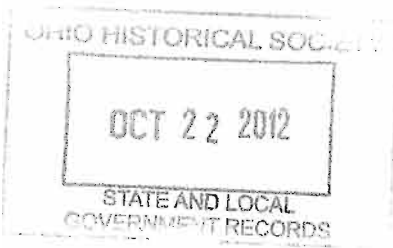




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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 Ohio

Job & Family Services –Children Protective Services

(local government entity)

(unit)

(signature of responsible official)

Rich Bowen
(name)

Program Administrator
(title)

7-31-12
(date)

Section B: Records Commission

Records Commission

(telephone number)

(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.

Mike Kizer

9/10/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]
Signature

State Archives
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 Job & Family Services

FCJFS – Child Protective Services

(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
	COUNTY-WIDE GENERAL SCHEDULE	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			<input type="checkbox"/>
07-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued	Multi		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, decision, procedures, 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 value	Multi		<input type="checkbox"/>
07-00005	Unsolicited Correspondence / Unsolicited Mail/Unsolicited Email and similar Unsolicited Communications	May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record	Multi		<input type="checkbox"/>
07-00006	Copies – Reading, Information and Reference. (Originals maintained)	Retain until no longer of Administrative Value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00007	Drafts & Informational 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 of no value to 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 Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
07-00009	Blank Forms	May be destroyed in the normal course of business as soon as they are considered of no value to the person holding them	Multi		<input type="checkbox"/>
07-00010	Awards, newspaper Articles & Clippings	25 Year(s) and no longer of a historical value	Multi		<input type="checkbox"/>
07-00011	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	May be destroyed in the normal course of business as soon as they are considered of no value to the person holding them	Multi		<input type="checkbox"/>
07-00012	Professional Organization & Association Files	1 Year(s) and no longer of an administrative value	Multi		<input type="checkbox"/>
07-00013	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain Email that has a 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)	Computer		<input type="checkbox"/>
07-00014	Equipment Operating & Maintenance Manuals	Until equipment sold, scrapped or no longer the property of the County (RC-3 not required)	Multi		<input type="checkbox"/>
07-00015	Equipment Maintenance & Repair Records	1 Year(s) After Equipment sold, scrapped or no longer the property of the County. (RC-3 not required)	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 of no value to 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 Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
07-00017	Voice Mail, Text Messages and Electronic Images	May be destroyed in the normal course of business as soon as they are considered of no value to 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 of no value to 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 (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00020	Hourly /Daily /Weekly /Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00021	Lists / Rosters / Informational Directories containing employee contact information	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00022	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts	Maintain until no longer of an Admin, fiscal or Legal 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 an 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 Email that has a significant Administrative, Fiscal, Legal or Historical value. Maintain significant images according to content (Refer to 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>



(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
07-00027	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
07-00028	Public Record Request Forms	1 Year(s)	Paper		<input type="checkbox"/>
	CHILD PROTECTIVE SERVICES	Audited means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 ORC			<input type="checkbox"/>
07-00100	Annual Financial Report	Permanent	Paper		<input checked="" type="checkbox"/>
07-00101	Annual budget (Department Copy)	3 Year(s) provided Audited	Paper		<input type="checkbox"/>
07-00102	Annual Budget Preparation Records – All Programs	2 Year(s) After Final Budget Approved and No longer of Administrative Value	Multi		<input type="checkbox"/>
07-00103	Laws, Regulations & Rules (County, State & Federal)	1 Year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00104	Computer Generated reports (As required or needed) – Fiscal & Administrative. Does not contain identifying info. All Programs	Maintain until no longer of an Admin, Fiscal or Legal value	Paper		<input type="checkbox"/>
07-00105	Annual Summary reports (Statistical & Revenue)	7 Year(s) and no longer of an Admin. or Fiscal value, Provided Audited	Paper		<input type="checkbox"/>
07-00106	Requisitions for Purchase Orders, purchase Orders, Invoices, Statements & Vouchers (Department Copy)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00107	Contracts, Leases & Agreements (Department Copy) All Programs	7 Year(s) After expiration or modification and no claims pending	Paper		<input type="checkbox"/>
07-00108	Fiscal Projections for Child Protective Services	Maintain until no longer of an Admin, Fiscal or Legal value	Paper		<input type="checkbox"/>
07-00109	Cash Advances, Advance Letters & Advance Allocations	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00110	Vendor files	Maintain until no longer of an Admin, Fiscal or Legal value	Paper		<input type="checkbox"/>



(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
07-00111	Fixed Asset Records	Until no longer of an Admin. or fiscal value, then destroy	Multi		<input type="checkbox"/>
07-00112	State & Federal Grant Programs - Awarded	6 Year(s) Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
07-00113	State & Federal Grant Programs – Not Awarded	2 Year(s) After final decision is rendered	Paper		<input type="checkbox"/>
07-00114	Building & Grounds Repairs, remodeling and Construction Records	3 Year(s) After completion of project, provided audited. (Maintain one set of plans, drawings, etc. Permanently)	Paper		<input type="checkbox"/>
07-00115	Fiscal Correspondence: Communications between employees and other government agencies, vendors and the public pertaining to fiscal policy, obligations, revenue and transactions	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00116	Checking Accounts – Cancelled checks, voided checks, copies of checks, deposit slips, monthly statements, receipts, checking account summary reports, etc.	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00117	Travel Expense Reports	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00118	Telephone Bills & Long Distance Logs	3 Year(s) Place Copy in Individuals Personnel Records	Paper		<input type="checkbox"/>
07-00119	Child Protective Services – All Agendas and Notices	5 Year(s) and no Legal Action pending	Paper		<input type="checkbox"/>
07-00120	Child Protective Services – Written meetings Summaries	Until Minutes Approved. (RC-3 Not required)	Multi		<input type="checkbox"/>
07-00121	Child Protective Services –Written Approved Minutes	50 Years	Paper		<input type="checkbox"/>
07-00200	Family Case Files (Includes intakes, ongoing, PSO and substitute care records) (OAC5101-2-33-23)	Permanent	Multi		<input type="checkbox"/>
07-00201	Adoptive Children Case Files (OAC 5101:2-48-23)	Permanent	Multi		<input type="checkbox"/>



(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
07-00202	Foster Home Records (OAC 5101:2-5-29)	5 Year(s) after date of closure of the home and no claims or legal actions pending	Paper		<input type="checkbox"/>
07-00203	Adoptive Family Records	Permanent	Paper		<input type="checkbox"/>
07-00204	Laws, Regulations & Rules for Agency Programs (State & Federal)	1 Year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00205	Community Awareness Publications	1 Year(s) After publication is updated or discontinued (Maintain one (1) copy with Administrative Program file – Maintain according to program)	Paper		<input type="checkbox"/>
07-00206	Community Education Programs	4 Year(s) After discontinuance of the program and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00207	Visitor registers	1 Year(s)	Paper		<input type="checkbox"/>
07-00208	Monthly Statistical Reports (Program Activity)	Maintain monthly reports until incorporated into Annual Report	Paper		<input type="checkbox"/>
07-00209	Index of Case Files	Permanent	Paper		<input type="checkbox"/>
07-00210	Memorandum of Understanding – Law Enforcement & Courts	Permanent	Paper		<input type="checkbox"/>
07-00211	Client referrals	10 Year(s) and no longer of an Administrative value	Paper		<input type="checkbox"/>
07-00212	Claims and Litigation Records	6 Year(s) After case settled and all appeals exhausted	Paper		<input type="checkbox"/>
07-00213	Child Protective Services – Staff Development / Training Records	10 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>



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					<input type="checkbox"/>