



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


JANUARY 22 2025

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: Local Government Unit

Fairfield County, OH	Transit
(Local Government Entity)	(Unit/Department)
	Aaron Kennedy
(Signature of Responsible Official)	(Name)
	Director
	(Title)
	1/13/2025
	(Date)

### Section B: Records Commission

	Records Commission	(740)652-7883
		(Telephone Number)
210 E. Main Street	Lancaster	43130
(Address)	(City)	(Zip Code)
		Fairfield
		(County)

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

[bennett.niceswanger@fairfieldcountyohio.gov](mailto:bennett.niceswanger@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.

	1/14/2025
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

	Electronic Records Archivist	02/06/2025
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 retains a permanent copy of this form*

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

(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
24-1	<b>Accident Reports/Files</b> Involving vehicles, incidents at all Transit facilities and other accidents as occur – includes resolution to accident and all follow up documents	Permanent	Paper and/or electronic		<input type="checkbox"/>
24-2	<b>Annual Budgets</b>	Five years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-3	<b>Annual Reports</b>	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-4	<b>Audiovisual, PR, Training Materials</b>	Retain until information is superseded, obsolete or replaced	Paper and/or electronic, audio or video		<input type="checkbox"/>
24-5	<b>Badges and ID's</b>	Retain until employee no longer employed	Paper and/or electronic		<input type="checkbox"/>
24-6	<b>Bids (Successful)</b> When made part of a contract and field with contract	15 years after expiration of contract	Paper and/or electronic		<input type="checkbox"/>
24-7	<b>Bids (Successful)</b> When not made part of contract	2 years after letting of contract	Paper and/or electronic		<input type="checkbox"/>
24-8	<b>Bids (Unsuccessful)</b>	2 years after letting of contract	Paper and/or electronic		<input type="checkbox"/>
24-9	<b>Blank Forms</b>	Until obsolete or superseded	Paper and/or electronic		<input type="checkbox"/>
24-10	<b>Board Meeting Agendas and Notes</b>	1 year	Paper and/or electronic		<input type="checkbox"/>
24-11	<b>Bulletins, Posters, and Notices to Employees</b>	Until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-12	<b>Contracts – Grant Award &amp; Transportation Service Contracts</b>	15 years after expiration	Paper and/or electronic		<input type="checkbox"/>

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(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
24-13	<b>Copies, Extra Copies, Photo Copies, etc.</b> Internally duplicated records created for administrative convenience or reference	Until no longer administratively necessary	Paper and/or electronic		<input type="checkbox"/>
24-14	<b>Correspondence (letters, memos, faxes)</b> Inquiries and referrals answered by standard form letters, thank you notes, meeting notices and acknowledgements	Until no longer administratively necessary	Paper and/or electronic		<input type="checkbox"/>
24-15	<b>Correspondence – Substantive</b> From internal and external sources documenting actions taken by a department	File with appropriate record series	Paper and/or electronic		<input type="checkbox"/>
24-16	<b>Dispatch Logs</b>	7 years	Paper		<input type="checkbox"/>
24-17	<b>Drivers Logs</b>	7 years	Paper		<input type="checkbox"/>
24-18	<b>Drug and Alcohol Documentation</b> Verified positive test results, documentation of test refusals, employee referrals to SAP, copies of annual MIS reports	2 years	Paper		<input type="checkbox"/>
24-19	<b>Drug and Alcohol Collection Process Records, Education &amp; Training Forms</b>	2 years	Paper		<input type="checkbox"/>
24-20	<b>Drug and Alcohol Records of Negative Results, custody &amp; control forms, cancelled tests</b>	1 year	Paper		<input type="checkbox"/>
24-21	<b>Equipment and Vehicle Inventories</b>	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-22	<b>Equipment Maintenance Records</b>	Life of equipment	Paper and/or electronic		<input type="checkbox"/>
24-23	<b>Expense Records</b>	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-24	<b>Incident/Event Records</b>	2 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-25	<b>Fuel Usage Records</b>	3 years	Paper and/or electronic		<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) <u>For use by LGRP only</u> RC-3 Required
24-26	<b>Policies, Rules, Regulations or Procedures</b>	Until superseded, retain one copy until audited	Paper and/or electronic		<input type="checkbox"/>
24-27	<b>Inventory (Annual Transit Property) PTMS Reports to ODOT (Inventory)</b>	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-28	<b>Legal Advertisements/Notices</b>	3 years	Paper and/or electronic		<input type="checkbox"/>
24-29	<b>Licenses, Permits, Certifications</b>	1 year after expiration	Paper		<input type="checkbox"/>
24-30	<b>Mail</b> Unsolicited, Postal records	Until no longer of administrative value	Paper and/or electronic		<input type="checkbox"/>
24-31	<b>Mail (Electronic)</b> 1. Routine requests for information 2. Internal/external correspondence from various individuals 3. Policy, program, fiscal & personal information	1.1 year or until no longer of admin. Value 2.2 years or until no longer of admin., fiscal or legal value 3.5 years or until no longer of admin., fiscal or legal value	Electronic		<input type="checkbox"/>
24-32	<b>Media Releases</b>	1 year or until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-33	<b>Minutes of Meetings</b>	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-34	<b>Photographs</b>	Until no longer administratively needed. Appraise for historical value	Paper and/or electronic		<input type="checkbox"/>
24-35	<b>Preliminary Drafts of Letters, Memoranda, Worksheets, Reports, and the Preparation of Records info</b>	Until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-36	<b>Press/News Releases</b>	3 years	Paper and/or electronic		<input type="checkbox"/>

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(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
24-37	Pre-Trip and Post-Trip Forms (inspection forms)	1 year after vehicle disposal	Paper and/or electronic		<input type="checkbox"/>
24-38	Professional Association Records	Until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-39	Publications created by Transit	Destroy once obsolete or superseded	Paper and/or electronic		<input type="checkbox"/>
24-40	Publications received by office	Destroy once obsolete or superseded	Paper and/or electronic		<input type="checkbox"/>
24-41	Research Files	Until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-42	Records Retention Documents (RC-1, RC-2, RC-3) Original/Record copy held at Transit Offices	Permanent	Paper and/or electronic		<input type="checkbox"/>
24-43	Records Requests	2 years	Paper and/or electronic		<input type="checkbox"/>
24-44	Rosters & Directories	Until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-45	Speeches and Presentations	3 years	Paper and/or electronic		<input type="checkbox"/>
24-46	Surveys and Questionnaires	Until no longer administratively needed	Paper and/or electronic		<input type="checkbox"/>
24-47	Vehicle Maintenance Records	1 year after disposal of vehicle	Paper and/or electronic		<input type="checkbox"/>
24-48	Vehicle useful life/Millage records	Life of vehicle or until removed from inventory, retained 3 years after date of grant agreement, following annual single agency audit and ODOT review whichever is later	Paper and/or electronic		<input type="checkbox"/>



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(Local Government Entity)		(Unit/Department)			
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24-49	Visitor Logs	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-50	Work Orders Building Maintenance and equipment	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-51	Accounts Ledger and Documents Accounts payable records/vouchers, accounts receivable ledger/general, balance sheets	6 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-52	Audit Reports-Program audits (Federal, State, and Internal)	10 years	Paper and/or electronic		<input type="checkbox"/>
24-53	Bank Statements and Reconciliations NSF Checks and Ledgers	4 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-54	Farebox reconciliation Sheets	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-55	Financial Activity Reports	3 years	Paper and/or electronic		<input type="checkbox"/>
24-56	Grant Applications (Not funded)	1 year from date of notification	Paper and/or electronic		<input type="checkbox"/>
24-57	Grant Files	Retain until 3 years after date of final payment, provided annual single agency audit and ODOT review have been conducted, the audited reports released and all litigation, claims, or audit findings have resolved	Paper and/or electronic		<input type="checkbox"/>
24-58	Invoices – Retained in Financial Records	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>

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24-59	Packing Slips/Delivery Slips	Filed with accounting records delivered item(s)	Paper and/or electronic		<input type="checkbox"/>
24-60	Payroll Worksheets	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-61	Purchase Orders and Requisitions	3 years 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.	<input type="checkbox"/>
24-62	Receipt Documents & Travel and Expense Records	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-63	QuickBooks Records Electronic Backup	25 years	Electronic		<input type="checkbox"/>
	<b>LEGAL</b>				
24-64	Accident Reports/Files Involving vehicles, incidents at all Transit facilities, and other accidents as occur- Includes resolution to accident and all follow up documents (Supervisor's report, etc)	Permanent	Paper and/or electronic		<input type="checkbox"/>
24-65	Correspondence with Counsel	10 years	Paper and/or electronic		<input type="checkbox"/>
24-66	Correspondence with Claimant	Permanent	Paper and/or electronic		<input type="checkbox"/>
24-67	Court Transcripts	Permanent with case records	Paper and/or electronic		<input type="checkbox"/>
24-68	Legal Opinions	Until superseded	Paper and/or electronic		<input type="checkbox"/>
24-69	Settlements/Releases	Permanent	Paper and/or electronic		<input type="checkbox"/>
	<b>PAYROLL RECORDS</b>				
24-70	Leave Requests (Sick, Personal, Vacation, Other)	Permanent	Paper and/or electronic		<input type="checkbox"/>
24-71	Pay Worksheets and Summary Records	Permanent	Paper and/or electronic		<input type="checkbox"/>
24-72	Time Cards, Time Sheets, Payroll Sign-In Sheets	Permanent	Paper and/or electronic		<input type="checkbox"/>

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	<b>PERSONAL RECORDS</b>				
24-73	<b>Application for Employment - Unsuccessful</b>	1 year after receipt	Paper and/or electronic		<input type="checkbox"/>
24-74	<b>Application for Employment - Successful</b>	Place in personnel file	Paper		<input type="checkbox"/>
24-75	<b>Employee Evaluation</b>	Place in personnel file	Paper		<input type="checkbox"/>
24-76	<b>Job/Position Description</b>	3 years after no longer in effect	Paper and/or electronic		<input type="checkbox"/>
24-77	<b>Leave Requests- Sick, Vacation, Funeral, Jury, Unpaid &amp; Overtime, etc.</b>	Place in personnel file	Paper		<input type="checkbox"/>
24-78	<b>Letter of Appointment/ Hire Letter</b>	Place in personnel file	Paper		<input type="checkbox"/>
24-79	<b>Letter of Reference</b>	Place in personnel file	Paper		<input type="checkbox"/>