

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

Fairfield County, Ohio

Board of Developmental Disabilities

(Local Government Entity)

(Unit)

Section A: Local Government Unit

Fairfield County Ohio

Board of Developmental Disabilities

(Local Government Entity)

(Unit)



Todd McCullough

Director of Operations

10/04/2023

(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

210 E. Main St.

Lancaster

43130

(Telephone Number)

Fairfield

(Address)

(City)

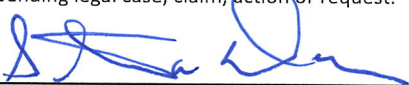
(Zip Code)

(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.



10/10/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/12/2023

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 retain 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)

(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
Scheduled Number Legend DD ----- Fairfield County Board of Developmental Disabilities ADM--- Administration COM -- Communications EI ----- Early Intervention FIS ---- Fiscal FRS --- Forest Rose School HR ---- Human Resources OPS --- Operations PCR --- Provider and Community Resources SSA --- Service and Support Administration		Note: All records that begin in paper format are retained until scanned or otherwise recorded into an appropriate electronic system.			<input type="checkbox"/>
ADM-0005	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	2 years	Multi		<input type="checkbox"/>
ADM-0010	Correspondence Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc.	1 year and no longer of administrative, legal or fiscal value. Appraise for historical value.	Multi		<input type="checkbox"/>
ADM-0015	Transient Correspondence Including Business Cards	Until no longer of administrative value	Multi		<input type="checkbox"/>
ADM-0020	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email And similar Unsolicited Communications	May be destroyed in the normal course of business as soon as they are considered of no value	Multi		<input type="checkbox"/>
ADM-0025	Copies of Records	Until no longer of administrative value	Multi		<input type="checkbox"/>
ADM-0030	Drafts & Informal Notes	Until no longer of administrative value	Multi		<input type="checkbox"/>
ADM-0035	Public Records Request Forms	2 years	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
ADM-0040	Complaints Including anonymous and unfounded	Maintain until no longer of administrative or legal value	Multi		<input type="checkbox"/>
ADM-0045	Safety Committee Including agendas, minutes and other communication.	6 years and no longer of administrative value	Multi		<input type="checkbox"/>
ADM-0050	Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic that may be recreated)	Until no longer of administrative value	Multi		<input type="checkbox"/>
ADM-0055	Image File Visual documentation of a person, place, or event.	Until no longer of administrative value / appraise for historical value.	Multi		<input type="checkbox"/>
ADM-0060	Professional Service Contracts	15 years expiration and no claims pending	Multi		<input type="checkbox"/>
ADM-0065	Licenses, Permits, Certifications. Documents Affirming requirements being met as prescribed by issuing agency.	1 year after expiration and evaluate for historical relevance	Multi		<input type="checkbox"/>
ADM-0070	Directories / Lists / Rosters Lists Including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Continually Updated, Revised, Completed, Superseded or Erased.	Multi		<input type="checkbox"/>
ADM-0075	Insurance Policies Documents listing terms and conditions between county and insurance providers.	2 years after expiration, provided all claims settled and appeals exhausted	Multi		<input type="checkbox"/>
ADM-0080	Policies, Procedures, Rules & Regulations	5 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>

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

(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
ADM-0085	Accreditation Reports, Compliance Files, Evaluations	6 years and no longer of administrative value	Multi		<input type="checkbox"/>
ADM-0090	Legal opinions concerning the agency	Permanent	Multi		<input checked="" type="checkbox"/>
ADM-0095	Files on Lawsuits Involving the Board- Current and Previous	Permanent	Multi		<input checked="" type="checkbox"/>
ADM-0100	Volunteer Records	5 years	Multi		<input type="checkbox"/>
COM-0005	CPR training Records	3 years per ASHI	Multi		<input type="checkbox"/>
COM-0010	Training Records Outlines, Approvals, Signature Sheets of trainings held	5 years	Multi		<input type="checkbox"/>
COM-0015	FCBDD Annual Report	Permanent	Multi		<input checked="" type="checkbox"/>
COM-0020	Press and News Releases, Awards, Newspaper Articles & Clippings, Newsletters, Brochures, Meeting Handouts Including publications, bulletins, posters, general notices and displays.	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
DD-0005	Board Meeting Notices Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	1 year	Multi		<input type="checkbox"/>
DD-0010	Board Meeting Minutes Official copy of proceedings of regular and special meetings, including Board Committees	Permanent	Multi		<input checked="" type="checkbox"/>
DD-0015	FCBDD Levy Information	Permanent	Multi		<input type="checkbox"/>
DD-0020	Board Management Policies and Procedures	5 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
EI-0005	Individual Client Record	9 Years past the date of birth	Multi		<input type="checkbox"/>
FIS-0005	Center of Medicare & Medicaid Services Site Review	7 years and no longer of administrative value	Multi		<input type="checkbox"/>
FIS-0010	Medicaid Services Including billing, cost reports, and supporting documentation	7 years provided audited	Multi	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"/>
FIS-0015	Billing documentation for Title XX and other revenue sources Including supporting documentation	7 years and audited	Multi		<input type="checkbox"/>
FIS-0020	Vendor Files	See County General	Multi		<input type="checkbox"/>
FIS-0025	Capital assets listing and depreciation records	Permanent	Multi		<input type="checkbox"/>
FIS-0030	Audit Reports (Federal, State, & Internal) ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Until no longer of administrative or fiscal value	Multi		<input type="checkbox"/>
FIS-0035	Fixed Asset & Consumables Inventory (Year End)	3 years	Multi		<input type="checkbox"/>
FIS-0040	Travel Requests / Expense Reports Requests for reimbursement for employee travel.	3 years	Multi		<input type="checkbox"/>
FIS-0045	Annual Budget	3 years	Multi		<input type="checkbox"/>
FIS-0050	Financial Records Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / billbacks; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	3 years provided audited	Multi		<input type="checkbox"/>

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

(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
FIS-0055	Grant Files Documents the application, evaluation, awarding, monitoring, and tracking of grants received	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Multi		<input type="checkbox"/>
FRS-0005	School Enrollment Records Including attendance	Permanent	Multi		<input type="checkbox"/>
FRS-0010	Parent Contact Forms	Until superseded.	Multi		<input type="checkbox"/>
FRS-0015	Free/Reduced Price Lunch Applications Confidential applications for free and reduced lunch benefits	4 years	Multi		<input type="checkbox"/>
FRS-0020	School Calendars Calendars for in session/out of session school days as well as professional days for teachers	5 years	Multi		<input type="checkbox"/>
FRS-0025	Nurse's Notes, Medical Records, Individual Client History Records	5 years after death or 10 years after disenrollment	Multi		<input type="checkbox"/>
HR-0005	Labor Management Meeting Records	Until no longer of administrative value	Multi		<input type="checkbox"/>
HR-0010	Staff emergency Medical Authorization Forms	Until no longer of administrative value	Multi		<input type="checkbox"/>
HR-0015	Abuser Registry Annual Review Results	Permanent	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
	For all other personnel records, please see the current Personnel – All County Agencies RC-2				
OPS-0005	Capital Improvement Projects	Life of project or until obsolete. Appraise for historical or operational value.	Multi		<input type="checkbox"/>
OPS-0010	FCBDD Facility Files	Maintain significant historical records until they are no longer of historical value	Multi		<input type="checkbox"/>
OPS-0015	Fire / Safety Drills	5 years	Multi		<input type="checkbox"/>
OPS-0020	Building Inspections	5 years	Multi		<input type="checkbox"/>
OPS-0025	Bus Evacuations (Spring & Fall)	5 years	Multi		<input type="checkbox"/>
OPS-0030	Transportation Attendance	5 years and no longer of administrative value	Multi		<input type="checkbox"/>
OPS-0035	Transportation Reporting T- 1 , T-2	5 years and no longer of administrative value	Multi		<input type="checkbox"/>
OPS-0040	Equipment Maintenance Records Files documenting ownership, warranties, routine maintenance, and repair of county owned equipment, including fleet.	1 year after equipment sold, scrapped or no longer the property of the County.	Multi		<input type="checkbox"/>
OPS-0045	Agency Lease Agreements	15 years after expiration and no claims pending	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
OPS-0050	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
OPS-0055	Accident Reports / Files Report of personal or property damage involving a county vehicle or occurring on county property	6 years	Multi		<input type="checkbox"/>
OPS-0060	Work Orders	Until no longer of administrative value	Multi		<input type="checkbox"/>
OPS-0065	Bids Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc..	3 years after completion and no claims pending	Multi		<input type="checkbox"/>
PCR-0005	Major Unusual Incidents / Unusual Incidents Accident Reports/Files.	7 years	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
SSA-0005	Individual Client Master File Including but not limited to the following documentation: <ul style="list-style-type: none"> • identifying data • eligibility information • financial / legal information • medical information • non-waiver assessments /evaluations, • individual plans • case notes • quality assurance and service monitoring • incident / accident reports including UI and MUI • educational records • Individual Behavior Support Documentation • Waiver Assessments • HIPAA Compliance Documentation • Service Documentation • Any other supporting documentation 	5 years after death or 10 years after disenrollment	Multi		<input type="checkbox"/>
SSA-0010	Release of Information/Public Relations Release	One year past effective date	Multi		<input type="checkbox"/>
SSA-0015	Inactive Individual Referral Files (identifying / referral information)	15 years and no longer of administrative value	Multi		<input type="checkbox"/>
SSA-0020	Family Support Services Documentation <ul style="list-style-type: none"> • Tax form verification • Receipts for reimbursement 	5 years	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