RECORDS RETENTION SCHEDULE (RC-2)
See instructions before completing this form.

Section A: Local Government Unit

<table>
<thead>
<tr>
<th>Fairfield County Ohio</th>
<th>Fairfield County Regional Planning Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>(local government entity)</td>
<td>(unit)</td>
</tr>
<tr>
<td>Holly R. Mattei</td>
<td>Executive Director</td>
</tr>
<tr>
<td>(signature of responsible official)</td>
<td>(name)</td>
</tr>
<tr>
<td></td>
<td>Holly R. Mattei</td>
</tr>
</tbody>
</table>

Section B: Records Commission

<table>
<thead>
<tr>
<th>Fairfield County Ohio</th>
<th>740-652-7090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Commission</td>
<td>(telephone number)</td>
</tr>
<tr>
<td>210 E. Main Street</td>
<td>Lancaster</td>
</tr>
<tr>
<td>(address)</td>
<td>(city)</td>
</tr>
<tr>
<td></td>
<td>43130</td>
</tr>
<tr>
<td></td>
<td>Fairfield</td>
</tr>
<tr>
<td></td>
<td>(zip code)</td>
</tr>
<tr>
<td></td>
<td>(county)</td>
</tr>
</tbody>
</table>

To have this form returned to the Records Commission electronically, include an email address. rpc@co.fairfield.oh.us

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 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]
9-12-12

Records Commission Chair Signature                   Date

Section C: Ohio Historical Society - State Archives

[Signature]  [Title]  [Date]

Section D: Auditor of State

[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.
<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Record Title and Description</th>
<th>Retention Period</th>
<th>Media Type</th>
<th>For use by</th>
<th>RC-3 Required by OHS-LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-00001</td>
<td>COUNTY-WIDE GENERAL SCHEDULE</td>
<td>Policies, Procedures, Rules &amp; Regulations</td>
<td>Multi</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>07-00002</td>
<td>Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)</td>
<td>25 Year(s) After Revised, Superseded or Discontinued.</td>
<td>Paper</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>07-00003</td>
<td>General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the public office.</td>
<td>1 Year(s) and no longer of an Administrative, Legal or Fiscal value. Appraise for Historical value. File according to content.</td>
<td>Multi</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>07-00004</td>
<td>Transient Correspondence or Communication Records.</td>
<td>Maintain significant Historical records until they are no longer of a Historical value.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00005</td>
<td>Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and similar Unsolicited Communications.</td>
<td>May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record.</td>
<td>Multi</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>07-00006</td>
<td>Copies – Reading, Informational and Reference. (Originals maintained)</td>
<td>Retain until no longer of Administrative value. (RC-3 Not Required)</td>
<td>Multi</td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>(1) Schedule Number</td>
<td>(2) Record Title and Description</td>
<td>(3) Retention Period</td>
<td>(4) Media Type</td>
<td>(5) For use by Auditor of State or OHS-LGRP</td>
<td>(6) RC-3 Required by OHS-LGRP</td>
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<tr>
<td>07-00007</td>
<td>Drafts &amp; Informal Notes. (Consisting of transitory information used to prepare the official record in any form)</td>
<td>Retain until no longer of Administrative value. (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00008</td>
<td>Bulletins, Posters, General Notices and Displays</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>07-00009</td>
<td>Blank Forms</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>07-00010</td>
<td>Awards, Newspaper Articles &amp; Clippings</td>
<td>25 Year(s) and no longer of a Historical value.</td>
<td>Multi</td>
<td>![Checkmark]</td>
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<tr>
<td>07-00011</td>
<td>Professional &amp; Trade Magazines, Catalogs, Reference Publications &amp; Directories</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>07-00012</td>
<td>Professional Organization &amp; Association Files</td>
<td>1 Year(s) and no longer of an Administrative value.</td>
<td>Multi</td>
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<tr>
<td>07-00013</td>
<td>Electronic Mail Systems. [Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43]</td>
<td>Retain Email that has a significant</td>
<td>Computer</td>
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<tr>
<td>Schedule Number</td>
<td>Record Title and Description</td>
<td>Retention Period</td>
<td>Media Type</td>
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<td>RC-3 Required by OHS-LGRP</td>
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<tr>
<td>07-00014</td>
<td>Equipment Operating &amp; Maintenance Manuals</td>
<td>Until equipment sold, scrapped or no longer the property of the County. (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00015</td>
<td>Equipment Maintenance &amp; Repair Records</td>
<td>1 Year(s) after Equipment sold, scrapped or no longer the property of the County. (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00016</td>
<td>Computer Generated Administrative &amp; Fiscal Reports (Non-Specific and Periodic that may be recreated)</td>
<td>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.</td>
<td>Multi</td>
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<tr>
<td>07-00017</td>
<td>Voice Mail, Text Messages and Electronic Images.</td>
<td>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.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00018</td>
<td>Business Cards – Rotary, Rolodex and applicable software files.</td>
<td>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.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00019</td>
<td>Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry-Erase boards, Chalkboards, Easel Pads and electronic media</td>
<td>Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00020</td>
<td>Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner</td>
<td>Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00021</td>
<td>Lists/Rosters/Informational Directories containing employee contact information</td>
<td>Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00022</td>
<td>Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts</td>
<td>Maintain until no longer of an Administrative, Fiscal, Legal or Historical value.</td>
<td>Multi</td>
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<tr>
<td>07-00023</td>
<td>Electronic Records: Auxiliary or Supportive Process for Data Preservation. (Backup)</td>
<td>Continually updated and maintained. (RC-3 Not Required – Original Records not altered)</td>
<td>Multi</td>
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<tr>
<td>07-00024</td>
<td>Anonymous or Unfounded Complaints</td>
<td>Maintain until no longer of an Administrative</td>
<td>Multi</td>
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<tr>
<td>Schedule Number</td>
<td>Record Title and Description</td>
<td>Retention Period</td>
<td>Media Type</td>
<td>For use by Auditor of State or OHS-LGRP</td>
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<tr>
<td>07-00025</td>
<td>Press and News Releases</td>
<td>3 Year(s) then appraise for Administrative or Historical value.</td>
<td>Multi</td>
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<tr>
<td>07-00026</td>
<td>Photographs, Negatives and Electronic Images</td>
<td>Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content (Refer to RC-2). Erase images that have no significant value (RC-3 not Required)</td>
<td>Multi</td>
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<tr>
<td>07-00027</td>
<td>Personnel Records</td>
<td>See Personnel Records Retention Schedule</td>
<td>Multi</td>
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<tr>
<td>07-00028</td>
<td>Public Record Request Forms</td>
<td>1 Year(s)</td>
<td>Paper</td>
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<td>07-00100</td>
<td>Fairfield County Regional Planning Commission (FCRPC) Organization Document, Bylaws</td>
<td>Permanent</td>
<td>Paper</td>
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<tr>
<td>07-00101</td>
<td>Commission, Executive Committee &amp; Committee Minutes.</td>
<td>Permanent</td>
<td>Paper</td>
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<tr>
<td>07-00102</td>
<td>Agreements, Contracts, Leases</td>
<td>15 Year(s)</td>
<td>Paper</td>
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<tr>
<td>07-00103</td>
<td>Project Files – related to committees</td>
<td>Until no longer of Admin. value</td>
<td>Multi</td>
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<td>07-000104</td>
<td>Project Files – projects for others</td>
<td>Until no longer of Admin. value</td>
<td>Multi</td>
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<tr>
<td>Schedule Number</td>
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<tr>
<td>07-00105</td>
<td>Web Site Information (Current and Archived)</td>
<td>7 Year(s) Continuously Maintained and Updated. (No RC-3 Required)</td>
<td>Multi</td>
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<tr>
<td>07-00106</td>
<td>Financial Records, Timesheets</td>
<td>7 Year(s) Maintain significant Historical records until they are no longer of a Historical value</td>
<td>Multi</td>
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<td>07-00107</td>
<td>Personnel Files</td>
<td>See Personnel Records Retention Schedule</td>
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<td>07-00108</td>
<td>Subdivision Files approved by FCRPC</td>
<td>Permanent</td>
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<td>07-00109</td>
<td>Minor Subdivision &amp; Exempt Lot Splits</td>
<td>Permanent</td>
<td>Multi</td>
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<td>07-00110</td>
<td>Flood Hazard Building Permits</td>
<td>Permanent</td>
<td>Multi</td>
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<tr>
<td>07-00111</td>
<td>Flood Certificates</td>
<td>Permanent</td>
<td>Multi</td>
<td></td>
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<tr>
<td>07-00112</td>
<td>Digital Recordings of FCRPC Meetings</td>
<td>7 Year(s) Continuously updated and maintained; (RC-3 Not Required - Original Records not altered)</td>
<td>Computer</td>
<td></td>
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</tr>
<tr>
<td>07-00113</td>
<td>Community Development Block Grant Administrative and Financial Files/Records</td>
<td>7 Year(s) Maintain significant Historical records until they are no longer of a Historical value</td>
<td>Multi</td>
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</tbody>
</table>