



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 JANUARY 10 2024
 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, OH

Facilities

(Local Government Entity)

(Unit)

x Jon Kochis

Jon Kochis

Facilities & EMA Director

1-9-24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

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.

[Signature]
 Records Commission Chair Signature

Date

1-9-24

Section C: Ohio History Connection - State Archives

Government Records Archivist

1/17/2024

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
23-0001	Safety Equipment – Fire Extinguishers (Maintenance & Inspection Records)	Life of equipment	Paper and/or electronic		<input type="checkbox"/>
23-0002	County Elevator Units (Maintenance & Inspection Units)	Life of equipment	Paper and/or electronic		<input type="checkbox"/>
23-0003	Equipment Inspections & Certificates	Life of equipment	Paper and/or electronic		<input type="checkbox"/>
23-0004	Lock Out – Tag Out Program Records	6 years provided no pending action	Paper and/or electronic		<input type="checkbox"/>
23-0005	Capital Project Files Contains copy RFP's, proposals, specifications, and related files	Retain until building is demolished or disposed of (sold/give away)	Paper and/or electronic		<input type="checkbox"/>
23-0006	Blueprints of Public Buildings	Retain until building is demolished or disposed of (sold/give away)	Paper and/or electronic		<input type="checkbox"/>
23-0007	Material Safety Data Sheets	Retain until no longer of administrative value.	Paper and/or electronic		<input type="checkbox"/>
23-0008	Operational & Safety Certificated for Boilers & Elevators	Life of Equipment	Paper and/or electronic		<input type="checkbox"/>
23-0009	Vendor files	Retain 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
23-0010	HVAC Equipment Records	Life of equipment	Paper and/or electronic		<input type="checkbox"/>
23-0011	Asbestos Abatement Program Records	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
23-0012	Accounts Payable & Accounts Receivable Records	3 years provided audited	Paper and/or electronic	Audited means: the years encompassed by the records have been audited by the	
23-0013	Service Requests	2 years	Paper and/or electronic	Auditor of State and the audit report has been released pursuant to	
23-0014	Pesticide Application Records & Certificates	5 years	Paper and/or electronic	Sec. 117.26 O.R.C	<input type="checkbox"/>
23-0015	HAZMAT Disposal Records	5 years	Paper and/or electronic		<input type="checkbox"/>
23-0016	Accident Reports	2 years provided no pending action	Paper and/or electronic		<input type="checkbox"/>
23-0017	Annual Budget Records	3 years	Paper and/or electronic		<input type="checkbox"/>
23-0018	Bids (Successful) 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. Incorporate into contract file.	4 years	Paper and/or electronic		<input type="checkbox"/>
23-0019	Bids (Unsuccessful)	2 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) RC-3 Required by LGRP
23-0020	Contracts/Leases	15 years	Paper and/or electronic		<input type="checkbox"/>
23-0021	Grant Records & Documentation	7 years	Paper and/or electronic		<input type="checkbox"/>
23-0022	Management Reports & Studies	5 years	Paper and/or electronic		<input type="checkbox"/>
23-0023	Travel Expense Reports	4 years	Paper and/or electronic		<input type="checkbox"/>
23-0024	Annual Work Plan	4 years	Paper and/or electronic		<input type="checkbox"/>
23-0025	Administrative Files	4 years	Paper and/or electronic		<input type="checkbox"/>
					<input type="checkbox"/>