



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 JANUARY 30 2026
 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 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

Commissioners

(Local Government Entity)

(Unit)

[Handwritten Signature]

Bennett Niceswanger

Records Commission Secretary

1/16/2026

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County 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.

[Handwritten Signature]

1/20/26

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

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.*

(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
19-00100	Board of County Commissioners: Commissioners Journal	Permanent	Paper and/or electronic		<input type="checkbox"/>
19-00102	Board of County Commissioners Resolutions (copies of original resolution: recorded in the Board of Commissioners Journal)	3 Years	Paper and/or electronic		<input type="checkbox"/>
19-00103	Annual Board of Commissioners Budget	3 Years Provided Audited	Paper and/or electronic		<input type="checkbox"/>
19-00104	Annual Board of Commissioners Budget: Preparation documents, worksheets, and related data	2 years after final budget approved	Paper and/or electronic		<input type="checkbox"/>
07-00105	Board of Commissioners/Co. Commissions/ Co. boards & Co. Committees: Written Notes, Audio Tapes, and Digital Tapes of Meetings	Erase/Reuse or Destroy after Minutes transcribed and approved	Paper and/or electronic		<input type="checkbox"/>
19-00106	Board of Commissioners/Co. Commissions/Co. Boards & Co. Committees: Approved Written Minutes of Meetings	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
19-00107	Board of Commissioners/Co. Commissions/Co. Boards & Co. Committees: Notices for Public, Special & Emergency Meetings	5 Years	Paper and/or electronic		<input type="checkbox"/>
19-00108	Board of Commissioners/Co. Commissions/Co. Boards & co. Committees: Meeting Agendas	5 Years	Paper and/or electronic		<input type="checkbox"/>
19-00109	Financial Records: Accounts Payable and Receivables (Copies) for the Board of Commissioners	3 Years Provided Audited	Paper and/or electronic		
19-00110	Annexations Files and Related Records	Permanent	Paper and/or electronic		<input checked="" 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) RC-3 Required by LGRP
19-00111	Contracts (County Contracts & Agreement- ORC 2305.06 for statute of limitations)	15 Years After expiration	Paper and/or electronic		<input type="checkbox"/>
19-00112	Deeds to County Property	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
19-00113	Inventory of County Property (Original Inventories submitted)	Permanent	Paper and/or electronic		<input type="checkbox"/>
19-00114	Vacation Files: Roads, Streets, Alleys & Bridges	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
19-00115	Resolution Files: Documentation from County Offices/ Departments or Agencies requesting Board of County Commissioners action	5 Years and no claims or legal actions pending	Paper and/or electronic		<input type="checkbox"/>
19-00116	Local, State, Federal, and Other Grant Applications & Requests: Unsuccessful or not funded	5 years	Paper and/or electronic		<input type="checkbox"/>
19-00117	Local, State, Federal, and Other Grant Applications & Requests: Approved & Funded (May include records of expenditures and related documentation)	5 years after expiration of grant provided audited	Paper and/or electronic		<input type="checkbox"/>
19-00118	Disaster & Security Plans and Emergency Protocols	6 Years after revised, superseded or discontinued	Paper and/or electronic		<input type="checkbox"/>
19-00119	Invitation to Bid, Request for Proposals, Request for Information & Informal Bids	5 years maintain until no longer of an administrative or legal value	Paper and/or electronic		<input type="checkbox"/>
19-00120	Bid Files: Equipment & Supplies - Accepted	5 years provided audited	Paper and/or electronic		<input type="checkbox"/>

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(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
19-00121	Bid Files: Capital Improvement Projects	15 years after completion of project, provided audited. Appraise for Administrative & Historical Value. Maintain Permanently final as-built drawings & plans	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"/>
19-00122	Bids: All Types - Not Accepted	5 years	Paper and/or electronic		<input type="checkbox"/>
19-00123	Exhibits/Plans/Drawings/Plats/ Maps/Renderings: Used at Board of Commissioners Hearings/Meetings or sent to or submitted to the Commissioners for formal approval.	5 years retain with resolution or project files	Paper and/or electronic		<input type="checkbox"/>
07-00124	Board of County Commissioners: Records related to Lawsuits or Legal Disputes filed against the county. (Board of County Commissioners Copy)	5 years after case settled and all appeals exhausted	Paper and/or electronic		<input type="checkbox"/>
19-00125	Annual Auditor of State Financial Report (copy)	10 years and no longer of an administrative or fiscal value	Paper and/or electronic		<input type="checkbox"/>
19-00126	Countywide Cost Allocation Reports	3 years and no longer of an administrative or fiscal value	Paper and/or electronic		<input type="checkbox"/>

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(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
07-00127	Public Defenders Applications, Appointments & Related Records	See Personnel Records Retention Schedule	Paper and/or electronic		<input type="checkbox"/>
19-00128	Telephone Message Books/Public Meetings Sign in Records	2 Years	Paper and/or electronic		<input type="checkbox"/>
19-00129	Board of County Commissioners Calendar	3 Years	Paper and/or electronic		<input type="checkbox"/>
19-00130	Industrial Revenue Bonds/Notes Records	3 Years after notes/bonds fully redeemed and paid and all other legal obligations of the trust agreement fulfilled	Paper and/or electronic		<input type="checkbox"/>
19-00131	Exhibits, Plans, Drawings, Diagrams, Plats, Maps, renderings or other Visual Aids: Sent to submitted at Board of Commissioners meetings or hearings for Informational Purposes or informal Review	Return to submitter or destroy when no longer of an administrative value	Paper and/or electronic		<input type="checkbox"/>
19-00132	Voice Mail	Until no longer of Administrative Value	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) RC-3 Required by LGRP
19-00133	Unsolicited Reports/Plans/ Drawings /Renderings/Maps/ Proposals/Presentations or reports given to any Board of Commissioners Member or Employee	Return to submitter or destroy when no longer of an administrative value	Paper and/or electronic		<input type="checkbox"/>
19-00134	Elected Officials and Bonded Employees Performance Bonds	10 years after Elected Official leaves office or Bonded Employee leaves County Service	Paper and/or electronic		<input type="checkbox"/>
19-00135	Capital Improvement Project Files	15 year (s) and no longer of an administrative or legal value	Paper and/or electronic		<input type="checkbox"/>
19-00136	Project Files - All types except Capital Improvement Projects	5 years	Paper and/or electronic		<input type="checkbox"/>
19-00137	Annual County Budget: All Documentation submitted with Annual Budget Requests from County Officials/Departments/ Agencies	2 years, provided no longer of administrative, fiscal or legal value	Paper and/or electronic		<input type="checkbox"/>
19-00138	ORC 325.07 Monthly report from the Sheriff to the Board of Commissioners	2 Years	Paper and/or electronic		<input type="checkbox"/>
19-00139	Dog Warden Weekly Reports- ORC 955.12 Weekly report, in writing, from Dog Warden to the Board of Commissioners of all dogs seized, impounded, redeemed, and destroyed and of all claims for damage to animals inflicted by dogs.	2 Years	Paper and/or electronic		<input type="checkbox"/>