



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

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OCT 17 2019

STATE AND LOCAL  
GOVERNMENT RECORDS

## 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

Commissioners

(Local Government Entity)

(Unit)

*Carri Brown*

*Carri Brown County Administrator 10/14/19*

(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 E Main St

Lancaster

43130

(Telephone Number)  
Fairfield

(Address)

(City)

(Zip Code)

(County)

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

[mark.conrad@fairfieldcountyoio.gov](mailto:mark.conrad@fairfieldcountyoio.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.

*[Signature]*  
Records Commission Chair Signature

*10/16/2019*  
Date

### Section C: Ohio History Connection - State Archives

*Fred Previts*  
Signature

*State Archivist*  
Title

*10-23-2019*  
Date

### Section D: Auditor of State

*Martin E. Mohr*  
Signature

*Records Mgr*  
Title

*11-7-19*  
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 (RC-2) – Part 2***See Instructions before completing this form.*

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.

(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
19-00100	Board of County Commissioners: Commissioners Journal	Permanent	Multi		<input checked="" type="checkbox"/>
19-00102	Board of County Commissioners Resolutions (copies of original resolution: recorded in the Board of Commissioners Journal)	3 Years	Multi		<input type="checkbox"/>
19-00103	Annual board of Commissioners Budget	3 Years Provided Audited	Multi		<input type="checkbox"/>
19-00104	Annual Board of Commissioners Budget: Preparation documents, worksheets and related data.	2 Years after final budget approved	Multi		<input type="checkbox"/>
07-00105	Board of Commissioners/Co. Commissions/Co. boards & Co. Committees: Written Notes, Audio Tapes & Digital Tapes of Meetings	Erase/Reuse or Destroy after Minutes transcribed and approved (RC-3 not required)	Multi		<input type="checkbox"/>
19-00106	Board of Commissioners/Co. Commissions/Co. Boards & Co. Committees: Approved Written Minutes of Meetings	Permanent	Multi		<input checked="" type="checkbox"/>
19-00107	Board of Commissioners/Co. Commissions/Co. Boards & Co. Committees: Notices for Public, Special & Emergency Meetings	5 Years	Multi		<input type="checkbox"/>
19-00108	Board of Commissioners/Co. Commissions/Co. Boards & co. Committees: Meeting Agendas	5 Years	Multi		<input type="checkbox"/>
19-00109	Financial Records: Accounts Payable and Receivables (Copies) for the Board of Commissioners	3 Years Provided Audited	Multi		<input type="checkbox"/>
19-00110	Annexations Files and Related Records	Permanent	Multi		<input checked="" type="checkbox"/>
19-00111	Contracts (County Contracts & Agreement- ORC 2305.06 for statute of limitations)	15 Years After expiration	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
19-00112	Deeds to County Property	Permanent	Multi		<input checked="" type="checkbox"/>
19-00113	Inventory of County Property (Original Inventories submitted)	Permanent	Multi		<input type="checkbox"/>
19-00114	Vacation Files: Roads, Streets, Alleys & Bridges	Permanent	Multi		<input checked="" type="checkbox"/>
19-00115	Resolution Files: Documentation from County Offices/ Departments or Agencies requesting Board of County Commissioners action	5 Years and no claims or legal actions pending	Multi		<input type="checkbox"/>
19-00116	Local, State, Federal, and Other Grant Applications & Requests: Unsuccessful or not funded	5 Years	Multi		<input type="checkbox"/>
19-00117	Local, State, Federal, and Other Grant Applications & Requests: Approved & Funded (May include records of expenditures and related documentation)	5 years after expiration of grant provided audited	Multi		<input type="checkbox"/>
19-00118	Disaster & Security Plans and Emergency Protocols	6 Years after revised, superseded or discontinued	Multi		<input type="checkbox"/>
19-00119	Invitation to Bid, Request for Proposals, Request for Information & Informal Bids	5 years maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>
19-00120	Bid Files: Equipment & Supplies - Accepted	5 years provided audited	Multi		<input type="checkbox"/>
19-00121	Bid Files: capital Improvement Projects	15 years after completion of project, provided audited. Appraise for Administrative & Historical Value. Maintain Permanently final as-built drawings & plans.	Multi		<input checked="" type="checkbox"/>



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19-00122	Bids: All Types - Not Accepted	5 years	Multi		<input type="checkbox"/>
19-00123	Exhibits/Plans/Drawings/Plats/ Maps/Renderings: Used at Board of Commissioners Hearings/Meetings or sent to or submitted to the Commissioners for formal approval.	5 years retain with resolution or project files	Multi		<input type="checkbox"/>
07-00124	Board of County Commissioners: Records related to Lawsuits or Legal Disputes filed against the county. (Board of County Commissioners Copy)	5 years after case settled and all appeals exhausted.	Multi		<input type="checkbox"/>
19-00125	Annual Auditor of State Financial Report (copy)	10 years and no longer of an administrative or fiscal value	Multi		<input type="checkbox"/>
19-00126	Countywide Cost Allocation Reports	3 years and no longer of an administrative or fiscal value	Multi		<input type="checkbox"/>
07-00127	Public Defenders Applications, Appointments & Related Records.	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
19-00128	Telephone Message Books/Public Meetings Sign in Records	2 Years	Multi		<input type="checkbox"/>
19-00129	Board of County Commissioners Calendar	3 Years	Multi		<input type="checkbox"/>
19-00130	Industrial Revenue Bonds/Notes Records	3 Years after notes/bonds fully redeemed and paid and all other legal obligations of the trust agreement fulfilled	Multi		<input type="checkbox"/>

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(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
19-00131	Exhibits, Plans, Drawings, Diagrams, Plats, Maps, renderings or other Visual Aids: Sent to submitted at Board of Commissioners meetings or hearings for Informational Purposes or Informal Review	Return to submitter or destroy when no longer of an administrative value (RC-3 not required)	Multi		<input type="checkbox"/>
19-00132	Voice Mail	Until no longer of Administrative Value (RC-3 not required)	Multi		<input type="checkbox"/>
19-00133	Unsolicited Reports/Plans/ Drawings /Renderings/Maps/ Proposals/Presentations or reports given to any Board of Commissioners Member or Employee	Return to submitter or destroy when no longer of an administrative value. (RC-3 not required)	Multi		<input type="checkbox"/>
19-00134	Elected Officials and Bonded Employees Performance Bonds	10 years after Elected Official leaves office or Bonded Employee leaves County Service.	Multi		<input type="checkbox"/>
19-00135	Capital Improvement Project Files	15 year (s) and no longer of an administrative or legal value	Multi		<input type="checkbox"/>
19-00136	Project Files - All types except Capital Improvement Projects	5 years	Multi		<input type="checkbox"/>
19-00137	Annual County Budget: All Documentation submitted with Annual Budget Requests from County Officials/Departments/ Agencies.	2 years, provided no longer of administrative, fiscal or legal value	Multi		<input type="checkbox"/>