



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th 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

Commissioner

(local government entity)

(unit)

Steven A. Davis
 (name)

(title)

8/07/2012

(date)

(signature of responsible official)

Section B: Records Commission

Fairfield County

740-652-7090

Records Commission

(telephone number)

210 East Main Street

Lancaster

43130

Fairfield

(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

10/27/12

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

(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07-00001	COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		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Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		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.	1 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"/>



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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 photos 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"/>
07-00030	Personnel Records	See personnel Records Retention Schedule	Multi		<input type="checkbox"/>
	Board of County Commissioners				<input type="checkbox"/>
07-00100	Board of County Commissioners: Commissioners Journal	Permanent	Paper		<input checked="" type="checkbox"/>
07-00102	Board of County Commissioners Resolutions (copies of original resolution: recorded in the Board of Commissioners Journal)	3 Year (s)	Paper		<input type="checkbox"/>
07-00103	Annual board of Commissioners Budget	3 Year (s) Provided Audited	Multi		<input type="checkbox"/>



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07-00104	Annual Board of Commissioners Budget: Preparation documents, worksheets and related data.	2 Year (s) 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"/>
07-00106	Board of Commissioners/Co. Commissions/Co. Boards & Co. Committees: Approved Written Minutes of Meetings	Permanent	Paper		<input checked="" type="checkbox"/>
07-00107	Board of Commissioners/Co. Commissions/Co. Boards & co. Committees: Notices for Public, Special & Emergency Meetings	5 Year (s)	Paper		<input type="checkbox"/>
07-00108	Board of Commissioners/Co. Commissions/Co. Boards & co. Committees: Meeting Agendas	5 Year (s)	Paper		<input type="checkbox"/>
07-00109	Financial Records: Accounts Payable and Receivables (Copies) for the Board of Commissioners	3 Year (s) Provided Audited	Multi		<input type="checkbox"/>
07-00110	Annexations Files and Related Records	Permanent	Paper		<input checked="" type="checkbox"/>
07-00111	Contracts (County Contracts & Agreement- ORC 2305.06 for statute of limitations)	15 Year (s) After expiration	Paper		<input type="checkbox"/>
07-00112	Deeds to County Property	Permanent	Paper		<input checked="" type="checkbox"/>
07-00113	Inventory of County Property (Original Inventories submitted)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00114	Vacation Files: Roads, Streets, Alleys & Bridges	Permanent	Paper		<input checked="" type="checkbox"/>
07-00115	Resolution Files: Documentation from County Offices/Departments or Agencies requesting Board of County Commissioners action	5 Year (s) and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00116	State and Federal Grant Applications & Requests: Unsuccessful or not funded.	5 Year (s)	Multi		<input type="checkbox"/>
					<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 R.C. 1725.03.

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07-00117	State and Federal Grant Applications & Requests: Approved & Funded (May include records of expenditures and related documentation)	5 year (s) after expiration of grant – provided audited	Multi		<input type="checkbox"/>
07-00118	Disaster & Security Plans and Emergency Protocols	6 Year (s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
07-00119	Invitation to Bid, Request for Proposals, Request for Information & Informal Bids	5 year (s) maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>
07-00120	Bid Files: Equipment & Supplies – Accepted	5 year (s) provided audited	Multi		<input type="checkbox"/>
007-00121	Bid Files: capital Improvement Projects	15 year (s) after completion of project, provided audited. Appraise for Administrative & Historical Value. Maintain Permanently final as-built drawings & plans	Multi		<input type="checkbox"/>
07-00122	Bids: All Types – Not Accepted	5 year (s)	Multi		<input type="checkbox"/>
07-00123	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 year (s) retain with resolution or project files	Multi		
07-00124	Board of County Commissioners: Records related to Lawsuits or Legal Disputes filed against the county. (Board of County Commissioners Copy)	5 year (s) after case settled and all appeals exhausted.	Multi		
07-00125	Annual Auditor of State Financial Report (copy)	10 year (s) and no longer of an administrative or fiscal value.	Paper		<input checked="" type="checkbox"/>
07-00126	Countywide Cost Allocation Reports	3 year (s) and no longer of an administrative or fiscal value	Multi		
07-00127	Public Defenders Applications, Appointments & Related Records.	See Personnel Records Retention Schedule	Multi		
07-00128	Telephone Message Books/Public Meetings Sign in Records	2 Year (s)	Paper		
07-00129	Board of County Commissioners Calendar	3 Year (s)	Multi		



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07-00130	Industrial Revenue Bonds/Notes Records	3 Year (s) after notes/bonds fully redeemed and paid and all other legal obligations of the trust agreement fulfilled.	Paper		
07-00131	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		
07-00132	Voice Mail	Until no longer of Administrative Value (RC-3 not required)	Electr onic		
07-00133	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		
07-00134	Elected Officials and Bonded Employees Performance Bonds	10 year (s) after Elected Official leaves office or Bonded Employee leaves County Service.	Paper		✓
07-00135	Capital Improvement Project Files	15 year (s) and no longer of an administrative or legal value	Multi		✓
07-00136	Project Files – All types except Capital Improvement Projects	5 year (s)	Multi		
07-00137	Annual County Budget: All Documentation submitted with Annual Budget Requests from County Officials/Departments/Agencies.	2 year (s) , provided no longer of administrative/fiscal or legal value.	Multi		