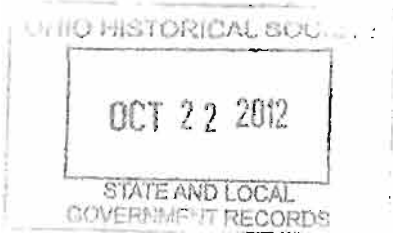




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

<u>Fairfield County Ohio</u> (local government entity)	<u>Fairfield County Regional Planning Commission</u> (unit)		
<i>Holly R. Mattei</i> (signature of responsible official)	Holly R. Mattei (name)	Executive Director (title)	2/17/2012 (date)

Section B: Records Commission

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

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 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.

<i>Mike Kiger</i> (Signature)	<u>9-12-12</u> (Date)
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<i>Fred Stouff</i> (Signature)	<i>State Archivist</i> (Title)	<u>10/30/2012</u> (Date)
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Section D: Auditor of State

<i>Martin E. Muth</i> (Signature)	<u>11-9-12</u> (Date)
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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 Ohio

Fairfield County Regional Planning Commission

(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
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, 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, Informational and Reference. (Originals maintained)	Retain until no longer of Administrative value. (RC-3 Not Required)	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
07-00007	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"/>
07-00010	Awards, Newspaper Articles & Clippings	25 Year(s) and no longer of a Historical value.	Multi		<input checked="" 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 to be of no value by 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	Computer		<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
		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)			
07-00014	Equipment Operating & Maintenance Manuals	Until equipment sold, scrapped or no longer the property of the County. (RC-3 Not Required)	Multi		
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		
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		
07-00017	Voice Mail, 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		



(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
07-00018	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		
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		
07-00020	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		
07-00021	Lists/Rosters/Informational Directories containing employee contact information	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		
07-00022	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts.	Maintain until no longer of an Administrative, Fiscal, Legal or Historical value.	Multi		
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		
07-00024	Anonymous or Unfounded Complaints	Maintain until no longer of an Administrative	Multi		



(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
		or Legal value.			
07-00025	Press and News Releases	3 Year(s) then appraise for Administrative or Historical value.	Multi		✓
07-00026	Photographs, Negatives and Electronic Images	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)	Multi		✓ (few images of historical value)
07-00027	Personnel Records	See Personnel Records Retention Schedule	Multi		
07-00028	Public Record Request Forms	1 Year(s)	Paper		
07-00100	Fairfield County Regional Planning Commission (FCRPC) Organization Document, Bylaws	Permanent	Paper		✓
07-00101	Commission, Executive Committee & Committee Minutes	Permanent	Paper		✓
07-00102	Agreements, Contracts, Leases	15 Year(s)	Paper		
07-00103	Project Files – related to committees	Until no longer of Admin. value	Multi		
07-000104	Project Files – projects for others	Until no longer of Admin. value	Multi		



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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 Required by OHS- LGRP
07-00105	Web Site Information (Current and Archived)	7 Year(s) Continually Maintained and Updated. (No RC-3 Required)	Multi		
07-00106	Financial Records, Timesheets	7 Year(s) Maintain significant Historical records until they are no longer of a Historical value	Multi		
07-00107	Personnel Files	See Personnel Records Retention Schedule	Paper		
07-00108	Subdivision Files approved by FCRPC	Permanent	Multi		✓
07-00109	Minor Subdivision & Exempt Lot Splits	Permanent	Multi		✓
07-00110	Flood Hazard Building Permits	Permanent	Multi		✓
07-00111	Flood Certificates	Permanent	Multi		✓
07-00112	Digital Recordings of FCRPC Meetings	7 Year(s) Continually updated and maintained. (RC-3 Not Required – Original Records not altered)	Computer		
07-00113	Community Development Block Grant Administrative and Financial Files/Records	7 Year(s) Maintain significant Historical records until they are no longer of a Historical value	Multi		