



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

OHIO HISTORY CONNECTION

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APR 12 2022

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

TRANSPORTATION IMPROVEMENT DISTRICT (TID)

(Local Government Entity)

(Unit)

Kelryn L. Moyer

Kelryn L. Moyer

TID Vice Chair

10-28-21

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County

Records Commission

(740)652-7883

(Telephone Number)

210 E. Main St.

Lancaster, OH

43130

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]

4/12/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

4-27-2022

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

TRANSPORTATION IMPROVEMENT DISTRICT (TID)

(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
	See County Wide General Schedule for additional record retention requirements.				
21-00100	Organization Documents, Bylaws	Permanent	Multi		<input checked="" type="checkbox"/>
21-00101	Resolutions	Permanent	Multi		<input checked="" type="checkbox"/>
21-00102	Board Meeting Approved Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
21-00103	Agreements, Contracts & Leases	15 years	Multi		<input type="checkbox"/>
21-00104	Project Files	5 years	Multi		<input type="checkbox"/>
21-00105	Financial Records, Timesheets	7 years Maintain significant historical records until they are no longer of historical value	Multi		<input type="checkbox"/>
21-00106	Personnel Files	Permanent	Multi		<input type="checkbox"/>
21-00107	Digital Tapes of Board Meetings	Erase/reuse or destroy after minutes are transcribed & approved (RC-3 not required)	Multi		<input type="checkbox"/>
21-00108	Board Meeting Notices & Agendas	5 years	Multi		<input type="checkbox"/>
21-00109	Invitations to Bid, Requests for Proposals, Requests for Information & Informal Bids	5 years Maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>

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FAIRFIELD COUNTY

TRANSPORTATION IMPROVEMENT DISTRICT (TID)

(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
21-00110	Bid Files: Equipment & Supplies Accepted	5 years provided audited	Multi		<input type="checkbox"/>
21-00111	Bid Files: Capital Improvement Projects	5 years after completion of project provided audited. Appraise for administrative & historical value. Maintain permanently final as-build drawings & plans	Multi		<input checked="" type="checkbox"/>
21-00112	Bids: All Types – Not Accepted	5 years	Multi		<input type="checkbox"/>
21-00113	Consultant Reports	15 years	Multi		<input type="checkbox"/>
21-00114	Property Appraisals	12 years after sale or other transfer of property	Multi		<input type="checkbox"/>
21-00115	Project Meeting Minutes	5 years after completion of project	Multi		<input type="checkbox"/>
21-00116	Engineering Design Plans	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>

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FAIRFIELD COUNTY

TRANSPORTATION IMPROVEMENT DISTRICT (TID)

(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
21-00117	Right-of-Way Files	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>
21-00118	Environmental Documents	10 years after project is transferred to another local government	Multi		<input type="checkbox"/>
21-00119	Construction Documents	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>
21-00120	Project Warranties	3 years after warranty expiration date	Multi		<input type="checkbox"/>
21-00121	Dedication Plats	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>
21-00122	Other Project Related Files	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>