



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

NOV 25 2014

STATE AND LOCAL GOVERNMENT RECORDS 12-29-14

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Fairfield County \_\_\_\_\_

(local government entity)

Treasurer \_\_\_\_\_

(unit)

James N. Bahnsen  
 (signature of responsible official)

James N. Bahnsen, Treasurer  
 (name) (title)

9/24/14  
 (date)

### Section B: Records Commission

Fairfield County \_\_\_\_\_

740-652-7140

Records Commission

(telephone number)

210 East Main Street  
 (address)

Lancaster  
 (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.

James E. Slater Jr., Fairfield Co Auditor 11/21/14  
 Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

Fred Thomas  
 Signature

State Archivist  
 Title

11/28/14  
 Date

### Section D: Auditor of State

Martin E. Maloney  
 Signature

12-12-14  
 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	<b>COUNTY WIDE GENERAL SCHEDULE</b>  Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		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Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		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"/>



(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 type="checkbox"/>
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"/>
	<b>OFFICE OF THE COUNTY TREASURER</b>				<input type="checkbox"/>
07-00029	BANK RECORDS: Cancelled Checks (Several formats), Warrants, Voided Checks, Statements, Deposit Records, Wire Transfer Records, Account Reconciliation and related documents	3 year(s) Provided Audited by the Auditor of State and Audit is released pursuant to Sec. 117.26 O.R.C.			<input type="checkbox"/>
07-00030	Journal of Court Warrants Redeemed	3 year(s) Provided Audited	Electronic		<input type="checkbox"/>
07-00031	Orders for the Transfer of Funds	3 year(s) Provided Audited	Paper		<input type="checkbox"/>

**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.**



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07-00032	Form Seven, Tax Collection Registers (Collection Register, Daily Record of Taxes Collected)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00033	Tax Duplicates – Delinquent – Personal	Permanent	Paper		<input checked="" type="checkbox"/>
07-00034	Tax Duplicates – Delinquent – Real Property & Land	Permanent	Paper		<input checked="" type="checkbox"/>
07-00035	Fixed Asset Inventory	3 Years after revised or superseded, provided audited	Paper		<input type="checkbox"/>
07-00036	Manufactured Housing Titles (Duplicates)	3 year(s) and no longer of any admin or legal value	Multi		<input type="checkbox"/>
07-00037	Elected Officials & Bonded Employees Performance Bonds (Including Township Chief Fiscal Officers)	10 Years Incorporate into Accounts Receivable	Paper		<input type="checkbox"/>
07-00038	Daily Cash Balance Records & Daily Cash Records	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00039	Daily Balance Statements (Copy sent to County Auditor)	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00040	Monthly Report: Checks (Warrants) Redeemed & Treasury Payments	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00041	County Investment Records	10 Years. Incorporate into Annual Report	Multi		<input type="checkbox"/>
07-00042	Delinquent Tax Lists – All Types	10 Years	Multi		<input type="checkbox"/>
07-00043	Records of Tax Collections: Payment Stubs, Receipts and related records.	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00044	Vendor License Receipts (Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00045	Resolutions (Copies of County Commissioners Resolutions)	Maintain until no longer of an Admin, Fiscal, Legal, or Historical Value	Paper		<input type="checkbox"/>



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07-00046	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
08-00001	Delinquent Installment Payment Plans	Until Last Installment is Paid, Provided Audit	Paper		<input type="checkbox"/>
08-00002	Estate Tax Receipt (Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
08-00003	Cigarette Dealers License (Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
08-00004	Payroll Records (Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
08-00005	Finance Purchase Orders	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
08-00006	Finance Paid Invoices	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
14-00001	Administrative Records\ files not otherwise scheduled	2 year(s) Provided Audited	Multi		
14-00002	Sheriff Sales –Payment receipts	5 year(s) Provided Audited	Paper		
14-00003	Tax Lien Sales-Certified Mail Receipts, Certified Delivery Receipts, Unclaimed Certified Letters	5 year(s) Provided Audited	Paper		
		<p><b>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.</b></p>			