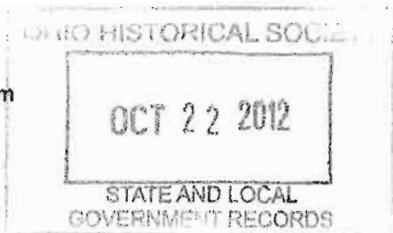




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See Instructions before completing this form.

Section A: Local Government Unit

Fairfield County

Emergency Management Agency

(local government entity)

(unit)

Jon Kochis
 (signature of responsible official)

Jon Kochis
 (name)

Director
 (title)

8/7/2012
 (date)

Section B: Records Commission

Fairfield County

740-652-7140

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 Rizer

9/10/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Frank Rantz
 Signature

State Archivist
 Title

10/30/2012
 Date

Section D: Auditor of State

Martin E. Mah
 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

FAIRFIELD COUNTY
(local government entity)

EMERGENCY MANAGEMENT AGENCY
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r 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07-00001	COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		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Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		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.	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"/>
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	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or OHS- LGRP	(6) RC-3 Require d by OHS- LGRP
		the person holding them.			
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"/>
07-00021	Lists/Rosters/Informational Directories containing employee contact information	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
07-00022	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>(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"/>
07-00029	Annual Emergency Management Agency (EMA) Budget	5 Year(s)	Multi		<input type="checkbox"/>
07-00030	Annual EMA Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Paper		<input type="checkbox"/>
07-00031	Financial Records: Receipts \ Receipt Books & Records 1 Treasury Pay Ins \ Travel Requests & Expense Records	4 Year(s) After awarding contract, provided audited	Multi		<input type="checkbox"/>
07-00032	Disaster & Security Plans : Emergency Response Protocols \ Special Response Operating Procedures 1 Homeland Security Plans	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00033	Homeland Security Records \ Files	6 Year(s)	Multi		<input type="checkbox"/>
7-00034	EMA Publications	Until Revised, Superseded, Discontinued and no longer of an Admin. Value. (RC-3 Not Required). Retain One copy for future reference.	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or OHS- LGRP	(6) RC-3 Require d by OHS- LGRP
07-00035	Licenses \ Permits \ Authorizations issued to the EMA - All Types	3 Year(s) After expiration	Paper		<input type="checkbox"/>
07-00036	Statistical \ Operational \ Special Project Reports \ EMA Reports or other Reports and Records \ Files not specifically listed on this schedule.	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00037	Maps 1 Diagrams 1 Plans \ Blue Prints	Continually Updated & Revised. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00038	Invitations to Bid \ Request for Proposals \ Requests for Information 1 Informal Bids	3 Year(s)	Multi		<input type="checkbox"/>
07-00039	Bid 1 Project Files - Equipment & Supplies : Accepted	5 Year(s)	Multi		<input type="checkbox"/>
07-00040	Bid \ Project Files - Capital Improvements : Accepted	15 Year(s)	Multi		<input type="checkbox"/>
07-00041	Bids : Not Accepted	3 Year(s)	Multi		<input type="checkbox"/>
07-00042	Contracts \ Service Agreements \ Insurance Policies \ Leases (Originals)	15 Year(s)	Multi		<input type="checkbox"/>
07-00043	State and Federal Grant Records including Expenditure Documentation. Successful \ Funded	7 Year(s)	Multi		<input type="checkbox"/>
07-00044	State and Federal Grant Applications \ Requests - Unsuccessful \ Not Funded	3 Year(s)	Multi		<input type="checkbox"/>
07-00045	Training Materials - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
07-00046	Emergency Siren Test Records	4 Year(s)	Multi		<input type="checkbox"/>
07-00047	Employee Training Records \ Licenses 1 Certifications \ Safety Meeting Attendance	Place Copy in Individual's Personnel Records.	Paper		<input type="checkbox"/>
07-00048	Personnel Records	See Personnel Records Retention Schedule	Paper		<input type="checkbox"/>



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07-00049	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements	2 Year(s)	Paper		<input type="checkbox"/>