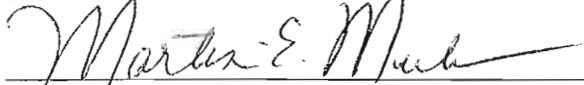
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 9/10/12
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

  10/30/2012
 Signature Title Date

Section D: Auditor of State

 11-9-12
 Signature Date

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

Fairfield County Ohio

Fairfield County Regional Planning Commission

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00001	COUNTY-WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
09-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	25 Year(s) After Revised, Superseded or Discontinued.	Paper		<input type="checkbox"/>
09-00003	General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the public office.	4 Year(s) and no longer of an Administrative, Legal or Fiscal value. Appraise for Historical value. File according to content.	Multi		<input type="checkbox"/>
09-00004	Transient Correspondence or Communication Records.	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
09-00005	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and similar Unsolicited Communications.	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
09-00006	Copies – Reading, Informational and Reference. (Originals maintained)	Retain until no longer of Administrative value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
09-00007	Drafts & Informal Notes. (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of Administrative value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
09-00008	Bulletins, Posters, General Notices and Displays	Retain until no longer of Administrative Value (RC-3	Multi		<input type="checkbox"/>



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
		Not Required)			
09-00009	Blank Forms	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
09-00010	Awards, Newspaper Articles & Clippings	Until no longer of a Historical value.	Multi		<input type="checkbox"/>
09-00011	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
09-00012	Professional Organization & Association Files	1 Year(s) and no longer of an Administrative value.	Multi		<input type="checkbox"/>
09-00013	Electronic Mail Systems. [Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43]	Retain Email that has a significant Administrative, Fiscal, Legal or Historical value. Maintain according to content (Refer to RC-2). Erase Email that has no significant value. (RC-3 Not Required)	Computer		<input type="checkbox"/>
09-00014	Equipment Operating & Maintenance Manuals	Until equipment sold, scrapped or no longer the property of the County. (RC-3 Not Required)	Multi		
09-00015	Equipment Maintenance & Repair Records	1 Year(s) after Equipment sold, scrapped or no longer the property of the County. (RC-3 Not	Multi		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
		Required)			
09-00016	Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic that may be recreated)	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
09-00017	Voice Mail, Text Messages and Electronic Images.	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
09-00018	Business Cards – Rotary, Rolodex and applicable software files.	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		
09-00019	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry-Erase boards, Chalkboards, Easel Pads and electronic media.	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		
09-00020	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		
09-00021	Lists/Rosters/Informational Directories containing employee contact information	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00022	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		
09-00023	Electronic Records: Auxiliary or Supportive Process for Data Preservation. (Backup)	Continually updated and maintained. (RC-3 Not Required – Original Records not altered)	Multi		
09-00024	Anonymous or Unfounded Complaints	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		
09-00025	Press and News Releases	3 Year(s) then appraise for Administrative or Historical value.	Multi		✓
09-00026	Photographs, Negatives and Electronic Images	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content (Refer to RC-2). Erase images that have no significant value (RC-3 not Required)	Multi		✓ (For images of historical value)
09-00027	Material Safety Data Sheets (MSDS)	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi		
09-00028	Public Record Request Forms OFFICE OF THE COUNTY AUDITOR	1 Year(s)	Paper		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00100	Annual Financial Reports (County Auditor & Ohio Auditor of State)	Permanent	Multi		✓
09-00101	Abstracts of Manufactured Homes Tax	3 Years Provided Audited	Paper		
09-00102	Abstracts of Manufactured Homes Tax	Database continually maintained and updated	Computer		
09-00103	Addition and Subdivision Maps	Maintained in GIS database. Original paper copy of maps maintained permanently.	Multi		✓
09-000104	Adder and Remitter Reports	3 Years Provided Audited	Paper		
09-00105	Adder and Remitter Reports	Database Continually Maintained and Updated.	Computer		
09-00106	County Agricultural Use Valuation (CAUV) Applications & Renewals	Permanent	Paper		✓
09-00107	Applications for Deductions for Destroyed Property	6 Years Provided Audited	Paper		
09-00108	Applications for Exemptions	6 Years Provided Audited	Multi		
09-00109	Appraisals – New Construction	6 Years after date of filing and Provided Audited	Paper		
09-00110	Auditors Tax Lists – Inventory & Grain	3 Years Provided Audited	Paper		
09-00111	Cigarette License Applications	3 Years Provided Audited	Paper		
09-00112	Cigarette License Applications	Database Continually updated and maintained.	Computer		

*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.*



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00113	Conveyance Fee Forms	3 Years Provided Audited	Paper		
09-00114	Delinquent Land Tax Certificates (Copy)	3 Years Provided Audited	Paper		
09-00115	Delinquent Land Tax Certificates (Copy)	Database Continually updated and maintained.	Computer		
09-00116	Assessment Records – Special, Ditch, Sewer, Sidewalk, Pavement, Street, Township)	5 Years after last assessment recorded therein is paid. Provided Audited.	Paper		
09-00117	Assessment Records – Special, Ditch, Sewer, Sidewalk, Pavement, Street, Township)	Database Continually updated and maintained.	Computer		
09-00118	Dog License and Kennel License Application	3 Years Provided Audited	Paper	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.	
09-00119	Exempt Personal Property Lists	3 Years Provided Audited	Paper		
09-00120	Exempt Personal Property Lists	Database Continually updated and maintained	Computer		
09-00121	Exempt Real Property Lists	Permanent	Paper		✓
09-00122	Exempt Real Property Lists	Database Continually updated and maintained	Computer		
09-00123	Forfeited Lands and Lots (Forfeited Land Sales)	21 Years after last entry	Paper		✓
09-00124	Homestead Exemption Applications	Until property sold or person deceased	Paper		
09-00125	Index to Tax Maps	Permanent	Paper		✓



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00126	Industrial Appraisal Records	6 Years	Paper		✓
09-00127	Personal Property Returns	5 Years after the end of the fiscal year and Provided Audited	Paper	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.	
09-00127.A	Personal Property Appeals	5 Years or 3 Years after case settled or all appeals exhausted	Multi		
09-00128	School Fund Settlement	10 Years Provided Audited	Paper		
09-00129	School Fund Settlement	Database Continually updated and maintained	Computer		
09-00192.A	Settlements (Estate, Special Assessments, Township, Corporations and Villages, Delinquent Tax, Personal, Tax, Classified Tax, Real Estate Tax)	10 Years provided audit	Multi		
09-00130	Tax Levies & Lists	Permanent	Paper		✓
09-00131	Tax Lists – Delinquent & Classified and Personal (ORC 5719.04, ORC 319.34), Delinquent Personal (ORC 5719.04)	6 Years Provided Audited	Paper		
09-00132	Application for Registration for Manufactured Homes & Relocation Notices	3 Years Provided Audited	Paper		
09-00133	Transfer Records	Permanent	Paper		✓
09-00134	Vendor License Applications	3 Years after license cancelled Provided Audited	Paper		
09-00135	Weights and Measures Inspections	3 years after date of inspection Provided Audited	Paper		



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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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
09-00136	County Officials Bonds	15 Years after expiration	Paper		✓
09-00137	Inventory of Fixed Assets	3 Years Provided Audited	Paper		
09-00138	Tax Rate & Reduction Factor Sheets	Permanent	Paper		✓
09-00139	Board of Revisions – Minutes of Meetings	Permanent	Paper		✓
09-00140	Board of Revisions – Notes from Meetings	Until official minutes prepared and approved	Paper		
09-00141	Board of Revisions – Notes and Agendas	5 Years	Paper		
09-00142	Board of Revisions – Tax Complaints & Notices of Appeals	3 Years after case settled and all appeals exhausted	Paper		
09-00143	Budget Commission & Data Board – Minutes of Meetings	Permanent	Paper		✓
09-00144	Budget Commission & Data Board – Minutes of Meetings	Until minutes prepared and approved	Paper		
09-00145	Budget Commission & Data Board – Notices & Agendas	5 Years	Paper		
09-00145.A	Budgets	Permanent	Multi		✓
09-00146	Application for 2 ½% Tax Reduction of Home	3 Years Provided Audit	Paper		
09-00147	Application for the Valuation of Land in Accordance with its Agricultural Use (Form 109A; CAUV Renewal Applications)	6 Years Provided Audit	Paper		
09-00148	Public Utilities – State of Ohio Returns (Copies)	4 Years Provided Audit	Paper		
09-00149	Real Estate Acreage Change Sheet	2 Years Provided Audit	Paper		



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09-00150	Oil & Gas Returns	Permanent	Multi		✓
09-00151	Junk Yard License	3 Years Provided Audit	Multi	<i>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. 117.29 O.R.C.</i>	
09-00152	Estate Tax Records	5 Years Provided Audit	Multi		
09-00152.A	Estate Tax Determination	5 Years Provided Audit	Multi		
09-00153	Delinquent Tax List – Classified & Delinquent	4 Years Provided Audited	Multi		
09-00154	Real Estate Penalty Journal	5 Years	Multi		
09-00155	Safe Deposit Box Inventories	2 Years after filing	Multi		
09-00156	Homestead and Disabled Exemption Application	Until Property or Person Deceased	Multi		
09-00200	Annual School Reports	Permanent	Paper		✓
09-00201	Appropriations Ledger – Disbursements	5 Years Provided Audit	Paper		
09-00202	Appropriations Ledger – Disbursements	Database Continually updated and maintained	Computer		
09-00203	Appropriations Ledger – Receipts	5 Years Provided Audit	Paper		
09-00204	Appropriations Ledger – Receipts	Database Continually updated and maintained	Computer		
09-00205	Appropriations Resolutions (Copy)	3 Years Provided Audit	Paper		
09-00206	Monthly Financial Statements & Reports (ORC 319.15)	3 Years Provided Audit	Paper		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00207	Monthly Financial Statements & Reports (ORC 319.15)	Database Continually updated and maintained	Computer		
09-00208	Township Clerks Annual Reports & Public School Systems Annual Reports	Permanent	Paper		✓
09-00209	Pay-Ins (Receipts & Records of Pay-Ins)	3 Years Provided Audit	Paper		
09-00210	Accounts Payable: Vouchers, Requisitions, Purchase Orders, Invoices, Statements	3 Years Provided Audit	Paper		
09-00211	Budget Commission – Certificates of Estimated Revenues	5 Years after the end of the fiscal year and Provided Audited	Paper		
09-00212	Budget Commissions – Budgets	25 Years	Paper		
09-00213	Animal Claims	3 Years Provided Audit	Paper	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.	
09-00212	Annual Financial Report: Supporting Documents & Records	5 Years Provided Audit	Multi		
09-00215	Form 6 Treasurer's Daily Report to the County Auditor	7 Years Provided Audit	Paper		
09-00216	Cancelled Checks (Warrants, including court warrants)	7 Years Provided Audit	Paper		
09-00217	Bed Tax tax filings	7 Years Provided Audit	Paper		
09-00218	Health Insurance Third Party Administrator's Reports of Claims Paid Including Prescription Payments	7 Years and no legal actions pending	Paper		
09-00219	Bureau of Worker's Compensation worksheets and payments	10 years	Paper		
09-00220	W-9	4 Years Provided Audited	Paper		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
09-00300	Real Estate Penalty Journal	4 Years	Paper		
09-00301	Application for Consent to Transfer	4 Years	Paper		