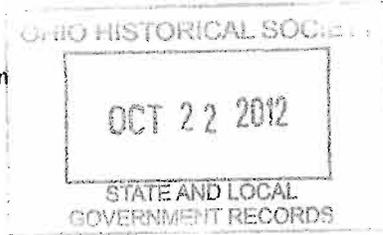




**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



SCANNED  
 11-14-2012

**RECORDS RETENTION SCHEDULE (RC-2)**

*See instructions before completing this form.*

**Section A: Local Government Unit**

Fairfield County Ohio Job and Family Services – Child Support Enforcement Agency  
 (local government entity) (unit)  
 [Signature] Corey Clark Program Administrator 7/27/12  
 (signature of responsible official) (name) (title) (date)

**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.

[Signature] 9/10/12  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

[Signature] State Archivist 10/30/2012  
 Signature Title Date

**Section D: Auditor of State**

[Signature] 11-7-12  
 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  
Fairfield County Job & Family Services

Child Support Enforcement Agency

(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
	<b>GENERAL RETENTION SCHEDULE - COUNTY</b>	Audited Means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117-26 ORC			<input type="checkbox"/>
07-00001	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 RC01, 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, procedures, operations or other activities of the public office.	1 Year(s) And no longer of any 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 value.	Multi		<input type="checkbox"/>
07-00005	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar Unsolicited Communications	May be destroyed in the normal course of business as soon as they are considered of 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, Poster, general Notices and Displays	May be destroyed in the normal course of business as soon as they are considered of no value to 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 of no value to the person holding them	Multi		<input type="checkbox"/>



(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 Article & Clippings	25 Year(s) And no longer of a historical value	Multi		<input type="checkbox"/>
07-00011	Professional & Trade magazines, Catalogs, Reference Publications & Directories	May be destroyed in the normal course of business as soon as they are considered of no value to the person holding them	Multi		<input type="checkbox"/>
07-00012	Professional Organization & Association Files	1 Year(s) And no longer of an Administrative value	Multi		<input type="checkbox"/>
07-00013	Electronic Mail Systems. (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain E-mail that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. (Refer to RC-2). Erase E-mail that has no significant value. (RC-3 Not Required)	Computer		<input type="checkbox"/>
07-00014	Equipment Operating & Maintenance Manuals	Until equipment sold, scrapped or no longer the property of the County (RC-3 Not required)	Multi		<input type="checkbox"/>
07-00015	Equipment Maintenance & Repair Records	1 Year(s) After equipment sold, scrapped or no longer the property of the County (RC-3 Not required)	Multi		<input type="checkbox"/>
07-00016	Computer Generated Administrative & Fiscal Reports (Non-Specific & Periodic that may be recreated)	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
07-00017	Voice Mail, Text Messages and Electronic Images	May be destroyed in the normal course of business as soon as they are considered 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 of no value by the person holding them	Multi		<input type="checkbox"/>



(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
07-00019	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 (RC-3 Not required)	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 (RC-3 Not required)	Multi		<input type="checkbox"/>
07-00021	Lists / Rosters / Information Directories containing employee contact information	Continually updated, revised, completed, superseded or erased (RC-3 Not required)	Multi		<input type="checkbox"/>
07-00022	Facsimile 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 an 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 has a significant Administrative, Fiscal, Legal or Historical value. Maintain significant images according to content.. (Refer to RC-2). Erase images that have no significant value. (RC-3 Not Required)	Multi		<input checked="" type="checkbox"/> <i>(For images of historical value)</i>
07-00027	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
07-00028	Public Record Request Forms	1 Year(s)	Paper		<input type="checkbox"/>
	<b>FISCAL</b>	Audited Means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117-26 ORC			<input type="checkbox"/>
07-00100	Laws, Regulations & Rules (County, State & Federal)	1 Year(s) After revised or rescinded. (RC -3 Not required)	Paper		<input type="checkbox"/>



(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
07-00101	Computer Generated Reports – Administrative & Financial Reports - Periodic	Until no longer of an Admin., or Fiscal value, then destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00102	Requisitions for Purchase Orders, Purchase Orders, Invoices, Statements & Vouchers (Department Copy)	4 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00103	Annual Audit Report – Ohio Auditor of State (Copy)	7 Year(s)	Paper		<input type="checkbox"/>
07-00104	CSEA Depository Account Listings of Outstanding Checks	5 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00105	Central Purchasing Contracts	7 Year(s) May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record	Paper		<input type="checkbox"/>
07-00106	Agency Contracts	7 Year(s) May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record	Paper		<input type="checkbox"/>
07-00107	Agency Agreements	7 Year(s) May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record	Paper		<input type="checkbox"/>
07-00108	Annual Department Budget (Copy)	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00109	Annual Departmental Budget Preparation Documents & Worksheets	Until Final budget Approved and no longer of a Fiscal value	Paper		<input type="checkbox"/>
07-00110	Commissioner's Correspondence	3 Year(s) And no longer of an Administrative value	Paper		<input type="checkbox"/>
07-00111	Fiscal Projections by SFY	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00112	Price Quotes	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00113	Fiscal Subsystems (QUIC, RMS, PET)	5 Year(s) Provided Audited	Multi		<input type="checkbox"/>



(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
07-00114	Tax Exempt Forms	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00115	W-9 Forms – Service Agreements	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00116	Financial Statements (2750)	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00117	Cash Draw – Advance Allocations	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00118	Advance Letters	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00119	Quarterly Reconciliation of County – State System	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00120	Vendor Files	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Paper		<input type="checkbox"/>
07-00121	Reconciliation of Depository Account (Past Acct)	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00122	Cost Allocation Plans	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00123	Incentive Allocations	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00124	State Match Allocations	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00125	County Obligation Calculations	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00126	Cash Receipts – Auditor Records of Agency Pay Ins	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00127	Fiscal Meetings	Maintain until no longer of an Administrative or Legal Value	Paper		<input type="checkbox"/>
07-00128	Administrative Meetings	Continually updated and maintained (RC-3 Not Required-Original records not altered)	Paper		<input type="checkbox"/>



(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
07-00129	CAFR Audits	Permanent	Paper		<input checked="" type="checkbox"/>
07-00130	ODJFS Audits	Permanent	Paper		<input checked="" type="checkbox"/>
07-00131	State System – Financial Corrections	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00132	Monthly Auditor reports	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00133	Checking Account – Cancelled Checks /Voided Checks/Bank Statements / Reconciliations / Registers / Stubs / Carbons / Deposit Records / Electronic Transfer Records	5 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00134	Quarterly Cash Flow Calculations	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00135	Quarterly Cash Flow Calculations	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00136	State & Federal Grant Programs - Awarded	6 Year(s) Maintain until revised, superseded or obsolete	Paper		<input type="checkbox"/>
07-00137	State & Federal Grant Programs – Not Awarded	2 Year(s) After final decision is rendered	Paper		<input type="checkbox"/>
07-00138	Pays In to County Treasurer	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
	<b>GENERAL ADMINISTRATION</b>	<b>Audited Means: The years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117-26 ORC</b>			<input type="checkbox"/>
07-00200	Case Files	3 Year(s) After case continually closed, provided audited	Multi		<input type="checkbox"/>
07-00201	CSEA Account Ledger Book	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00202	CSEA Depository Account Monthly Statements	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00204	County Auditor Correspondence	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>



(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
07-00205	CSEA Internal Account Balance Book	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00206	CSEA Manual pay records	20 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00207	CSEA Monthly Check Audit Trail	10 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00208	CSEA Payment Receipt Log	7 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00209	Bad Check Lists	5 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00210	CSEA Daily Check Register	10 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00211	CSEA Depository Account Listing of Outstanding Checks	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00212	ODHS – 7554 ADC & IV-E CS Collect /Trans Records	5 Year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00213	ODJFS – IV-A Pending Application	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00214	ODHS 4223 Quarterly CS Report	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00215	ODHS 4234 CS Stats & Financial Report	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00216	ODHS CS Collections	5 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00217	ODHS ADC Distribution Sheets	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00218	ODHS 2720 (Grant Reduction)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00219	ODHS 4233	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>