



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

JULY 11 2023

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

**Fairfield County**

**County General**

(Local Government Entity) Bennett Niceswanger (Signature of Responsible Official)	(Unit)  Records Manager (Title)
(Name)	July 10, 2023 (Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

210 E. Main Street (Address)	Lancaster (City)	43130 (Zip Code)	(740)652-7883 (Telephone Number) Fairfield (County)
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To have this form returned to the Records Commission electronically, include an email address:  
**[Bennett.niceswanger@fairfieldcountyohio.gov](mailto:Bennett.niceswanger@fairfieldcountyohio.gov)**

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.

Records Commission Chair Signature	July 11, 2023 Date
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**Section C: Ohio History Connection - State Archives**

 Signature	Government Records Archivist Title	8/1/2023 Date
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**Section D: Auditor of State**

 Signature	Records Manager Title	 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 (RC-2) – Part 2***See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
21-00001a	<b>Accident Reports / Files</b> Report of personal or property damage involving a county vehicle or occurring on county property	Retain until scanned	Paper		<input type="checkbox"/>
21-00001b	<b>Accident Reports / Files</b>	6 years	Electronic		<input type="checkbox"/>
21-00002a	<b>Activity Reports</b> Reports compiled to detail financial, statistical, and/or operational data.	Retain until scanned	Paper		<input type="checkbox"/>
21-00002b	<b>Activity Reports</b>	2 years	Electronic		<input type="checkbox"/>
21-00003a	<b>Agendas</b> A list of items to be discussed and/or acted upon during a meeting.	Retain until scanned	Paper		<input type="checkbox"/>
21-00003b	<b>Agendas</b>	2 years	Electronic		<input type="checkbox"/>
21-00004a	<b>Annual Inventory</b> O.R.C. 305.18- Departmental inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Retain until scanned	Paper		<input type="checkbox"/>
21-00004b	<b>Annual Inventory</b>	3 years	Electronic		<input type="checkbox"/>
21-00005a	<b>Annual Reports</b> A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Paper		<input checked="" type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
21-00005b	<b>Annual Reports</b>	Permanent	Electronic		<input checked="" type="checkbox"/>
21-00006a	<b>Attendance Records</b> Documents employee attendance at work including leave requests.	Retain until scanned	Paper		<input type="checkbox"/>
21-00006b	<b>Attendance Records</b>	3 years	Electronic		<input type="checkbox"/>
21-00007a	<b>Audiovisual, Public Relations &amp; Training Materials</b> Materials and resources compiled or created for presentations, public relations events and/or training exercises	Retain until scanned	Paper		<input type="checkbox"/>
21-00007b	<b>Audiovisual, Public Relations &amp; Training Materials</b>	Until information is superseded, obsolete, or replaced. Appraise for historical value	Electronic		<input type="checkbox"/>
21-00008a	<b>Audit Reports (Federal, State, &amp; Internal)</b> ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Retain until scanned	Paper		<input type="checkbox"/>
21-00008b	<b>Audit Reports (Federal, State, &amp; Internal)</b>	5 years	Electronic		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
21-00009b	<b>Backup Data</b> Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
21-00010	<b>Badges and IDs</b> Employee identification badges and keyless entry devices and related records.	Confiscate upon employment termination or when obsolete, then destroy	Multi		<input type="checkbox"/>
21-00011a	<b>Bids (Successful)</b> Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file. O.R.C. 2305.06	Retain until scanned	Paper		<input type="checkbox"/>
21-00011b	<b>Bids (Successful)</b>	15 years	Electronic		<input type="checkbox"/>
21-00012a	<b>Bids (Unsuccessful)</b> Bids not awarded.	Retain until scanned	Paper		<input type="checkbox"/>
21-00012b	<b>Bids (Unsuccessful)</b>	Two years after letting of the contract	Electronic		<input type="checkbox"/>
21-00013a	<b>Blank Forms</b> Obsolete, unneeded, or superseded forms stock.	Retain until scanned	Paper		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
21-00013b	<b>Blank Forms</b>	Until obsolete or superseded	Electronic		<input type="checkbox"/>
21-00014a	<b>Blue Prints / Vellums / Drawings / Tracings / Mylars</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00014b	<b>Blue Prints / Vellums / Drawings / Tracings / Mylars</b>	Until updated, superseded or obsolete. Appraise for historical value	Electronic		<input type="checkbox"/>
21-00014Aa	<b>Blueprints for Public Buildings</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00014Ab	<b>Blueprints for Public Buildings</b>	Permanent	Electronic		<input checked="" type="checkbox"/>
21-00015a	<b>Bond Documents</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00015b	<b>Bond Documents</b>	IRS rule 5.70. Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired	Electronic		<input type="checkbox"/>
21-00016a	<b>Bond Register</b>	Retain until scanned	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 LGRP	(6) RC-3 Required by LGRP
21-00016b	<b>Bond Register</b>	7 years after final maturity of notes or bonds	Electronic		<input type="checkbox"/>
21-00017a	<b>Budget, Annual Departmental/O ffice</b> Fiscal allocation to a department or office for fiscal year.	Retain until scanned	Paper		<input type="checkbox"/>
21-00017b	<b>Budget, Annual Departmental/Office</b>	3 years	Electronic		<input type="checkbox"/>
21-00018a	<b>Budget Preparation Documents (Working Papers)</b> Preparation documents used to create annual budgets.	Retain until scanned	Paper		<input type="checkbox"/>
21-00018b	<b>Budget Preparation Documents (Working Papers)</b>	2 years	Electronic		<input type="checkbox"/>
21-00019a	<b>Bulletins, Posters, and Notices to Employees</b> Announcements and informational notices including unsolicited announcements related to job functions.	Retain until scanned	Paper		<input type="checkbox"/>
21-00019b	<b>Bulletins, Posters, and Notices to Employees</b>	Until no longer of administrative use	Electronic		<input type="checkbox"/>
21-00020a	<b>Compliance Reports</b> Standard reports required to be filed by regulatory agencies.	Retain until scanned	Paper		<input type="checkbox"/>
21-00020b	<b>Compliance Reports</b>	5 years	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
21-00021a	<b>Continuing Education Certifications / Class / Seminars / Training Attendance Records</b> Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Retain until scanned	Paper		<input type="checkbox"/>
21-00021b	<b>Continuing Education Certifications / Class / Seminars / Training Attendance Records</b>	Place in personnel file	Electronic		<input type="checkbox"/>
21-00022a	<b>Contracts</b> (ORC 2305.06) Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Retain until scanned	Paper		<input type="checkbox"/>
21-00022b	<b>Contracts</b>	8 years after expiration	Electronic		<input type="checkbox"/>
21-00023a	<b>Copies of Records</b> Additional copies of records or images which are no longer required and serve no useful purpose.	Retain until scanned	Paper		<input type="checkbox"/>
21-00023b	<b>Copies of Records</b>	Until no longer of administrative value	Electronic		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
21-00024a	<b>Correspondence</b> Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00024b	<b>Correspondence</b>	Retain according to content, ensure metadata retained	Electronic		<input type="checkbox"/>
21-00024Aa	<b>Transient (Correspondence)</b> Communications which convey information of temporary importance in lieu of oral communication. i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Retain until scanned	Paper		<input type="checkbox"/>
21-00024Ab	<b>Transient (Correspondence)</b>	Until no longer of administrative value	Electronic		<input type="checkbox"/>



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(Local Government Entity)

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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 LGRP	(6) RC-3 Required by LGRP
21- 00024Ba	<b>General (Correspondence)</b> Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Retain until scanned	Paper		<input type="checkbox"/>
21- 00024Bb	<b>General (Correspondence)</b>	2 years	Electronic		<input type="checkbox"/>
21- 00024Ca	<b>Substantive (Correspondence)</b> Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Retain until scanned	Paper		<input type="checkbox"/>
21- 00024Cb	<b>Substantive (Correspondence)</b>	5 years; file with related records if content requires longer retention; appraise for historical value	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
21-00025a	<b>Delivery Slips / Packing Slips</b> Documents received when accepting goods from a carrier or vendor.	Retain until scanned	Paper		<input type="checkbox"/>
21-00025b	<b>Delivery Slips / Packing Slips</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00026a	<b>Directories / Lists / Rosters</b> Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Retain until scanned	Paper		<input type="checkbox"/>
21-00026b	<b>Directories / Lists / Rosters</b>	Until superseded, obsolete, or replaced.	Electronic		<input type="checkbox"/>
21-00027a	<b>Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)</b> Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Retain until scanned	Paper		<input type="checkbox"/>
21-00027b	<b>Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)</b>	Until updated or superseded.	Electronic		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
	<b>Disciplinary Hearings</b> A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.				<input type="checkbox"/>
21-00028A	<b>Audio and Video Recordings (Disciplinary Hearings)</b>	1 year	Electronic		<input type="checkbox"/>
21-00028Ba	<b>Report of Proceedings (Disciplinary Hearings)</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00028Bb	<b>Report of Proceedings (Disciplinary Hearings)</b>	Place in personnel file	Electronic		<input type="checkbox"/>
21-00028Ca	<b>Transcripts (Disciplinary Hearings)</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00028Cb	<b>Transcripts (Disciplinary Hearings)</b>	5 years	Electronic		<input type="checkbox"/>
21-00029a	<b>Drafts / Transient Records</b> Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until scanned	Paper		<input type="checkbox"/>
21-00029b	<b>Drafts / Transient Records</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00030a	<b>Employment Applications / Resumes-Successful</b> Application submissions by individuals chosen for employment.	Retain until scanned	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 LGRP	(6) RC-3 Required by LGRP
21-00030b	<b>Employment Applications / Resumes-Successful</b>	Place in personnel file.	Electronic		<input type="checkbox"/>
21-00031a	<b>Employment Applications / Resumes-Unsuccessful-Not Hired</b> Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00031b	<b>Employment Applications / Resumes-Unsuccessful-Not Hired</b>	6 years	Electronic		<input type="checkbox"/>
21-00032a	<b>Employee Evaluations</b> Records used to measure employee work performance.	Retain until scanned	Paper		<input type="checkbox"/>
21-00032b	<b>Employee Evaluations</b>	Place in personnel files.	Electronic		<input type="checkbox"/>
21-00033a	<b>Equipment Maintenance Records</b> Files documenting ownership, warranties, routine maintenance and repair of county owned equipment.	Retain until scanned	Paper		<input type="checkbox"/>
21-00033b	<b>Equipment Maintenance Records</b>	Life of equipment	Electronic		<input type="checkbox"/>
	<b>Fax</b>				<input type="checkbox"/>
21-00034Aa	<b>Documentation (Fax)</b> Fax machine generated cover sheets, confirmation notices and buffer printouts.	Retain until scanned	Paper		<input type="checkbox"/>
21-00034Ab	<b>Documentation (Fax)</b>	Until no longer of administrative value.	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
21-00034Ba	<b>Logs (Fax)</b> Register of fax messages sent and received.	Retain until scanned	Paper		<input type="checkbox"/>
21-00034Bb	<b>Logs (Fax)</b>	1 year	Electronic		<input type="checkbox"/>
21-00034Ca	<b>Messages (Fax)</b> Communications sent and received using a fax machine.	Retain until scanned	Paper		<input type="checkbox"/>
21-00034Cb	<b>Messages (Fax)</b>	Treat as correspondence	Electronic		<input type="checkbox"/>
21-00035a	<b>Fee Schedules</b> Fees for goods or services provided by the county.	Retain until scanned	Paper		<input type="checkbox"/>
21-00035b	<b>Fee Schedules</b>	Until updated, superseded, or obsolete.	Electronic		<input type="checkbox"/>
21-00036a	<b>Financial Records</b> Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / billbacks; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining	Retain until scanned	Paper		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
	balances; monthly expenditures statements; petty cash; etc.				
21-00036b	<b>Financial Records</b>	3 years provided audited.	Electronic		<input type="checkbox"/>
21-00037a	<b>Fuel Usage Records</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00037b	<b>Fuel Usage Records</b>	3 years	Electronic		<input type="checkbox"/>
21-00038a	<b>Grant Application (Not Funded)</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00038b	<b>Grant Application (Not Funded)</b>	1 year	Electronic		<input type="checkbox"/>
21-00039a	<b>Grant Files</b> Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Retain until scanned	Paper		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
21-00039b	<b>Grant Files</b>	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Electronic		<input type="checkbox"/>
21-00040a	<b>Image File</b> Visual documentation of a person, place, or event.	Retain until scanned	Paper		<input type="checkbox"/>
21-00040b	<b>Image File</b>	Until no longer of administrative value / appraise for historical value.	Electronic		<input checked="" type="checkbox"/>  (Historical)
21-00041a	<b>Insurance Policies</b> Documents listing terms and conditions between county and insurance providers.	Retain until scanned	Paper		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
21-00041b	<b>Insurance Policies</b>	2 years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10).	Electronic		<input type="checkbox"/>
21-00042a	<b>Insurance Records</b> Fiscal and administrative records generated in the administration of insurance policies.	Retain until scanned	Paper		<input type="checkbox"/>
21-00042b	<b>Insurance Records</b>	2 years after expiration of associated policy, provided all claims settled and appeals exhausted (ORC 2305.10).	Electronic		<input type="checkbox"/>
21-00043a	<b>Job Descriptions</b> Documents detailing the classification, needed experience / education / physical requirements, and duties by position title.	Retain until scanned	Paper		<input type="checkbox"/>
21-00043b	<b>Job Descriptions</b>	Until superseded or	Electronic		<input type="checkbox"/>



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		classification abolished.			
21-00044a	<b>Legal Advertisements / Notices</b> Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Retain until scanned	Paper		<input type="checkbox"/>
21-00044b	<b>Legal Advertisements / Notices</b>	1 year or until superseded.	Electronic		<input type="checkbox"/>
21-00045a	<b>Licenses, Permits, Certifications</b> Documents affirming requirements being met as prescribed by issuing agency.	Retain until scanned	Paper		<input type="checkbox"/>
21-00045b	<b>Licenses, Permits, Certifications</b>	1 year after expiration.	Electronic		<input type="checkbox"/>
21-00046a	<b>Litigation Records</b> Records related to legal claims against an office and subsequent legal actions and court proceedings.	Retain until scanned	Paper		<input type="checkbox"/>
21-00046b	<b>Litigation Records</b>	5 years after case is closed and appeals are exhausted.	Electronic		<input type="checkbox"/>
21-00047a	<b>Mail</b> Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00047b	<b>Mail</b>	Until no longer of administrative value.	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
21-00048a	<b>Mailing Lists</b> List of individuals and addresses for mail distribution.	Retain until scanned	Paper		<input type="checkbox"/>
21-00048b	<b>Mailing Lists</b>	Until updated, superseded or obsolete.	Electronic		<input type="checkbox"/>
21-00049a	<b>Management and Operations Reports</b> Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Retain until scanned	Paper		<input type="checkbox"/>
21-00049b	<b>Management and Operations Reports</b>	5 years	Electronic		<input type="checkbox"/>
21-00050a	<b>Manuals, Handbooks</b> Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00050b	<b>Manuals, Handbooks</b>	Until superseded, obsolete, or replaced/ appraise for historical value.	Electronic		<input type="checkbox"/>
21-00051a	<b>Material Safety Data Sheets</b> Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Retain until scanned	Paper		<input type="checkbox"/>

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21-00051b	<b>Material Safety Data Sheets</b>	Until superseded	Electronic		<input type="checkbox"/>
21-00052a	<b>Meeting Notices</b> Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00052b	<b>Meeting Notices</b>	1 year	Electronic		<input type="checkbox"/>
21-00053a	<b>Memoranda</b> Internal communication.	Retain until scanned	Paper		<input type="checkbox"/>
21-00053b	<b>Memoranda</b>	Use correspon- den- ce periods.	Electronic		<input type="checkbox"/>
21-00054a	<b>Minutes of Meeting</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00054b	<b>Minutes of Meeting</b>		Electronic		<input type="checkbox"/>
21-00055a	<b>Official Copy</b> Official copy of proceedings of regular and special meetings.	Retain until scanned	Paper		<input type="checkbox"/>
21-00055b	<b>Official Copy</b>	Permanent	Electronic		<input checked="" type="checkbox"/>
21-00056	<b>Audio and Video Recordings</b>	Retain until transcribed into hard copy and approved.	Electronic		<input type="checkbox"/>
21-00057a	<b>Oaths of Office of Elected Officials</b> Oaths of office given and sworn to by elected official upon taking office.	Retain until scanned	Paper		<input type="checkbox"/>
21-00057b	<b>Oaths of Office of Elected Officials</b>	10 years after leaving office.	Electronic		<input type="checkbox"/>
21-00058a	<b>Officials' Bonds</b> Surety bond filed by county	Retain until scanned	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
	officials to help ensure responsible execution of job duties.				
21-00058b	<b>Officials' Bonds</b>	10 years after expiration.	Electronic		<input type="checkbox"/>
21-00059a	<b>Organizational Chart (Table of Organization)</b> A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Retain until scanned	Paper		<input type="checkbox"/>
21-00059b	<b>Organizational Chart (Table of Organization)</b>	Until superseded.	Electronic		<input type="checkbox"/>
21-00060a	<b>Payroll Records</b> Department copies including but not limited to time sheets, overtime documentation records, and timecards.	Retain until scanned	Paper		<input type="checkbox"/>
21-00060b	<b>Payroll Records</b>	2 years	Electronic		<input type="checkbox"/>
	<b>Personnel Files</b>				<input type="checkbox"/>
21-00061Aa	<b>Employment Files (Personnel Files)</b> Documentation of service throughout the duration of an individual's employment.	Retain until scanned	Paper		<input type="checkbox"/>
21-00061Ab	<b>Employment Files (Personnel Files)</b>	2 years after employee terminates purge extraneous records. Retain retirement waivers,	Electronic		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
		service record and leave balances.			
21- 00061Ba	<b>Employee Medical Records (Personnel Files)</b> Records pertaining to employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information.	Retain until scanned	Paper		<input type="checkbox"/>
21- 00061Bb	<b>Employee Medical Records (Personnel Files)</b>	7 years	Electronic		<input type="checkbox"/>
21-00062a	<b>Plats and Maps</b> Renderings noting locations and/or boundary lines.	Retain until scanned	Paper		<input type="checkbox"/>
21-00062b	<b>Plats and Maps</b>	Permanent	Electronic		<input checked="" type="checkbox"/>
21-00063a	<b>Press and News Releases</b> Information disseminated to the public through media outlets.	Retain until scanned	Paper		<input type="checkbox"/>
21-00063b	<b>Press and News Releases</b>	Until no longer of administrative value/ appraise for historical value.	Electronic		<input checked="" type="checkbox"/>  (Historical)
21-00064a	<b>Professional Association Records</b> Documents from associations related to an employee's job functions that enhance job performance and knowledge,	Retain until scanned	Paper		<input type="checkbox"/>

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(Local Government Entity)	(Unit)				
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	inform of events, or provide general information about the association.				
21-00064b	<b>Professional Association Records</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00065a	<b>Project Plans / Drawings</b> Written plan or pictorial diagrams for a work related project or program.	Retain until scanned	Paper		<input type="checkbox"/>
21-00065b	<b>Project Plans / Drawings</b>	Life of project or until obsolete. Appraise for historical or operational value.	Electronic		<input type="checkbox"/>
	<b>Public Hearings</b> A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue.				<input type="checkbox"/>
21-00066A	<b>Audio and Video Recordings (Public Hearings)</b>	1 year	Electronic		<input type="checkbox"/>
21-00066Ba	<b>Report of Proceedings (Public Hearings)</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00066Bb	<b>Report of Proceedings (Public Hearings)</b>	Permanent	Electronic		<input type="checkbox"/>
21-00066Ca	<b>Transcripts (Public Hearings)</b>	Retain until scanned	Paper		<input type="checkbox"/>
21-00066Cb	<b>Transcripts (Public Hearings)</b>	5 years	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
21-00067a	<b>Publications (created by the local government)</b> Brochures and promotional material created by county agencies to inform the public of services and functions.	Retain until scanned	Paper		<input type="checkbox"/>
21-00067b	<b>Publications (created by the local government)</b>	Until superseded or obsolete. Retain one copy permanently.	Electronic		<input checked="" type="checkbox"/> (Permanent)
21-00068a	<b>Records Inventory</b> A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Retain until scanned	Paper		<input type="checkbox"/>
21-00068b	<b>Records Inventory</b>	Until superseded	Electronic		<input type="checkbox"/>
21-00069a	<b>Records Requests</b> ORC 149.43 - Requests to inspect and review public records.	Retain until scanned	Paper		<input type="checkbox"/>
21-00069b	<b>Records Requests</b>	2 years	Electronic		<input type="checkbox"/>
21-00070a	<b>Records Retention and Disposition Forms</b> Records, also called RC-1, RC-2, and RC3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Retain until scanned	Paper		<input type="checkbox"/>
21-00070b	<b>Records Retention and Disposition Forms</b>	Permanent	Electronic		<input type="checkbox"/>
21-00071a	<b>Research Records</b> Collected information from a	Retain until scanned	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 LGRP	(6) RC-3 Required by LGRP
	variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.				
21-00071b	<b>Research Records</b>	Until no longer of administrative, fiscal, or legal value.	Electronic		<input type="checkbox"/>
21-00072a	<b>Resolutions</b> Written motions officially documenting policy development and decisions.	Electronic	Paper		<input type="checkbox"/>
21-00072b	<b>Resolutions</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00073a	<b>Scrapbooks</b> Compilation of materials for retention of institutional memory.	Retain until scanned	Paper		<input type="checkbox"/>
21-00073b	<b>Scrapbooks</b>	Appraise for historical value.	Electronic		<input checked="" type="checkbox"/>
21-00074a	<b>Service Requests</b> Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Retain until scanned	Paper		<input type="checkbox"/>
21-00074b	<b>Service Requests</b>	Until no longer of	Electronic		<input type="checkbox"/>



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		administrativ e value.			
21-00075a	<b>Special Accounting Records</b> Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12.	Retain until scanned	Paper		<input type="checkbox"/>
21-00075b	<b>Special Accounting Records</b>	4 years	Electronic		<input type="checkbox"/>
21-00076a	<b>Speeches / Presentations</b> Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Retain until scanned	Paper		<input type="checkbox"/>
21-00076b	<b>Speeches / Presentations</b>	Until no longer of administrative value/ appraise for historical value.	Electronic		<input checked="" type="checkbox"/>  (Historical)
21-00077a	<b>Statements of Qualifications</b> Submitted and regularly updated by professional design firms wishing to provide professional design services	Retain until scanned	Paper		<input type="checkbox"/>

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	per O.R.C. 153.66.				
21-00077b	<b>Statements of Qualifications</b>	2 years	Electronic		<input type="checkbox"/>
21-00078	<b>Surveillance Tapes / Videos</b> Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Retain 30 calendar days then destroy provided no pending action	Electronic		<input type="checkbox"/>
21-00079a	<b>Surveys and Questionnaires</b> Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Retain until scanned	Paper		<input type="checkbox"/>
21-00079b	<b>Surveys and Questionnaires</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
	<b>Telephone Records</b>				<input type="checkbox"/>
21-00080Aa	<b>Telephone Records</b> Messages for recipients received via telephone.	Retain until scanned	Paper		<input type="checkbox"/>
21-00080Ab		Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00080Ba	<b>Telephone Records</b> Logs- track incoming call.	Retain until scanned	Paper		<input type="checkbox"/>
21-00080Bb		6 months	Electronic		<input type="checkbox"/>
21-00081a	<b>Training Files</b> Documentation of employee	Retain until scanned	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 LGRP	(6) RC-3 Required by LGRP
	training.				
21-00081b	<b>Training Files</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00082a	<b>Travel Requests / Expense Reports</b> Requests for reimbursement for employee travel.	Retain until scanned	Paper		<input type="checkbox"/>
21-00082b	<b>Travel Requests / Expense Reports</b>	3 years	Electronic		<input type="checkbox"/>
21-00083a	<b>Uniform Record</b> Records tracking the management of uniforms provided by the county.	Retain until scanned	Paper		<input type="checkbox"/>
21-00083b	<b>Uniform Record</b>	3 years	Electronic		<input type="checkbox"/>
21-00084a	<b>Vehicle Maintenance Records</b> Records noting repairs to and routine maintenance of county-owned vehicles.	Retain until scanned	Paper		<input type="checkbox"/>
21-00084b	<b>Vehicle Maintenance Records</b>	Until vehicle sold or disposed of.	Electronic		<input type="checkbox"/>
21-00085a	<b>Vehicle Mileage Records</b> Log of mileage and expenses incurred in county-owned vehicles.	Retain until scanned	Paper		<input type="checkbox"/>
21-00085b	<b>Vehicle Mileage Records</b>	Until vehicle sold or disposed of.	Electronic		<input type="checkbox"/>
21-00086a	<b>Visitors' Log or Sign-In Sheets</b> Registers or logs used to track visitors visiting an office.	Retain until scanned	Paper		<input type="checkbox"/>
21-00086b	<b>Visitors' Log or Sign-In Sheets</b>	1 year	Electronic		<input type="checkbox"/>

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21-00087a	<b>Work Orders</b> Requests asking for maintenance, assistance and/or services.	Retain until scanned	Paper		<input type="checkbox"/>
21-00087b	<b>Work Orders</b>	1 year	Electronic		<input type="checkbox"/>
21-00088a	<b>Work Schedules</b> Schedules noting working hours for employees.	Retain until scanned	Paper		<input type="checkbox"/>
21-00088b	<b>Work Schedules</b>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00089a	<b>Workers' Compensation Claims</b> ORC 4123 - Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00089b	<b>Workers' Compensation Claims</b>	10 years after last activity.	Electronic		<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