



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OCT 23 2018

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

Dog Shelter

(local government entity)

Todd McCullough

Todd McCullough

(unit)

Dog Warden

10/09/2018

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Fairfield County

Records Commission

740-652-7090

(telephone number)

210 East Main St.
 (address)

Lancaster
 (city)

43130
 (zip code)

Fairfield
 (county)

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

mark.conrad@fairfieldcountvohio.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.

Jon S. Slattery Jr. Auditor 10/19/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Pruitt
 Signature

State Auditor
 Title

10-25-2018
 Date

Section D: Auditor of State

Martin E. Murray Records Mgr
 Signature Title

11-5-18
 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 Require d by LGRP
07-00001	Accounts Payable & Accounts Receivables (Office Copies)	3 Year(s) Provided Audit	Multi		<input type="checkbox"/>
07-00002	Adoption Program Records: May include vaccination records	3 Year(s) and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00003	Agency 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"/>
07-00004	Anonymous or Unfounded Complaints	Maintain until no longer of administrative or historical value	Multi		<input type="checkbox"/>
07-00005	Audio, Video, or Digital Images	Retain images that have significant, legal, fiscal, administrative, or historical value. Maintain significant images according to content (Refer to RC-2) Erase images that have significant value (RC-3 not required)	Multi		<input type="checkbox"/>
07-00006	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"/>
07-00007	Budget Information	3 Year(s)	Multi		<input type="checkbox"/>
07-00008	Bulletin, Posters, General Notices and Displays	May be destroyed in the normal course of business as soon as they are	Multi		<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 Require d by LGRP
		considered to be of no value by the person holding them			
07-00009	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"/>
07-00010	Case File: Vicious/ Dangerous/ Nuisance/ Cruelty Investigation/ Quarantine records/ Witness Statements/ Non-Designated	3 Year(s) and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00011	Citations (Office Copy)	3 Year(s) and no claims or legal action pending	Multi		<input type="checkbox"/>
07-00012	Computer generated administrative & fiscal reports (Non-specific and periodic that may be rejected)	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"/>
07-00013	Contracts (Office Copy)	3 Year(s) after expiration or modifications and no claims pending	Multi		<input type="checkbox"/>
07-00014	Controlled Substance Log	3 Year(s)	Multi		<input type="checkbox"/>
07-00015	Copies – reading, informational, and reference (Originals maintained)	Retain until no longer of Administrative value (RC-3 not required)	Multi		<input type="checkbox"/>
07-00016	Deputy Reports	3 Year(s)	Multi		<input type="checkbox"/>
07-00017	Dispatch Report Activities	1 Year(s) and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00018	Duplicate Tag Slips (Copies)	3 Year(s)	Multi		<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 Require d by LGRP
07-00019	Electronic Mail System (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"/>
07-00020	Electronic records: Auxiliary or Supportive Process for Date Preservation (Backup)	Continually updated and maintained (RC-3) not required (original records not altered)	Multi		<input type="checkbox"/>
07-00021	Equipment Maintenance & Repair Records	1 Year(s) after equipment is sold, scrapped, or no longer property of the County	Multi		<input type="checkbox"/>
07-00022	Equipment Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the County	Multi		<input type="checkbox"/>
07-00023	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"/>
07-00024	General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, function, policies, decisions, operations, or other activities of the public office	4 year(s) and no longer of an administrative, legal, or fiscal value. Appraise for historical value. File according to content	Multi		<input type="checkbox"/>

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(local government entity)

(unit)

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07-00025	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"/>
07-00026	Incinerator Charts	3 Year(s)	Multi		<input type="checkbox"/>
07-00027	Lists/ Rosters/ Informational Dictionaries containing employee contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00028	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
07-00029	Pay-In Receipts (Treasurer & Auditor)	3 Year(s)	Multi		<input type="checkbox"/>
07-00030	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 type="checkbox"/>
07-00031	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"/>
07-00032	Policies, Procedures, Rules, & Regulations	6 year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>

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(local government entity)

(unit)

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07-00033	Press and News Releases	3 year(s) then appraise for administrative or legal value	Multi		<input type="checkbox"/>
07-00034	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"/>
07-00035	Public Records Request Forms	1 Year(s)	Multi		<input type="checkbox"/>
07-00036	Redemption Records	3 Year(s) and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00037	Returned Checks (Office Copies)	3 Year(s)	Multi		<input type="checkbox"/>
07-00038	State and Federal Grant Applications: Not Funded	2 Year(s) after decision rendered	Multi		<input type="checkbox"/>
07-00039	State and Federal Grants: Funded (Applications and required Documentation)	6 Year(s) after expiration of Grant Provided Audit	Multi		<input type="checkbox"/>
07-00040	Transfer of Dog Forms	3 Year(s)	Multi		<input type="checkbox"/>
07-00041	Transient Correspondence or Communication Records	Maintain significant historical records until they are no longer of a historical value	Multi		<input type="checkbox"/>
07-00042	Unsolicited Correspondence/ Unsolicited Mail, Email, and Similar Communications	May be destroyed in the normal course of business as soon as they are considered to be of no value to the person receiving the record	Multi		<input type="checkbox"/>

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(local government entity)

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07-00043	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"/>
07-00044	Volunteer Information: Waiver of Liability	1 year and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00045	Warnings	1 year and no claims or legal actions pending	Multi		<input type="checkbox"/>
07-00046	Weekly Report: Weekly Activities Including All Dogs Adopted, Redeemed, or Euthanized	3 Year(s) and no claims or legal actions pending	Multi		<input type="checkbox"/>