



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

APR 14 2026

STATE & LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

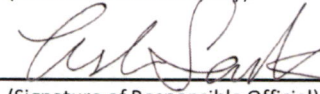
Section A: Local Government Unit

Fairfield County

Fairfield County Airport Authority

(Local Government Entity)

(Unit/Department)



Ash Sark

Records Center Clerk

3/23/2026

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Fairfield County

Records Commission

(740) 652 7883

(Telephone Number)

210 E Main St

Lancaster

43130

Fairfield

(Address)

(City)

(Zip Code)

(County)

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

ash.sark@fairfieldcountyohio.gov

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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

4/14/2026

Date

Section C: Ohio History Connection - State Archives

Amy Hissong

Digitally signed by Amy Hissong
Date: 2026.09.25 21:03:31 -04'00'

Government Records Archivist

9/25/2026

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2026.10.07 11:42:47 -04'00'

Records Manager

Signature

Title

Date

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

Fairfield County

Fairfield County Airport Authority

(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) For use by LGRP only RC-3 Required
AA-01	Administration Files- General administration and fiscal files organized by subject containing correspondence, memos, directives, publications, and other related reference materials.	Three (3) years	Paper and/or electronic		☐
AA-02	Agendas- A list of items to be discussed during a meeting.	Two (2) years	Paper and/or electronic		☐
AA-05	Audit Reports - Federal, State and Internal Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally	Five (5) years	Paper and/or electronic		☐
AA-06	Bids-Successful- Records documenting publicizing, hearing, and awarding quoted bids to vendors for services or merchandise.	Six (6) years after expiration of contract (ORC 2305.06)	Paper and/or electronic		☐
AA-07	Bids-Unsuccessful- Bids not awarded for purchase.	Two (2) years after letting of the contract	Paper and/or electronic		☐
AA-09	County Summary and Economic Analysis- Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.	Ten (10) years	Paper and/or electronic		☐
AA-010	Claims and Litigation Files- Records related to legal claims against the Airport Authority and any necessary subsequent court proceedings	Five (5) years after case is closed and claims exhausted	Paper and/or electronic		☐
AA-011	Compliance Reports- Includes 1099, Airport Improvement Program (AIP) report, Federal Aviation Administration (FAA) Quarterly Report, State Hinkle System Report, Capital Assets Report, etc.	Five (5) years, provided audited	Paper and/or electronic		☐
AA-012	Contracts- Legal agreements with individuals, organizations, or entities to procure goods and/or services	Six (6) years after expiration of contract (ORC 2305.06)	Paper and/or electronic		☐
AA-013	Correspondence-Transient- Communications sent and received by any media, including letters, memoranda, faxes, e-mail and text messages, etc., which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices,	Until no longer of administrative value	Paper and/or electronic		☐

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

Fairfield County

Fairfield County Airport Authority

(Local Government Entity)		(Unit)			
	referral letters, requests for routine information, publications which are answered by standard form letters, etc.).				
AA-014	Correspondence-General- Communications sent and received by any media, including letters, memoranda, faxes, e-mail and text messages, etc., that are informative in nature and do not attempt to influence policy. Includes requests for information pertaining to interpretations and other miscellaneous inquiries.	Two (2) years	Paper and/or electronic		☐
AA-015	Correspondence-Substantive- Communications sent and received by any media, including letters, memoranda, faxes, e-mail and text messages, etc., dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal, and personnel matters.	File with appropriate records series. Appraise for historical value if retention period of appropriate records series is greater than five (5) years.	Paper and/or electronic		☐
AA-016	Electronic Mail (E-mail)- Documents and messages sent and/or received using electronic mailing systems	Evaluate content and retain according to appropriate record series.	Paper and/or electronic		☐
AA-019	Financial Statements- Records related to the financial administration of the Airport Authority, including but not limited to the annual budget, invoices, purchase orders, receipt documents, monthly financial reports, banking records, reconciliations received by accountant, etc.	Three (3) years, provided audited	Paper and/or electronic		☐
AA-021	Inspection Reports- Includes Fixed-Base Operator (FBO) Airfield Inspection Reports, Federal Aviation Administration (FAA) Inspection Reports, Ohio Department of Transportation (ODOT) Inspection Reports, Fuel Tank Inspection Reports; operational examinations and reports issued by, but not limited to, the Auditor of State, FAA, ODOT, Environmental Protection Agency (EPA), or independent auditing agencies, etc.	Three (3) years, provided audited	Paper and/or electronic		☐
AA-022	Insurance Policies- Fiscal and administrative records generated in the administration of insurance policies	Two (2) years after expiration, provided all claims settled and appeals exhausted	Paper and/or electronic		☐
AA-023	Leases-Real Estate- Agreements to allow use of real estate for a specific period of time.	Five (5) years after lease expiration, provided audited	Paper and/or electronic		☐

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

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

Fairfield County

Fairfield County Airport Authority

(Local Government Entity)		(Unit)			
AA-024	Legal Advertisements/Notices- Legal announcements to inform the public of meetings, hearings, bids, auctions, or other events	One (1) year, or until superseded	Paper and/or electronic		☐
AA-025	Management Reports and Feasibility Studies- Reports and studies created to assess functions, projects, and programs.	Three (3) years	Paper and/or electronic		☐
AA-026	Maps, Plans and Drawings- Maps, plans or drawings created for construction, projects, and/or events	Permanent	Paper and/or electronic	(Historical only)	☒
AA-027	Meeting Notices- Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	One (1) year	Paper and/or electronic		☐
AA-028	Minutes of Meeting-Audio and Video Recordings- Recordings of proceedings of regular and special meetings	Retain until transcribed into hard copy and approved	Audio and/or Video		☐
AA-029	Minutes of Meetings-Official Copy - Official copy of proceedings of regular and special meetings.	Permanent	Paper and/or electronic		☒
AA-030	Policies and Agreements - Policies and standards established by the Airport Authority to govern various activities at the airport, including Independent Contractor Agreement, Public Records Policy, Capital Assets Policy, Risk Assessment Policy, Electronic Funds Transfer Policy, Procurement Policy, Airport Security Policy, etc.	Until superseded, obsolete, or replaced	Paper and/or electronic		☐
AA-031	Prevailing Wage Documentation - Documentation related to the hourly wage, usual benefits and overtime paid to workers.	Four (4) year	Paper and/or electronic		☐
AA-032	Project/Building Files - Files relating to the repair, improvement and/or construction of Airport Authority property, including but not limited to specifications, architectural, construction and engineering documents.	Permanent	Paper and/or electronic		☒
AA-033	Resolutions (Original/Record Copy held by BOCC) - Legislative and non-legislative actions officially documenting policy development and decisions.	Until no longer of administrative value	Paper and/or electronic		☐
AA-034	Underground Storage Tank Files - Files concerning underground fuel tank locations, inspections, and required reports.	Six (6) years	Paper and/or electronic		☐
AA-035	Zoning Records - Records related to the regulation and restriction of land use adjacent to or in the immediate vicinity of the airport.	Permanent	Paper and/or electronic		☒