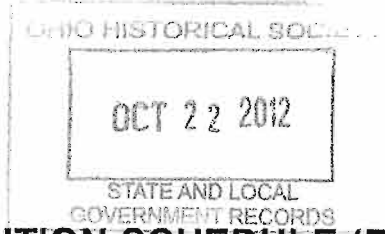




**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

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.

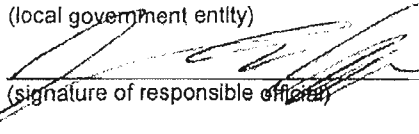
### Section A: Local Government Unit

Fairfield County

(local government entity)

Engineer

(unit)

  
 (signature of responsible official)

Jeremiah D. Upp, County Engineer  
 (name) (title)

8/10/2012  
 (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.

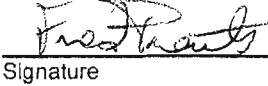


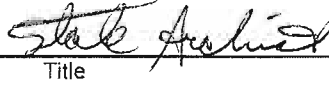
9/10/12

Records Commission Chair Signature

Date

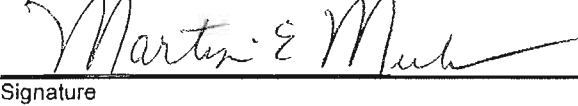
### Section C: Ohio Historical Society - State Archives

  
 Signature

  
 Title

10/30/2012  
 Date

### Section D: Auditor of State

  
 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**



**Ohio Historical Society**  
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 Local Government Records Program

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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 Require d by OHS- LGRP
07-00100	OFFICE OF THE COUNTY ENGINEER  Accident Reports	2 year(s) and no claims or legal actions pending	Paper		<input type="checkbox"/>
07-00101	Accounts Payable-Budget Acct. Ledger	7 year(s) Provided audited	Multi		<input type="checkbox"/>
07-00102	Accounts Payable – Vendor Invoice Ledger Book	7 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00103	Accounts Payable – Invoice Copies	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00104	Accounts Payable – Warrants - Copies	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00105	Accounts Payable – Purchase Orders - Copies	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00106	Accounts Payable – Weigh Tickets	5 year(s)	Paper		<input type="checkbox"/>
07-00107	Accounts Payable – Pay In Slips	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00108	Accounts Payable – Monthly Budget Balance	Continually Maintained & Updated. (No RC-3 Required)	Paper		<input type="checkbox"/>
07-00109	Accounts Payable – Monthly Medical Insurance Invoice & Copy of Warrant	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00110	Auto License & Gas Tax Funds	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00111	Accounts Payable – County Road & Bridge Funds	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00112	Petty Cash Records, Receipt Books, Cellular Phone Receipt Books	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00113	Standards Committee – Minutes from Meetings	Permanent	Paper		<input checked="" type="checkbox"/>



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**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 Required by OHS-LGRP
07-00114	Standards Committee – Contract Information	15 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00115	Accounts Receivable – Accounts Ledger Book	7 years(s) Provided audited	Multi		<input type="checkbox"/>
07-00116	Accounts Receivable – Paid Invoices	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00117	Accounts Receivable – Pay In Receipts	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00118	Annual Budgets	Permanent	Paper		<input checked="" type="checkbox"/>
07-00119	Annual Reports	Permanent	Paper		<input checked="" type="checkbox"/>
07-00120	Audit Reports – Federal, State, Internal	7 Year(s)	Paper		<input type="checkbox"/>
07-00121	Automatic Data Processing & Electronic Data Processing Media (ADP) Master Files (Accounts Payable, Accounts Receivable, Bridges, Culverts, Ditches, Equipment, Inventories, Payroll, Personnel, Purchase Orders, roads, etc.)	Permanent.	Multi		<input type="checkbox"/>
07-00122	ADP Temporary Storage Files	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00123	Bank Deposit Receipts	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00124	Bank Statements	3 years(s) Provided audited	Paper		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

(local government entity)

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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
07-00125	Bids, Quotes & Proposals (Successful)	5 Year(s)	Paper		<input type="checkbox"/>
07-00126	Bids, Quotes & Proposals (Unsuccessful)	3 Years(s)	Paper		<input type="checkbox"/>
07-00127	Cash Books & Cash Journals (O.R.C. 331.11)	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00128	Check Registers	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00129	Claim & Litigation Records	7 Year(s) After final decision rendered and no legal actions or appeals pending.	Paper		<input type="checkbox"/>
07-00130	Committee Files - Agendas	3 Year(s)	Paper		<input type="checkbox"/>
07-00131	Committee Meeting Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
07-00132	Township Meeting Files	Permanent	Paper		<input checked="" type="checkbox"/>
07-00133	Complaints & Problem Reports/Daily Weather Reports	8 Years(s)	Multi		<input type="checkbox"/>
07-00134	Consultant's Reports	15 Years(s)	Paper		<input checked="" type="checkbox"/>
07-00135	Contracts & Agreements (O.R.C. 2305.06)	15 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00136	Delivery & Haul Tickets	5 years(s) Provided audited	Paper		<input type="checkbox"/>



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Section E: Records Retention Schedule

(local government entity)

(unit)

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07-00137	Employee Attendance Records (O.R.C. 2305.11))	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00138	Equipment Records	4 Years(s) After disposal & audited	Paper		<input type="checkbox"/>
07-00139	Federal Grant Files and Supporting Records & Documents	After State & Federal Audits are conducted, audit reports released and all litigation claims & audit findings are resolved.	Paper		<input type="checkbox"/>
07-00140	OPWC Files – Active Grants	7 years(s)	Paper		<input type="checkbox"/>
07-00141	Field Notes \ Plats & Sketches	Until no longer of Admin. Value	Paper		<input type="checkbox"/>
07-00142	Fuel Tank Records	3 Year(s)	Paper		<input type="checkbox"/>
07-00143	Indices (B ridge, Culvert, ditch, Road & Survey)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00144	Inventories – Annual of Public Property	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00145	Inventories – Fixed Assets	3 years(s) Provided audited	Multi		<input type="checkbox"/>
07-00146	Inventories - Consumables	3 years(s) Provided audited	Multi		<input type="checkbox"/>
07-00147	Inventories – Parts	3 years(s) Provided audited	Multi		<input type="checkbox"/>
07-00148	Inventories - Vehicle	3 years(s) Provided audited	Milti		<input type="checkbox"/>



*Audit of records 50 years  
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**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
07-00149	Job Descriptions	Until superseded or position abolished	Paper		<input type="checkbox"/>
07-00150	Leases	5 Years(s) After expiration provided audited	Paper		<input type="checkbox"/>
07-00151	Leave Requests (Sick and Vacation)	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00152	Management Reports \ Feasibility Studies \ 5 Year Plan	5 years(s)	Multi		<input type="checkbox"/>
07-00153	Maps & Plans (Blueprints). All Types. Final and As Built	Permanent	Paper		<input checked="" type="checkbox"/>
07-00154	Official Bonds	10 Years(s) After expiration provided audited	Paper		<input type="checkbox"/>
07-00155	Pay Ins to Treasury Records	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00156	Payroll Records – Copies of payroll records held by appointing authority (Originals are held permanently by County auditor)	Continually updated by County Auditor until employee terminates. Balances verified yearly and recorded in personnel file (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00157	Permits \ Applications	Permanent	Paper		<input checked="" type="checkbox"/>
07-00158	Personnel Files	Permanent-See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
07-00159	Photographs (Aerial)	Permanent	Multi		<input checked="" type="checkbox"/>
07-00160	Plats – Final Approved	Permanent	Paper		<input checked="" type="checkbox"/>



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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
07-00161	Projects: Major Rehabilitation \ Reconstruction \ Construction	Permanent	Multir		<input checked="" type="checkbox"/>
07-00162	Projects: Minor Maintenance	15 Year(s) After completion of project, provided audited	Paper		<input type="checkbox"/>
07-00163	Purchase Orders	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00164	Records of Accrued Fees	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00165	Records of Receipts & Expenditures	years(s) Provided audited	Paper		<input type="checkbox"/>
07-00166	Requisition Files	3 Years(s)	Paper		<input type="checkbox"/>
07-00167	Research Files	7 years(s) Or no longer of an Administrative value.	Multi		<input type="checkbox"/>
07-00168	Road Closing – Opening Announcements	2 years(s) and no longer of an Administrative value.(RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00169	Road Records – County & Township	Permanent	Paper		<input checked="" type="checkbox"/>
07-00170	Bridge Records – County (Inspection, Inventory, Construction & Analysis)	Permanent-	Paper		<input checked="" type="checkbox"/>
07-00171	Ditch Records	Permanent	Paper		<input checked="" type="checkbox"/>
07-00172	Subdivisions (Allotments) \ Drainage Maintenance District Files	Permanent	Multi		<input checked="" type="checkbox"/>



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**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 Required by OHS-LGRP
07-00173	Surveys – Final Accepted Surveys	Permanent	Paper		<input checked="" type="checkbox"/>
07-00174	Tapes (Recordings, Video Recording) & Short Hand Notes of Meetings	Until no longer of Administrative Value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00175	Tapes \ DVDs or other Electronic Storage Media	Until no longer of Administrative Value.	Multi		<input type="checkbox"/>
07-00176	Telephone Bills, Telephone Long Distance Logs	3 years(s) Provided audited	Multi		<input type="checkbox"/>
07-00177	Traffic Studies	Until superseded and no longer of Administrative Value.	Multi		<input type="checkbox"/>
07-00178	Travel Expense Report	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00179	Voucher Registers and Journals	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00180	Vouchers	3 years(s) Provided audited	Paper		<input type="checkbox"/>
07-00181	Work Orders	7 Year(s)	Multi		<input type="checkbox"/>
07-00182	Work Requests	1 year(s) And no longer of Administrative Value.	Paper		<input type="checkbox"/>
07-00183	Work Schedules \ Progress Reports	1 year(s) And no longer of Administrative Value.	Multi		<input type="checkbox"/>
07-00184	Union Records	7 year(s) After expiration of Contract	Multi		<input type="checkbox"/>





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 Audito r of State or OHS- LGRP	(6) RC-3 Require d by OHS- LGRP
07-00185	Current Wage Rates	Continually Maintained and Updated (No RC-3 Required)	Paper		<input type="checkbox"/>
07-00186	Base Maps	Permanent	Multi		<input checked="" type="checkbox"/>
07-00187	GIS Map Project	Continually Update & Revised. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00188	Culvert Base Map	Permanent	Multi		<input checked="" type="checkbox"/>
07-00189	Bridge Base Map	Permanent	Multi		<input checked="" type="checkbox"/>
07-00190	Sign Base Map	Permanent	Multi		<input checked="" type="checkbox"/>
07-00192	Utility Letters	Permanent	Paper		<input type="checkbox"/>
07-00194	Utility Coordination Files	Permanent	Paper		<input type="checkbox"/>
07-00195	Utility Contacts	Continually Maintained and Updated (No RC-3 Required)	Paper		<input type="checkbox"/>
07-00196	Bridge Pictures	Permanent	Multi		<input checked="" type="checkbox"/>
07-00197	Benchmark Sheets - County	Permanent	Paper		<input type="checkbox"/>
07-00198	Survey Control Monuments	Permanent	Multi		<input type="checkbox"/>
07-00199	Insurance Enrollment Forms	Until revised or two years after leaving County service.	Paper		<input type="checkbox"/>



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Section E: Records Retention Schedule

(local government entity)

(unit)

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07-00200	Fuel Logs	3 year(s) Provided audited	Paper		<input type="checkbox"/>
07-00201	Daily Work Reports	Y Year(s)	Multi		<input type="checkbox"/>
07-00202	Overtime Call Ins	5 Year(s)	Multi		<input type="checkbox"/>
07-00203	Sign Inventory	Permanent(Continually Maintained and Updated. (No RC-3 Required)	Multi		<input type="checkbox"/>
07-00204	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"/>
07-00205	Speed Studies	Permanent	Paper		<input checked="" type="checkbox"/>
07-00206	Force Accounting – GASB Records	After State & Federal Audits are conducted, audit reports released and all litigation claims & audit findings are resolved.	Multi		<input type="checkbox"/>
07-00208	Resolutions	15 Year(s)	Multi		<input checked="" type="checkbox"/>
07-00209	Utility Info Status	8 Year(s)	Paper		<input type="checkbox"/>
07-00210	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
07-00211	Preliminary Development Files	Maintain Until No Longer of Administrative Value.	Multi		<input type="checkbox"/>



Section E: Records Retention Schedule

(local government entity)

(unit)

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07-00212	Annexation Files	Permanent	Multi		<input checked="" type="checkbox"/>
07-00213	Consultant Selection Program (Selected and Retained)	4 year(s) After expiration of Contract	Multi		<input type="checkbox"/>
07-00214	Consultant Selection Program (Not Selected or Retained)	Maintain until no longer of Administrative Value.	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
07-00199	Insurance Enrollment Forms	Until revised or two years after leaving County service.	Paper		<input type="checkbox"/>