**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

### Section A: Local Government Unit

<table>
<thead>
<tr>
<th>Fairfield County</th>
<th>Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>(local government entity)</td>
<td>(unit)</td>
</tr>
<tr>
<td>[Signature]</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Shane Farnsworth</td>
<td>Director 9/10/2012</td>
</tr>
</tbody>
</table>

### Section B: Records Commission

<table>
<thead>
<tr>
<th>Fairfield County</th>
<th>740-652-7160</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Commission</td>
<td>(telephone number)</td>
</tr>
<tr>
<td>210 East Main Street</td>
<td>Lancaster</td>
</tr>
<tr>
<td>(address)</td>
<td>(city)</td>
</tr>
<tr>
<td>Fairfield</td>
<td>(county)</td>
</tr>
</tbody>
</table>

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.

[Signature] 9/10/12

Records Commission Chair Signature Date

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

[Signature] [Title] 10/30/2012

### Section D: Auditor of State

[Signature] 11-9-12

**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.

SAO/LGRP-RC2-(Inst) Revised February 2012
## Section E: Records Retention Schedule

<table>
<thead>
<tr>
<th>(1) Schedule Number</th>
<th>(2) Record Title and Description</th>
<th>(3) Retention Period</th>
<th>(4) Media Type</th>
<th>(5) For use by Auditor of State or OHS-LGRP</th>
<th>(6) RC-3 Required by OHS-LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-00001</td>
<td>COUNTY WIDE GENERAL SCHEDULE</td>
<td></td>
<td>Multi</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Policies, Procedures, Rules &amp;</td>
<td>6 year(s) after revised, superseded or discontinued</td>
<td></td>
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<tr>
<td></td>
<td>Regulations</td>
<td></td>
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<tr>
<td>07-00002</td>
<td>Ohio Public Records Compliance</td>
<td>25 year(s) after revised, superseded or discontinued</td>
<td>Paper</td>
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</tr>
<tr>
<td></td>
<td>Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>07-00003</td>
<td>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.</td>
<td>1 year(s) and no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-00004</td>
<td>Transient Correspondence or Communication Records</td>
<td>Maintain significant historical records until they are no longer of a historical</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-00005</td>
<td>Unsolicited Correspondence / Unsolicited mail, email, and similar communications</td>
<td>May be destroyed in the normal course of business as soon as they are considered no value to the person receiving the record.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-00006</td>
<td>Copies - Reading, Informational, and reference (Originals maintained)</td>
<td>Retain until no longer of Administrative value (RC-3 not required)</td>
<td>Multi</td>
<td></td>
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</tr>
<tr>
<td>07-00007</td>
<td>Drafts &amp; Informal Notes. (Consisting of transitory information used to prepare the official record in any form)</td>
<td>Retain until no longer of Administrative Value. (RC-3 not required)</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-00008</td>
<td>Bulletins, Posters, General Notices and Displays</td>
<td>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.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00009</td>
<td>Blank Forms</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>Schedule Number</td>
<td>Record Title and Description</td>
<td>Retention Period</td>
<td>Media Type</td>
<td>For use by Auditor of State or OHS-LGRP</td>
<td>RC-3 Required by OHS-LGRP</td>
</tr>
<tr>
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<tr>
<td>07-00010</td>
<td>Awards, Newspaper Articles and clippings</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>07-00011</td>
<td>Professional &amp; Trade magazines, catalogs, reference publications and directories</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>07-00012</td>
<td>Professional organization and association files</td>
<td>1 year(s) and no longer of Administrative value</td>
<td>Multi</td>
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<tr>
<td>07-00013</td>
<td>Electronic Mail Systems (Pertains only to messages that are records defined in O.R.C Section 149.011 (G) and 149.43)</td>
<td>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).</td>
<td>Multi</td>
<td></td>
<td></td>
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<tr>
<td>07-00014</td>
<td>Equipment Operating and Maintenance Manuals</td>
<td>Until equipment is sold, scrapped, or no longer property of the County</td>
<td>Multi</td>
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<tr>
<td>07-00015</td>
<td>Equipment Maintenance &amp; Repair Records</td>
<td>1 Year(s) after equipment is sold, scrapped or no longer property of the County</td>
<td>Multi</td>
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<tr>
<td>07-00016</td>
<td>Computer generated administrative &amp; fiscal reports (Non-specific and periodic that may be recreated)</td>
<td>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.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00017</td>
<td>Voicemail, text messages, and electronic images</td>
<td>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.</td>
<td>Multi</td>
<td></td>
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</tr>
<tr>
<td>07-00018</td>
<td>Business cards-rotary, rolodex, and applicable software files</td>
<td>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.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-00019</td>
<td>Planning/Scheduling/Calendar/Training Information and Data on: Display boards, erasable and dry-erase boards, chalkboards, easel pads, and electronic media</td>
<td>Continually updated, revised, completed, superseded or erased</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-00020</td>
<td>Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, organizer and planner</td>
<td>Continually updated, revised, completed, superseded or erased</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Number</td>
<td>Record Title and Description</td>
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<td>Media Type</td>
<td>Use by Auditor of State or OHS-LGRP</td>
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<tr>
<td>07-00021</td>
<td>Lists/Rosters/Informational Directories containing employee contact information</td>
<td>Continuously updated, revised, completed, superseded or erased</td>
<td>Multi</td>
<td>□</td>
<td>□</td>
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<tr>
<td>07-00022</td>
<td>Facsimile machine: logs/cover sheets/confirmation notices and buffer printouts</td>
<td>Maintain until no longer of an Admin, Fiscal, Legal, or Historical value.</td>
<td>Multi</td>
<td>□</td>
<td>□</td>
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<tr>
<td>07-00023</td>
<td>Electronic records: Auxiliary or Supportive Process for Data Preservation (Backup)</td>
<td>Continuously updated and maintained (RC-3 not required-original records not altered)</td>
<td>Multi</td>
<td>□</td>
<td>□</td>
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<tr>
<td>07-00024</td>
<td>Anonymous or Unfounded Complaints</td>
<td>Maintain until no longer of and administrative or legal value</td>
<td>Multi</td>
<td>□</td>
<td>□</td>
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<tr>
<td>07-00025</td>
<td>Press and News Releases</td>
<td>3 year(s) then appraise for administrative or historical value</td>
<td>Multi</td>
<td>□</td>
<td>□</td>
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<tr>
<td>07-00026</td>
<td>Photographs, negatives, and electronic images</td>
<td>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)</td>
<td>Multi</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>07-00027</td>
<td>Material Safety Data Sheets (MSDS)</td>
<td>Maintain until revised, superseded, or obsolete</td>
<td>Paper</td>
<td>□</td>
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<tr>
<td>07-00028</td>
<td>Public Record Request Forms</td>
<td>1 year(s)</td>
<td>Paper</td>
<td>□</td>
<td>□</td>
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<tr>
<td>07-00029</td>
<td>Surveys &amp; Questionnaires</td>
<td>3 Year(s) and no longer of any Admin or Fiscal Value. (RC-3 Not Required)</td>
<td>Paper</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>07-00030</td>
<td>Purchase Orders / Vouchers / Supply Requisitions / Receiving Reports / Related Invoices &amp; Statements (Departmental / Office Copy)</td>
<td>3 Year(s) Provided Audited</td>
<td>Paper</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>07-00032</td>
<td>Data on Personal Computers / Lap Tops / PDA / Portable PCs / Computer Systems / Servers and other electronic storage media</td>
<td>Delete Data as Administratively necessary. (RC-3 Not Required).</td>
<td>Computer</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>07-00034</td>
<td>Electronic Email</td>
<td>Maintain according to content (Refer to RC-3 Not Required)</td>
<td>Computer</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
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<tr>
<td>07-00035</td>
<td>Voice Mail</td>
<td>Until no longer of Admin Value (RC-3 Not Required)</td>
<td>Computer</td>
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<tr>
<td>07-00036</td>
<td>State and Federal Grant Records – Successful Funded</td>
<td>7 year(s)</td>
<td>Multi</td>
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<tr>
<td>07-00038</td>
<td>Tax Incentive Files and Special Projects</td>
<td>2 Year(s) after Project Completed and no longer of Fiscal Value.</td>
<td>Multi</td>
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<tr>
<td>07-00039</td>
<td>Annual Tax Incentive Compliance Report</td>
<td>10 Year(s) after expiration</td>
<td>Multi</td>
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<tr>
<td>07-00040</td>
<td>Abatement Agreements</td>
<td>10 Year(s) after expiration</td>
<td>Multi</td>
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<tr>
<td>07-00041</td>
<td>Company Profile / Development Projects – Informational Files</td>
<td>Continually maintained purged and updated. (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00042</td>
<td>Unsolicited Reports / Plans / Drawings / Renderings / Maps / Proposals / Presentations</td>
<td>Returned to Submitter or destroyed when no longer of any Admin value. (RC-3 Not Required)</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00043</td>
<td>Pending Projects File</td>
<td>Until no longer of Admin Value. (RC-3 Not Required).</td>
<td>Multi</td>
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<tr>
<td>07-00044</td>
<td>Personnel Files</td>
<td>See Personnel Records Retention Schedule</td>
<td>Multi</td>
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