



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

Building Department

(Local Government Entity)

(Unit)

Holly Mattei

Holly R. Mattei

Interim Director

6/17/2025

(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

(Telephone Number)

210 E. Main Street

Lancaster

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.

Records Commission Chair Signature

Date

[Handwritten Signature]

7/8/2025

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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

Regional Planning Commission

(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
BD-001	Annual Report	Permanent	Paper and/or electronic		<input type="checkbox"/>
BD-002	Annual Reports – Ohio Board of Building Standards Fee	25 years and no longer of historical value	Paper and/or electronic		<input type="checkbox"/>
BD-003	Awards and News Media Articles	Until no longer of admin. value	Paper and/or electronic		<input type="checkbox"/>
BD-004	Building Inspection Logs (Daily)	3 years, provided audited	Paper and/or electronic		<input type="checkbox"/>
BD-005	Building Permit Records - Applications, Adjudication Orders, Certificates of Occupancy	20 years after the end of the fiscal year and no longer of historical value	Paper and/or electronic		<input type="checkbox"/>
BD-006	Code Books	Until superseded or obsolete	Paper and/or electronic		<input type="checkbox"/>
BD-007	Construction Plans	5 years maintain plans until final inspection passed and Certificate of Occupancy issued	Paper		<input type="checkbox"/>
BD-008	Construction Plans	Maintained with Building Permit Records	Electronic		<input type="checkbox"/>
BD-009	Contractor's Registration (Annual Registration)	10 years after the end of the registration year or program discontinued	Paper and/or electronic		<input type="checkbox"/>
BD-010	Financial Records	3 years, provided audited	Paper and/or electronic		<input type="checkbox"/>
BD-011	Laws, Regulations, and Rules (Local, County, State, and Federal)	Until no longer of admin. or legal value	Paper and/or electronic		<input type="checkbox"/>

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

Fairfield County

Regional Planning Commission

(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
BD-012	Maps	Until superseded and no longer of admin. value	Paper and/or electronic		<input type="checkbox"/>
BD-013	Monthly Reports – Budget Reports, Ohio Board of Building Standards Fee	3 years, provided audited	Paper and/or electronic		<input type="checkbox"/>
BD-014	Ohio Board of Building Appeals - Agenda	Until no longer of admin. or legal value	Paper and/or electronic		<input type="checkbox"/>
BD-015	Permit Log	5 years and no longer of admin. value, provided audited	Paper and/or electronic		<input type="checkbox"/>
BD-016	Specification Books	5 years until final inspection passed and Certificate of Occupancy issued	Paper		<input type="checkbox"/>
BD-017	Specification Books	Maintained with Building Permit Records	Electronic		<input type="checkbox"/>
BD-018	Violation Files - Violations, Correction Notices	5 years after issue is resolved and no claims or legal action pending	Paper and/or electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

