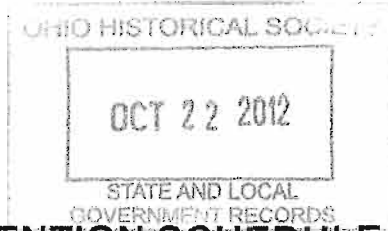




Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497



11-14-2012

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Fairfield County

Building Department

(local government entity)

(unit)

Tony J. Vogel  
(signature of responsible official)

Tony J. Vogel, Director  
(name)

(title)

7/30/2012  
(date)

### Section B: Records Commission

Fairfield County

740-652-7120

Records Commission

(telephone number)

210 East Main Street  
(address)

Lancaster  
(city)

43130  
(zip code)

Fairfield  
(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.

Mike Kegan  
Records Commission Chair Signature

9/10/12  
Date

### Section C: Ohio Historical Society - State Archives

Fred Trent  
Signature

State Archivist  
Title

10/30/2012  
Date

### Section D: Auditor of State

Martin E. Mub  
Signature

11-9-12  
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**

(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 Require d by OHS- LGRP
07-00001	<b>COUNTY WIDE GENERAL SCHEDULE</b>  Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
07-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		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"/>
07-00003	General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, 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"/>
07-00004	Transient Correspondence or Communication Records	Maintain significant historical records until they are no longer of a historical	Multi		<input type="checkbox"/>
07-00005	Unsolicited Correspondence / Unsolicited mail, email, and similar communications	May be destroyed in the normal course of business as soon as they are considered no value to the person receiving the record.	Multi		<input type="checkbox"/>
07-00006	Copies – Reading, Informational, and reference (Originals maintained)	Retain until no longer of Administrative value (RC-3 not required)	Multi		<input type="checkbox"/>
07-00007	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"/>
07-00008	Bulletins, Posters, General Notices and Displays	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		<input type="checkbox"/>
07-00009	Blank Forms	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		<input type="checkbox"/>



(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 Require d by OHS- LGRP
07-00010	Awards, Newspaper Articles and clippings	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		<input type="checkbox"/>
07-00011	Professional & Trade magazines, catalogs, reference publications and directories	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		<input type="checkbox"/>
07-00012	Professional organization and association files	1 year(s) and no longer of Administrative value	Multi		<input type="checkbox"/>
07-00013	Electronic Mail Systems (Pertains only to messages that are records defined in ORC Section 149.011 (G) and 149.43	Retain email that has 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)	Multi		<input type="checkbox"/>
07-00014	Equipment Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the County	Multi		<input type="checkbox"/>
07-00015	Equipment Maintenance & Repair Records	1 Year(s) after equipment is sold, scrapped or no longer property of the County	Multi		<input type="checkbox"/>
07-00016	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		<input type="checkbox"/>
07-00017	Voicemail, 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		<input type="checkbox"/>
07-00018	Business cards-rotary, rolodex, and applicable software files	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		<input type="checkbox"/>
07-00019	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	Multi		<input type="checkbox"/>
07-00020	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>



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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
07-00021	Lists/Rosters/Informational Directories containing employee contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00022	Facsimile machine: logs/cover sheets/confirmation notices and buffer printouts	Maintain until no longer of an Admin, Fiscal, Legal, or Historical value.	Multi		<input type="checkbox"/>
07-00023	Electronic records: Auxiliary or Supportive Process for Data Preservation (Backup)	Continually updated and maintained (RC-3 not required-original records not altered)	Multi		<input type="checkbox"/>
07-00024	Anonymous or Unfounded Complaints	Maintain until no longer of and administrative or legal value	Multi		<input type="checkbox"/>
07-00025	Press and News Releases	3 year(s) then appraise for administrative or historical value	Multi		<input checked="" type="checkbox"/>
07-00026	Photographs, negatives, and electronic images	Retain images that have significant legal, fiscal, administrative, or historical value. Maintain significant images according to content (RC-2) Erase images that have no significant value (RC-3 not required)	Multi		<input checked="" type="checkbox"/> <i>(For images of historical value)</i>
07-00027	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded, or obsolete	Paper		<input type="checkbox"/>
07-00028	Public Record Request Forms	1 year(s)	Paper		<input type="checkbox"/>
<b>OFFICE OF THE COUNTY Building Department</b>					<input type="checkbox"/>
07-00100	Laws, Regulations & Rules (Local, County, State & Fereal) Copy	Until no longer of an Admin or Legal Value, then destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00101	Annual Budget Preparation: (Department) Documents & Worksheets	1 year After Revised, Rescinded, Superseded or Obsolete. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00102	Annual Budget (Department Copy)	3 year(s) Provided Audited	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
07-00103	Code Books (RCO< OBC & NEC) Copy	1 year After revised, rescinded, superseded or Obsolete. (RC -3 Not Required)	Multi		<input type="checkbox"/>
07-00104	Building Permit Applications: Commercial	20 year(s) After the end of the fiscal year. Appraise for historical value	Multi		<input checked="" type="checkbox"/>
07-00105	Building Permit Records	Maintained with Permit Applications	Multi		<input type="checkbox"/>
07-00106	Permit Log	5 year(s) And no longer of an Admin. Or Fiscal value, Provided Audited	Paper		<input type="checkbox"/>
07-00107	Maps(Copies)	Retain until updated or revised. (RC-3 Not Required.	Paper		<input type="checkbox"/>
07-00108	Certificates of Occupancy	Maintained with Permit Applications	Paper		<input type="checkbox"/>
07-00109	Building Inspection Logs (Daily)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00110	Accounts Payable & Accounts Receivable Records & Documents (Department Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00111	Construction Plans: Commercial	5 year(s) Maintain Plans, including corrections and amendments, until final inspections passed and Certificate of Occupancy issued.	Paper		<input type="checkbox"/>
07-00112	Ohio Board of Building Appeals: Agenda (Copies)	Until no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
07-00113	Specification Books (Commercial & Residential [If submitted])	5 year(s) After final inspection and issuance of Certificate of Occupancy and no claims or legal actions pending.	Paper		<input type="checkbox"/>
07-00114	County Building Contractor's Registration (Annual Registration)	10 year(s) After the end of the registration year or program discontinued.	Paper		<input type="checkbox"/>



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07-00115	Violations/Corrections Notices	5 year(s) After issue is resolved and no claims or legal actions pending.	Paper		<input type="checkbox"/>
07-00116	Issuance of Adjudication Orders	5 year(s) After issue is resolved and no claims or legal action pending.	Paper		<input type="checkbox"/>
07-00117	Commercial Adjudication File	10 year(s) After issue is resolved and no claims or legal action pending	Paper		<input type="checkbox"/>
07-00118	Violation Files: Incidents resolved and no permit was required or issued.	5 year(s) After issue is resolved and no claims or legal actions pending	Paper		<input type="checkbox"/>
07-00119	Annual Report (Fairfield County Department of Building Regulations)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00120	Monthly Reports (3% Fee to State Board of Building Regulations)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00121	Annual Reports (3% Fee to State Board of Building Standards)	25 year(s) Appraise for Historical value	Paper		<input checked="" type="checkbox"/>
07-00122	Personnel Records	See Personnel Records Retention Schedule			<input type="checkbox"/>
					<input type="checkbox"/>

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