



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue Columbus,
 Ohio 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOVEMBER 03 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, Ohio

Fairfield County Land Reutilization Corporation

(Local Government Entity)

(Unit/Department)


 (Signature of Responsible Official)

Michael J. Kaper
 (Name)

Executive Director
 (Title)

8/27/2025
 (Date)

Section B: Records Commission

Records Commission

(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:

Arika.farrar@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.


 Records Commission Chair Signature

10/7/25
 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 retains a permanent copy of 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
LB-1	Bylaws and Regulations Operational policies and standards governing the organization	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
LB-2	Corporation Records Documentation pertaining to articles of incorporation and letters appointing alternate board members as well as the corporation's stated purpose and objectives, Policies and Procedures, Insurance Information	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
LB-3	Board Meetings	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
LB-4	Contractor Verification, and Insurance information	Permanent	Paper or electronic		<input type="checkbox"/>
LB-5	Financial Information Documents pertaining to bank records, budgets, audits, accounting/QuickBooks, Treasurer invoices	Permanent	Paper or electronic		<input type="checkbox"/>
LB-6	Demolition Bid Information	5 Years	Paper or electronic		<input type="checkbox"/>
LB-7	Grants	6 Years Following Completion	Paper or electronic		<input type="checkbox"/>
LB-8	Property Information	6 Years after Transfer	Paper or electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>