



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://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

OFFICE OF THE COUNTY TREASURER

(Local Government Entity)

(Unit)



Michael Kaper

Senior Chief Deputy, Land Bank Director

3/25/2026

(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 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](mailto: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.

  
Records Commission Chair Signature

Date

4/14/2026

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

Amy Hissong

Digitally signed by Amy Hissong  
Date: 2026.09.25 19:33:09 -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: 2026.10.08 14:27:12 -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

Treasurer

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description                                                                                                                                         | (3)<br>Retention Period                                                                     | (4)<br>Media<br>Type | (5)<br>For use<br>by<br>Auditor<br>of State<br>or LGRP | (6)<br>RC-3<br>Requi<br>red<br>by<br>LGRP |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------|-------------------------------------------|
| 07-00029                  | BANK RECORDS: Cancelled Checks (Several formats), Warrants, Voided Checks, Statements, Deposit Records, Wire Transfer Records, Account Reconciliation and related documents | 3 year(s) Provided Audited by the Auditor of State and Audit is released pr Sec. 117.26 ORC | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00030                  | Journal of Court Warrants Redeemed                                                                                                                                          | 3 year(s) Provided Audited                                                                  | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00031                  | Orders for the Transfer of Funds                                                                                                                                            | 3 year(s) Provided Audited                                                                  | Paper                |                                                        | <input type="checkbox"/>                  |
| 07-00032                  | Form Seven, Tax Collection Registers (Collection Register, Daily Record of Taxes Collected)                                                                                 | 3 year(s) Provided Audited                                                                  | Paper                |                                                        | <input type="checkbox"/>                  |
| 07-00033                  | Tax Duplicates - Delinquent - Personal                                                                                                                                      | Permanent                                                                                   | Paper                |                                                        | <input type="checkbox"/>                  |
| 07-00034                  | Tax Duplicates - Delinquent - Real Property & Land                                                                                                                          | Permanent                                                                                   | Paper                |                                                        | <input checked="" type="checkbox"/>       |
| 07-00035                  | Fixed Asset Inventory                                                                                                                                                       | 3 Years after revised or superseded, provided audited                                       | Paper                |                                                        | <input type="checkbox"/>                  |
| 07-00036                  | Manufactured Housing Titles (Duplicates)                                                                                                                                    | 3 year(s) and no longer of any admin or legal value                                         | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00037                  | Elected Officials & Bonded Employees Performance Bonds (Including Township Chief Fiscal Officers)                                                                           | 10 Years Incorporate into Accounts Receivable                                               | Paper                |                                                        | <input type="checkbox"/>                  |
| 07-00038                  | Daily Cash Balance Records & Daily Cash Records                                                                                                                             | 3 year(s) Provided Audited                                                                  | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00039                  | Daily Balance Statements (Copy sent to County Auditor)                                                                                                                      | 3 year(s) Provided Audited                                                                  | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00040                  | Monthly Report: Checks (Warrants) Redeemed & Treasury Payments                                                                                                              | 3 year(s) Provided Audited                                                                  | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00041                  | County Investment Records                                                                                                                                                   | 10 Years. incorporate into Annual Report                                                    | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00042                  | Delinquent Tax Lists -All Types                                                                                                                                             | 10 Years                                                                                    | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00043                  | Records of Tax Collections: Payment Stubs, Receipts, and related records.                                                                                                   | 3 year(s) Provided Audited                                                                  | Multi                |                                                        | <input type="checkbox"/>                  |
| 07-00044                  | Vendor License Receipts (Copy)                                                                                                                                              | 3 year(s) Provided Audited                                                                  | Paper                |                                                        | <input type="checkbox"/>                  |
| 07-00045                  | Resolutions (Copies of County Commissioners Resolutions                                                                                                                     | Maintain until no longer of an Admin, Fiscal, Legal, or Historical Value                    | Paper                |                                                        | <input type="checkbox"/>                  |



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|          |                                                                                                  |                                                                                |       |  |                          |
|----------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------|--|--------------------------|
| 07-00046 | Personnel Records                                                                                | See Personnel Records Retention Schedule                                       | Multi |  | <input type="checkbox"/> |
| 08-00001 | Delinquent Installment Payment Plans                                                             | Until Last Installment is Paid, Provided Audit                                 | Paper |  | <input type="checkbox"/> |
| 08-00002 | Estate Tax Receipt (Copy)                                                                        | 3 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 08-00003 | Cigarette Dealers License (Copy)                                                                 | 3 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 08-00004 | Payroll Records (Copy)                                                                           | 3 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 08-00005 | Finance Purchase Orders                                                                          | 5 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 08-00006 | Finance Paid Invoices                                                                            | 5 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 14-00001 | Administrative Records\ files not otherwise scheduled                                            | 2 year(s) Provided Audited                                                     | Multi |  | <input type="checkbox"/> |
| 14-00002 | Sheriff Sales -Payment receipts                                                                  | 5 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 14-00003 | Tax Lien Sales-Certified Mail Receipts, Certified Delivery Receipts, Unclaimed Certified Letters | 5 year(s) Provided Audited                                                     | Paper |  | <input type="checkbox"/> |
| 23-TF-01 | Treasurer Foreclosure Sold- Parcels Sold to 3rd Party Files                                      | 5 years after close of case and no longer of legal or administrative value     | Multi |  | <input type="checkbox"/> |
| 23-TF-02 | Treasurer Foreclosure Redeemed-Redeemed Parcel Files                                             | 5 years after redeemed and no longer of legal or administrative value          | Multi |  | <input type="checkbox"/> |
| 23-TF-03 | Treasurer Foreclosure Excess- Excess Funds Files                                                 | 5 years after funds distributed and no longer of legal or administrative value | Multi |  | <input type="checkbox"/> |
| 26-00001 | Invitation to Bid, Request for Proposals, Request for Information & Informal Bids                | 5 years maintain until no longer of an administrative or legal value           | Multi |  | <input type="checkbox"/> |

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