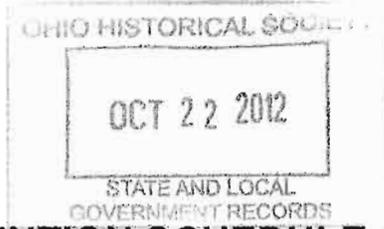




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County Coroner
 (local government entity) (unit)

Dr. Thomas R. Vajen DR. THOMAS R. VAJEN, CORONER
 (signature of responsible official) (name) (title) (date) 7-3-12

Section B: Records Commission

 Records Commission (telephone number)

 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: _____

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.

Mike Kiger 9/10/12
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Trent Smith State Archivist 10/27/12
 Signature Title Date

Section D: Auditor of State

Martin E. Mohr 11-9-12
 Signature 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

(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 OHS- LGRP | (6) RC-3 Require d by OHS- LGRP |
|---------------------------|---|--|----------------------|--|--|
| 07-00001 | COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations | 6 year(s) after revised, superseded or discontinued | Multi | | <input type="checkbox"/> |
| 07-00002 | Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms) | 25 year(s) after revised, superseded or discontinued | Paper | | <input type="checkbox"/> |
| 07-00003 | General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, operations or other activities of the public office. | 1 year(s) and no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content | Multi | | <input type="checkbox"/> |
| 07-00004 | Transient Correspondence or Communication Records | Maintain significant historical records until they are no longer of a historical | Multi | | <input type="checkbox"/> |
| 07-00005 | Unsolicited Correspondence / Unsolicited mail, email, and similar communications | May be destroyed in the normal course of business as soon as they are considered no value to the person receiving the record. | Multi | | <input type="checkbox"/> |
| 07-00006 | Copies – Reading, Informational, and reference (Originals maintained) | Retain until no longer of Administrative value (RC-3 not required) | Multi | | <input type="checkbox"/> |
| 07-00007 | Drafts & Informal Notes. (Consisting of transitory information used to prepare the official record in any form) | Retain until no longer of Administrative Value. (RC-3 not required) | Multi | | <input type="checkbox"/> |
| 07-00008 | 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"/> |
| 07-00009 | Blank Forms | 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"/> |



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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 OHS- LGRP | (6) RC-3 Require d by OHS- LGRP |
|---------------------------|---|--|----------------------|--|--|
| 07-00010 | Awards, Newspaper Articles and clippings | 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"/> |
| 07-00011 | Professional & Trade magazines, catalogs, reference publications and directories | 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"/> |
| 07-00012 | Professional organization and association files | 1 year(s) and no longer of Administrative value | Multi | | <input type="checkbox"/> |
| 07-00013 | Electronic Mail Systems (Pertains only to messages that are records defined in ORC Section 149.011 (G) and 149.43 | Retain email that has significant administrative, fiscal, legal or historical value. Maintain according to content (Refer to RC-2) Erase email that has no significant value (RC-3 not required) | Multi | | <input type="checkbox"/> |
| 07-00014 | Equipment Operating and Maintenance Manuals | Until equipment is sold, scrapped, or no longer property of the County | Multi | | <input type="checkbox"/> |
| 07-00015 | Equipment Maintenance & Repair Records | 1 Year(s) after equipment is sold, scrapped or no longer property of the County | Multi | | <input type="checkbox"/> |
| 07-00016 | Computer generated administrative & fiscal reports (Non-specific and periodic that may be recreated) | 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"/> |
| 07-00017 | Voicemail, text messages, and electronic images | 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"/> |
| 07-00018 | Business cards-rotary, rolodex, and applicable software files | 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"/> |
| 07-00019 | Planning/Scheduling/Calendar/Training Information and Data on: Display boards, erasable and dry-erase boards, chalkboards, easel pads, and electronic media | Continually updated, revised, completed, superseded or erased | Multi | | <input type="checkbox"/> |
| 07-00020 | Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner | Continually updated, revised, completed, superseded or erased | Multi | | <input type="checkbox"/> |



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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.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or OHS-LGRP | (6) RC-3 Required by OHS-LGRP |
|------------------------------|--|---|-------------------|--|--|
| 07-00021 | Lists/Rosters/Informational Directories containing employee contact information | Continually updated, revised, completed, superseded or erased | Multi | | <input type="checkbox"/> |
| 07-00022 | Facsimile machine: logs/cover sheets/confirmation notices and buffer printouts | Maintain until no longer of an Admin, Fiscal, Legal, or Historical value. | Multi | | <input type="checkbox"/> |
| 07-00023 | Electronic records: Auxiliary or Supportive Process for Data Preservation (Backup) | Continually updated and maintained (RC-3 not required-original records not altered) | Multi | | <input type="checkbox"/> |
| 07-00024 | Anonymous or Unfounded Complaints | Maintain until no longer of and administrative or legal value | Multi | | <input type="checkbox"/> |
| 07-00025 | Press and News Releases | 3 year(s) then appraise for administrative or historical value | Multi | | <input checked="" type="checkbox"/> |
| 07-00026 | Photographs, negatives, and electronic images | Retain images that have significant legal, fiscal, administrative, or historical value. Maintain significant images according to content (RC-2) Erase images that have no significant value (RC-3 not required) | Multi | | <input checked="" type="checkbox"/> <i>for photos of historical value</i> |
| 07-00027 | Material Safety Data Sheets (MSDS) | Maintain until revised, superseded, or obsolete | Paper | | <input type="checkbox"/> |
| 07-00028 | Public Record Request Forms | 1 year | Paper | | <input type="checkbox"/> |
| OFFICE OF THE CORONER | | | | | <input type="checkbox"/> |
| 07-00100 | Budget | 3 Years Provided Audited | Paper | | <input type="checkbox"/> |
| 07-00101 | Digital Photographs | Incorporate into Case Files | Multi | | <input type="checkbox"/> |
| 07-00102 | Coroner's Record Software | Continually Updated, Revised or Superseded. (RC-3 not Required) | Multi | | <input type="checkbox"/> |
| 07-00103 | Case Ledgers | Permanent | Paper | | <input type="checkbox"/> |

