



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

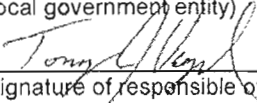


11-14-2012

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit


Fairfield County \_\_\_\_\_ Facilities Management \_\_\_\_\_  
 (local government entity) (unit)  
 Tony Vogel, Director 9/8/2012  
 (signature of responsible official) (name) (title) (date)

### Section B: Records Commission

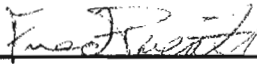
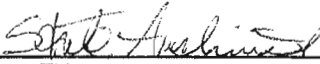
Fairfield County \_\_\_\_\_ 740-652-7140 \_\_\_\_\_  
 Records Commission (telephone number)  
 210 East Main Street Lancaster 43130 Fairfield  
 (address) (city) (zip code) (county)

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

  10/30/12  
 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	<b>COUNTY WIDE GENERAL SCHEDULE</b>  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"/>



(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
07-00010	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"/>



(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
07-00021	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 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"/>
	<b>Buildings and Grounds Maintenance</b>				<input type="checkbox"/>
07-00100	Safety Equipment – Fire Extinguishers (Maintenance & Inspection Records)	Life of Equipment	Paper		<input type="checkbox"/>
07-00101	County Elevator Units (inspection & Maintenance Records)	Life of Equipment	Paper		<input type="checkbox"/>
07-00102	Equipment Inspections & Certificates	Life of Equipment	Paper		<input type="checkbox"/>
07-00103	Lock Out – Tag Out Program Records	6 Years and no legal action pending	Paper		<input type="checkbox"/>



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*Retention Period*  
*Audited within 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
07-00104	Capital Project Binders (Contains copy RFP's, Proposals, Specifications and related records)	Life of Structure	Paper		<input type="checkbox"/>
07-00105	Material Safety Data Sheets	Maybe destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record.	Paper		<input type="checkbox"/>
07-00106	Operational and Safety Certificated for Boilers & Elevators	Life of Equipment	Paper		<input type="checkbox"/>
07-00107	Vendor Files	Maybe destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record.	Paper		<input type="checkbox"/>
07-00108	HVAC Equipment Records	Life of Equipment	Paper		<input type="checkbox"/>
07-00109	Asbestos Abatement Program (County Buildings)	Permanent	Paper		<input type="checkbox"/>
07-00110	Account Payable & Account Receivable Records (Dept. Copy)	3 Years Provided Audit	Paper		<input type="checkbox"/>
07-00111	Service Requests	2 Years and no claims or legal actions pending	Paper		<input type="checkbox"/>
07-00112	Pesticide Application Records & Certificates	5 Years and no claims or legal actions pending	Paper		<input type="checkbox"/>
07-00113	HAZMAT Disposal Records	5 Years and no claims or legal actions pending	Paper		<input type="checkbox"/>
07-00114	Accident Reports	2 Years	Multi		<input type="checkbox"/>
07-00115	Account Receivable Records	4 Years	Paper		<input type="checkbox"/>
07-00116	Annual Budgets	25 Years	Multi		<input checked="" type="checkbox"/>



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07-00117	Annual Report	25 Years	Paper		<input checked="" type="checkbox"/>
07-00118	Bids \ Request for Bids \ proposals \ Request for Proposals – Successful \ Unsuccessful	4 Years	Multi		<input type="checkbox"/>
07-00119	Contracts \ Leases	15 Years	Paper		<input type="checkbox"/>
07-00120	Federal \ State Grant Records & Documentation	7 Years	Multi		<input type="checkbox"/>
07-00121	Management Reports \ Studies	5 Years	Multi		<input type="checkbox"/>
07-00122	Personnel Files	See Personnel Records Retention Schedule	Paper		<input type="checkbox"/>
07-00123	Travel Expense Records	4 Years	Paper		<input type="checkbox"/>
07-00124	Budget Requests \ Budget Documentation	5 Years	Multi		<input type="checkbox"/>
07-00125	Annual Work Plan	4 Years	Multi		<input type="checkbox"/>
07-00126	Administrative Files	4 Years	Multi		<input type="checkbox"/>
07-00127	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>