



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

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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 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

Fairfield County General Health District

(Local Government Entity)

(Unit)

James E. Horn
(Signature of Responsible Official)

James E. Horn
(Name)

Administrative Svcs Director
(Title)

4/6/26
(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 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 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]
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 19:21:52
+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 11:53:08 -04'00'

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

Health District

(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 Require d by LGRP
	ADMINISTRATION				
16-00680	Minutes for Board of Health and District Advisory Council Meetings	Draft-until superseded. Permanent. Audio/visual recordings-until minutes are drafted.	Paper and/or Electronic		☒ Official, final minutes
16-00650	Agendas and Sign-in Sheets for Board of Health and District Advisory Council Meetings	2 Years	Paper and/or Electronic		☐
16-00651	Agendas and Sign-in Sheets for Community, Staff and Internal Committee Meetings	2 Years	Paper and/or Electronic		☐
16-00653	Badges and ID's	Destroy upon termination or until badge is replaced.	Plastic		☐
16-00654	Board of Health Reports and Monthly Packets	3 Years	Paper and/or Electronic		☐
07-00107	Licensing Council Minutes (Plumbing, Sewage, Food Service, Solid Waste, Swimming Pools, Campgrounds, Trailer Parks/Mobile Homes)	Permanent	Paper and/or Electronic		☒
07-00108	Annual Report Published Annual Report of the Health Department	Permanent	Paper and/or Electronic		☒
07-00110	Contracts & Service	6 Years after	Paper		

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	Agreements	expiration	and/or Electronic		☐
07-00212	Continuing Education Records (copy)	Destroy after entry into training record system	Paper and/or Electronic		☐
16-00658	Transient Correspondences Letters, memos, faxes and emails which convey information of temporary importance in lieu of oral communication such as drafts, meeting notices, telephone messages and reminders.	Destroy when no longer of administrative value	Paper and/or Electronic		☐
16-00659	General Order, Directives, Policies, Rules, Handbooks, Regulations, Procedures or Manuals	Until superseded, obsolete or replaced. Retain one file copy.	Paper and/or Electronic		☐
16-00660	Individual evaluations of the health commissioner.	Place in personnel file.	Paper; Electronic		☐
16-00662	Legal Opinions	5 Years or until superseded	Paper and/or Electronic		☐
16-00663	Minutes for Community, Staff and Sub-Committee Meetings	Draft-until superseded. Audio/visual recordings-until minutes are drafted. 2 Years	Paper and/or Electronic		☐
16-00664	Press/News Releases	3 Years	Paper		

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			and/or Electronic		☐
16-00665	Publications	Until superseded or obsolete.	Paper and/or Electronic		☐
16-00666	Quality improvement documents, including story board, plans and forms.	5 Years	Paper and/or Electronic		☐
16-00667	Records documents (RC-1, RC-2, RC-3)	Permanent	Paper and/or Electronic		☐
16-00668	Resolution of Board of Health	Permanent	Paper and/or Electronic		☒
16-00669	Website Content	3 Years or until superseded	Electronic		☐
16-00681	Social Media Posts	3 Years	Electronic		☐
	FISCAL				
07-00111	Financial Reports – Ohio Department of Health	3 Years and audited	Paper and/or Electronic		☐
07-00112	Financial Reports – Ohio Auditor of State	3 Years and audited	Paper and/or Electronic		☐
07-00113	Ledger & Reports (Receipts and Expenditures)	3 Years and audited	Paper and/or Electronic		☐

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07-00114	Receipt Books	3 Years and audited or electronically stored in HDIS, Healthspace, ECW or similar software	Paper and/or Electronic		☐
07-00115	Pay-Ins	3 Years and audited or electronically stored in ERP	Paper and/or Electronic		☐
07-00116	Purchase Order Requisitions, Department Copy – Purchase Orders, Invoices, and Vouchers	3 Years and audited or electronically stored in ERP	Paper and/or Electronic		☐
07-00117	Insurance Policies	5 Years provided all claims settled	Paper and/or Electronic		☐
07-00128	Petty Cash Daily/Weekly start and end report	3 Years and audited	Paper and/or Electronic		☐
07-00118	Annual Budget – Worksheets	Until no longer of administrative value	Paper and/or Electronic		☐
07-00119	Annual Budget	3 Years	Paper and/or Electronic		☐
07-00120	Fixed Asset Inventory Listing of property owned by the Health District and/or the Ohio Department of Health for all programs.	3 Years and audited	Paper and/or Electronic		☐

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16-00670	Accounts Payable	3 Years provided audited or stored electronically in ERP	Paper and/or Electronic		☐
16-00671	Accounts Receivable Ledgers and Documents Related to medical billing.	3 Years	Paper and/or Electronic		☐
16-00672	Audit Reports	5 Years	Paper and/or Electronic		☐
07-00508	Fee Schedules	4 Years and audited	Paper and/or Electronic		☐
07-00210	Grants Fiscal Reports	5 Years after expiration of grant	Paper and/or Electronic		☐
16-00682	Payroll Reports, supportive documents and time and activity reports.	4 Years and audited	Paper and/or Electronic		☐
	VITAL STATISTICS				
07-00121	Birth Records	Permanent	Paper and/or Electronic		☒
07-00122	Death Records	Permanent	Paper and/or Electronic		☒
07-00123	Fetal Death Certificates	Permanent	Paper and/or Electronic		☒

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07-00124	Vital Statistics Index Reference tool used to locate birth and death records	Permanent	Paper and/or Electronic		☒
07-00125	Vital Statistics Reports Ohio Department of Health monthly and quarterly reports, security paper verification form, pay-in reports, etc.	1 Year and audited	Paper and/or Electronic		☐
07-00126	Applications for Birth and Death Records	3 Years	Paper and/or Electronic		☐
07-00127	Burial Permits	5 Years	Paper and/or Electronic		☐
07-00130	Miscellaneous Case Filings Hearings	20 Years - Appraise for Historical and Legal Value	Paper and/or Electronic		☐
	CLINIC				
07-00200	Clinical Protocols	1 Year after revised, rescinded or obsolete	Paper and/or Electronic		☐
07-00201	TB Test Cards Positive	Until patients reach 100 years old	Paper and/or Electronic		☐
07-00202	TB Test Cards Negative	1 Year	Paper and/or Electronic		☐
07-00204	TB Medical Records Positive Treatment	Until patients reach 100 years old	Paper and/or Electronic		☐

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16-00673	Adult and Child Medical Charts Immunization records, consent forms, HIPAA consent forms, nurses assessment forms, insurance information, Vaccine Adverse Event records, and other support documentation.	6 years after last contact or until age 28, whichever is greater, or until digitized	Paper and/or Electronic		☐
	NURSING				
07-00302	Complex Medical Help (formerly Bureau for Children with Medical Handicap) – Inactive Charts	6 years after last contact or until age 28, whichever is greater, or until digitized	Paper and/or Electronic		☐
07-00307	Communicable Disease Reports and Records - Reports and investigations related to communicable disease within the Health District's jurisdiction.	Records may be destroyed (No RC-3 required) as long as the following conditions are met: (1) all relevant information entered into ODRS; (2) Case status is closed at local and ODH level; (3) Epi investigation is completed, and; (4) Case does not	Paper and/or Electronic		☐

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		involve an outbreak. Outbreak investigations – keep record for 5 years.			
	ENVIRONMENTAL HEALTH				
07-00400	State Remittance Reports	5 Years and audited	Paper and/or Electronic		☐
07-00401	Plumbing Permits and Inspections Including applications and corrections.	5 Years	Paper and/or Electronic		☐
07-00402	Plumbing Plans, Specifications, Blueprints (as-built).	5 Years	Paper and/or Electronic		☐
07-00403	Plumbing Log Book Record of permits.	Permanent or until entered in electronic software program	Paper and/or Electronic		☐
07-00404	Plumbing Registrations Permit to work for plumbers and contractors.	5 Years after expiration	Paper and/or Electronic		☐
07-00129	Environmental Health Case Files and or Hearings	20 Years appraise for historical & legal value	Paper and/or Electronic		☒
07-00406	Plumbing Registration Log	5 Years	Paper and/or Electronic		

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07-00410	Food Service License Applications	2 Years after ODH/ODA Audit	Paper and/or Electronic		☐
07-00411	Food Service Plans	Life of Facility	Paper and/or Electronic		☐
07-00412	Food Service Inspection Reports	5 Years and no actions pending	Paper and/or Electronic		☐
07-00413	Food Service Nuisance Investigations	5 Years and no actions pending	Paper and/or Electronic		☐
07-00414	Food Service Foodborne Illness Investigation	5 Years and no actions pending	Paper and/or Electronic		☐
07-00417	Manufactured Home Park Program Inspections	5 Years and no actions pending	Paper and/or Electronic		☐
07-00418	Manufactured Home Park Program Nuisance Investigations	5 Years and no actions pending	Paper and/or Electronic		☐
07-00420	Swimming Pool License Applications	3 Years	Paper and/or Electronic		☐
07-00421	Swimming Pool Plans	Life of Facility	Paper and/or Electronic		☐
07-00422	Swimming Pool Inspection Reports	5 Years and no actions pending	Paper and/or Electronic		☐
07-00422A	School Inspection Reports	5 Years	Paper and/or Electronic		☐
07-00423	Swimming Pool Nuisance Investigations	5 Years and no actions pending	Paper and/or		☐

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			Electronic		
07-00424	Parks and Camps License Applications	2 Years after ODH/ODA Audit	Paper and/or Electronic		☐
07-00425	Parks and Camps Plans	Life of Facility	Paper and/or Electronic		☒
07-00426	Parks and Camps Inspection Reports	5 Years and no actions pending	Paper and/or Electronic		☐
07-00427	Parks and Camps Nuisance Investigation	5 Years and no actions pending	Paper and/or Electronic		☐
07-00428	Tattoo Parlors and Piercing License Applications	3 Years	Paper and/or Electronic		☐
07-00429	Tattoo Parlors and Piercing Plans	Life of Business	Paper and/or Electronic		☐
07-00430	Tattoo Parlors and Piercing Inspection Reports	5 Years and no actions pending	Paper and/or Electronic		☐
07-00431	Tattoo Parlors and Piercing Nuisance Investigations	5 Years and no actions pending	Paper and/or Electronic		☐
07-00432	Sewage Program License Applications	2 Years after ODH/ODA Audit	Paper and/or Electronic		☐
07-00433	Sewage Program Plans	Life of Structure	Paper and/or Electronic		☐
07-00434	Sewage Program Inspection Reports	3 Years and no actions pending	Paper and/or Electronic		☐

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07-00435	Sewage Program Nuisance Investigations	3 Years and no actions pending	Paper and/or Electronic		☐
07-00436	Sewage Program Registrations	3 Years	Paper and/or Electronic		☐
07-00437	Sewage Program Operations and Maintenance Reports from service providers.	1 Year continually updated and revised	Paper and/or Electronic		☐
07-00441	Sewage Permits Records including installation/alteration permits.	Permanent until abandoned.	Paper and/or Electronic		
07-00442	Sewage Documentation Includes notes, pump slips, inspection forms, etc.	3 Years	Paper and/or Electronic		
07-00438	Rabies Reports	3 Years	Paper and/or Electronic		☐
07-00438A	Animal Bite Reports Includes correspondence.	3 Years	Paper and/or Electronic		☐
07-00439	Rabies Quarantine Notices	3 Years	Paper and/or Electronic		☐
07-00440	Well Permits Includes application, plans, permits, initial inspection and water sample reports.	Permanent	Paper and/or Electronic		☐
07-00444	Mosquito Nuisance Complaints	5 Years	Paper and/or Electronic		☐

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07-00445	Mosquito Investigations	5 Years and no actions pending	Paper and/or Electronic		☐
07-00446	Mosquito Pesticide License	1 Year after expiration of license	Electronic		☐
07-00447	Mosquito Pesticide Application Records	3 Years	Paper and/or Electronic		☐
07-00448	Solid Waste Facility Inspection Reports	5 Years	Paper and/or Electronic		☐
07-00449	Variance Requests For all Environmental Programs.	Permanent	Paper and/or Electronic		☐
	WIC				☐
07-00602	Advisory Committee Files Minutes and Membership	4 Years	Paper and/or Electronic		☐
07-00603	Staff Meeting Minutes	4 Years	Paper and/or Electronic		☐
07-00604	State and Federal Project Correspondence Project letters, policy and procedure letters, etc.	4 Years	Paper and/or Electronic		☐
07-00605	Program Activity Reports Submitted to State WIC.	4 Years	Paper and/or Electronic		☐
07-00606	Written Job Orientation Plans Plans for new health professionals.	4 Years	Paper and/or Electronic		☐

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07-00607	Outreach Files Letters mailed to physicians, churches, daycare centers, etc.	1 Year	Paper and/or Electronic		☐
07-00608	Documentation of Calibration of Hematological Equipment.	1 Year	Paper and/or Electronic		☐
07-00609	Policy and Procedures and Letters	4 Years	Paper and/or Electronic		☐
07-00610	Quarterly Expenditure Reports	5 Years	Paper and/or Electronic		☐
07-00611	Final Expense Reports	5 Years	Paper and/or Electronic		☐
07-00612	Project Budgets Approved, revised and all supporting documentation.	5 Years	Paper and/or Electronic		☐
07-00613	General Ledgers	5 Years	Paper and/or Electronic		☐
07-00614	WIC Time Studies	4 Years	Paper and/or Electronic		☐
07-00615	Certificates of Attendance	4 Years	Paper and/or Electronic		☐
07-00616	Travel Vouchers	4 Years	Paper and/or		☐

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			Electronic		
07-00617	System Inventory	4 Years	Paper and/or Electronic		☐
07-00618	Food Instrument Stubs	9 months	Paper and/or Electronic		☐
07-00619	Data Transfer Report	9 months	Paper and/or Electronic		☐
07-00620	Participation by Priority and Category Report. Case load report.	1 Year	Paper and/or Electronic		☐
07-00621	Termination Reports Clients	4 Years	Paper and/or Electronic		☐
07-00622	Purge Report Clients	4 Years	Paper and/or Electronic		☐
07-00623	Missed Food Instrument Report	2 Years	Paper and/or Electronic		☐
07-00624	Ineligible Report	4 Years	Paper and/or Electronic		☐
07-00625	Wait List Report	4 Years	Paper and/or Electronic		☐
07-00626	Immunization Reports	4 Years	Paper and/or Electronic		☐
07-00627	Race / Ethnicity Reports	4 Years	Paper and/or Electronic		☐

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07-00628	Automated Response System (ARS) Report From State WIC office.	Until no longer of administrative value.	Paper and/or Electronic		☐
07-00629	Mailing Registers	4 Years	Paper and/or Electronic		☐
07-00630	Redemption Cost Report From State WIC office.	Until no longer of administrative or fiscal value.	Paper and/or Electronic		☐
07-00631	Vendor Complaints	4 Years	Paper and/or Electronic		☐
07-00632	Participant Complaints	4 Years	Paper and/or Electronic		☐
07-00633	Vendor Site Visit Checklist	4 Years	Paper and/or Electronic		☐
07-00634	Vendor Error Letters	4 Years	Paper and/or Electronic		☐
07-00635	Letters of All Contracted Vendors Provided by State WIC.	4 Years	Paper and/or Electronic		☐
07-00636	Combined Programs Application (CPA) Referrals from other agencies.	4 Years	Paper and/or Electronic		☐
07-00637	Fair Hearing Files	4 Years	Paper and/or Electronic		☐

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07-00638	Participant Survey Summary and Action Plan	4 Years	Paper and/or Electronic		☐
07-00639	Lesson Plans	1 Year	Paper and/or Electronic		☐
07-00640	Nutritional Education Materials File	1 Year	Paper and/or Electronic		☐
07-00641	Client Files aka Participant Files Active Initial contact enrollment, exam results, release of information forms, medical contacts, case management referrals, etc.	4 Years after last contact or ineligible	Paper and/or Electronic		☐
07-00642	Client Files aka Participant Files Inactive	4 Years after last contact or ineligible	Paper and/or Electronic		☐
07-00644	Medicaid Applications	Incorporate in client file	Paper and/or Electronic		☐
07-00645	Billing Copy of bill submitted to third party Administrator.	4 Years and audited	Paper and/or Electronic	Audited means the years encompassed by the records have been audited by the Auditor of State and the	☐
07-00646	Articles, Brochures, Educational and Informational Material	1 Year after revised, superseded or discontinued	Paper and/or Electronic	audit report has been released pursuant to Sec. 117.26 O.R.C	☐
	GENERAL				

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07-00600	Grants - unfunded	1 Year after decision rendered	Paper and/or Electronic		☐
07-00601	Grants Funded	5 Years	Paper and/or Electronic		☐
16-00679	Grant Records	5 Years and audited, final closeout report is approved and/or completion of an action involving grant and resolution of issues arising from this action.	Paper and/or Electronic		☐