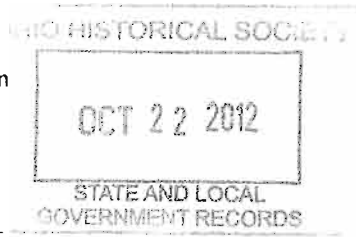




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

FAIRFIELD COUNTY

COUNTY RECORDER

(local government entity)

(unit)

[Signature]
 (signature of responsible official)

(name)

[Signature]
 (title)

(title)

7-16-12
 (date)

(date)

Section B: Records Commission

Records Commission

(telephone number)

210 E MAIN ST
 (address)

LAWSON OHIO
 (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.

[Signature]

9/10/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]
 Signature

State Archivist
 Title

10/27/2012
 Date

Section D: Auditor of State

[Signature]
 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

(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07-00001	COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		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Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		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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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 photos 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"/>
	COUNTY RECORDER RECORDS				<input type="checkbox"/>
07-00101	Official Records	Permanent	Comp		<input checked="" type="checkbox"/>
07-00102	Official Records- Microfilm	Permanent	Micro film		<input checked="" type="checkbox"/>
07-00103	Official Document Index- Deeds, Mortgages, Leases, Liens, Partnerships, Power of Attorney, DD214, Plats, Easements, Miscellaneous, UCC's, Land Records	50 Year(s)	Comp		<input checked="" type="checkbox"/>



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*Audit of records 30 years
 encumbered for records
 have been made. The
 Auditor of State has
 advised that the
 records have been
 released pursuant to
 Sec. 145.26 O.R.C.*

(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
07-00104	Official Document Index- Deeds, Mortgages, Leases, Liens, Partnerships, Power of Attorney, DD214, Plats, Easements, Miscellaneous, UCC's, Land Records	Permanent	Paper		<input checked="" type="checkbox"/>
07-00105	Records of Cash Received –All Record Formats	3 Year(s)	Multi		<input type="checkbox"/>
07-00106	Cemetery Records (Records of Cemeteries)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00107	Cemetery Records (Records of Cemeteries)	Permanent	Comp		<input checked="" type="checkbox"/>
07-00108	Condominiums (Record of Ownership of Condominiums)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00109	Condominiums (Record of Ownership of Condominiums)	Permanent	Comp		<input checked="" type="checkbox"/>
07-00110	Corporate Records (Record of Corporation Papers filed)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00111	Daily Register of Deeds & Mortgages (Record of all Conveyances)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00112	Daily Register of Deeds & Mortgages (Record of all Conveyances)	Permanent	Comp		<input checked="" type="checkbox"/>
07-00113	Unemployment Compensation Lien (Record of Liens)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00114	Unemployment Compensation Lien (Record of Liens)	Permanent	Comp		<input checked="" type="checkbox"/>
07-00115	War Veterans Graves (Register of War Veterans Graves)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00116	War Veterans Graves (Register of War Veterans Graves)	Permanent	Comp		<input checked="" type="checkbox"/>
07-00117	Deposit Slips & Statements (Pay-Ins)	3 Year(s) Provided Audited	Paper		<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
07-00118	Mortgage Record (Record of Mortgages filed)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00119	Mortgage Record (Record of Mortgages filed)	Permanent	Micro film		<input checked="" type="checkbox"/>
07-00120	Mortgage Record (Record of Mortgages filed)	Permanent	Comp		<input checked="" type="checkbox"/>
07-00121	Notice Index (Index to Notices)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00122	Plat Records & Books (Record of all Plats Filed)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00123	Receipts-Copies of Receipts	3 Year(s) Provided Audited	Comp		<input type="checkbox"/>
07-00124	Financing Statements & Cancellation (Uniform Commercial Code; see Sec. 1309.40 R.C. for retention period)	7 Year(s)	Multi		<input type="checkbox"/>
07-00125	Personnel Records	See Personnel Records Retention Schedule	Multi		

Audit notes: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C.