



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APRIL 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

OFFICE OF THE COUNTY TREASURER

(Local Government Entity)

(Unit)

James N. Bahnsen

JAMES N BAHNSEN

TREASURER

4-6-2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(740)652-7883

210 E. Main Street

Lancaster

43130

(Telephone Number)
Fairfield

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

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.

[Signature] 4/11/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Previts

State Archivist

4-20-2023

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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 (RC-2) – Part 2*See instructions before completing this form.*

Fairfield County

Treasurer

(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
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 prSec.117.26 ORC	Multi		<input type="checkbox"/>
07-00030	Journal of Court Warrants Redeemed	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00031	Orders for the Transfer of Funds	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
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"/>

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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
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 Pavements	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 Admin1 Fiscal, Legal, or Historical Value	Paper		<input type="checkbox"/>
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"/>

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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		<input type="checkbox"/>
14-00002	Sheriff Sales -Payment receipts	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
14-00003	Tax Lien Sales-Certified Mail Receipts, Certified Delivery Receipts, Unclaimed Certified Letters	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
23-TF-01	Treasurer Foreclosure Sold-Parcels Sold to 3 rd Party Files	5 years after close of case and no longer of legal or administrative value	Multi		<input type="checkbox"/>
23-TF-02	Treasurer Foreclosure Redeemed- Redeemed Parcel Files	5 years after redeemed and no longer of legal or administrative value	Multi		<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
23-TF-03	Treasurer Foreclosure Excess-Excess Funds Files	5 years after funds distributed and no longer of legal or administrative value	Multi		<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