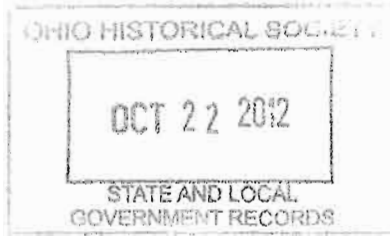
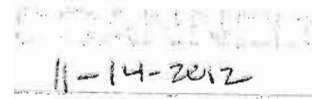




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Page ____ of ____



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County _____ Prosecuting Attorney _____
 (local government entity) (unit)
Gregg Marx Gregg Marx, Prosecuting Attorney 8/31/2012
 (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.

Mike Kiger 9/10/12
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Fred Prouty State Archivist 10/30/2012
 Signature Title Date

Section D: Auditor of State

Martin E. Melch 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07-00001	COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		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"/>



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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"/>



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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 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"/>
	OFFICE OF THE PROSECUTING ATTORNEY				<input type="checkbox"/>
07-00100	Annual Reports – January 1 through December 31 (Copy of State Fire Marshall, Attorney General, Auditor of State, Commissioners)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00101	Grand Jury Report	Permanent	Multi		<input type="checkbox"/>
07099192	Exhibit Records	Appraise for Administrative and Fiscal Value	Paper		<input type="checkbox"/>
07-00103	Court Docket (copies)	Maintain until no longer of a Legal or Administrative Value	Paper		<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
07-00104	Statutory Clients – files	Permanent	Paper		<input type="checkbox"/>
07-00105	Opinions from the Office of the Fairfield County Prosecuting Attorney	Permanent	Paper		<input checked="" type="checkbox"/>
07-00106	Audit Reports (Prosecutor's Office)	25 years Appraise for Administrative and Fiscal Value	Paper		<input checked="" type="checkbox"/>
07-00107	Bank Deposit Receipts and Statements	4 years after audited	Paper		<input type="checkbox"/>
07-00108	Canceled and voided checks	4 years after audited	Paper		<input type="checkbox"/>
07-00109	Further of Justice Funds – all related documents	4 years after audited	Paper		<input type="checkbox"/>
07-00110	Requisition for Purchase Order, Purchase Orders, Invoices, Statements & Vouchers (Departmental copies)	4 years after audited	Paper		<input type="checkbox"/>
07-00111	Records of Receipts and Expenditures and Receipt Books	4 years after audited	Paper		<input type="checkbox"/>
07-00112	Diversion Program – Adult	1 year and no longer of Administrative value	Paper		<input type="checkbox"/>
07-00113	Investigation Reports	Retain until case file is no longer of Administrative value	Paper		<input type="checkbox"/>
07-00114	Civil Case files (stored alphabetically by client)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00115	Index to closed civil case storage (maintained up to the year 1999)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00116	Index to closed criminal cases (maintained up to the year 1990)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00117	Death Penalty Criminal Cases	Permanent	Multi		<input checked="" type="checkbox"/>



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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 Require d by OHS- LGRP
07-00118	Adult Felony criminal case files (numerically by year)	20 years and no longer of any Administrative value	Paper		<input checked="" type="checkbox"/>
07-00119	Juvenile Felony and Misdemeanor files (alphabetical)	2 years after child reaches age of majority and no longer of any Administrative value	Paper		<input type="checkbox"/>
07-00120	Declined or dismissed criminal cases	1 year and no longer of any Administrative value	Paper		<input type="checkbox"/>
07-00121	Adult electronic case files	Maintain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
07-00122	Juvenile electronic case files	Maintain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
07-00123	Personnel records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
08-00124	Grants – State funded (approved)	3 years after expiration of grant	Paper		
08-00125	Grants – State funded (not approved)	1 year and no longer of administrative value	Paper		
08-00126	Grants – Federal funded (approved)	3 years after expiration of grant	Paper		
08-00127	Grants – Federal funded (not approved)	1 year and no longer of an administrative value	Paper		