



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOV 23 2021

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

County General

(Local Government Entity)

(Unit)

[Handwritten Signature]

Jeffrey Porter

Human Resources and Risk Management Director

11/18/2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

Fairfield County Data Board

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:

daniel.neeley@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.

[Handwritten Signature]

11 22 2021

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

12-06-2021

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.*

(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 Required by LGRP
21-00001a	Accident Reports / Files Report of personal or property damage involving a county vehicle or occurring on county property	Retain until scanned	Paper		<input type="checkbox"/>
21-00001b	Accident Reports / Files	6 years	Electronic		<input type="checkbox"/>
21-00002a	Activity Reports Reports compiled to detail financial, statistical, and/or operational data.	Retain until scanned	Paper		<input type="checkbox"/>
21-00002b	Activity Reports	2 years	Electronic		<input type="checkbox"/>
21-00003a	Agendas A list of items to be discussed and/or acted upon during a meeting.	Retain until scanned	Paper		<input type="checkbox"/>
21-00003b	Agendas	2 years	Electronic		<input type="checkbox"/>
21-00004a	Annual Inventory O.R.C. 305.18- Departmental inventory of all the materials, machinery, tools, and other county supplies under the jurisdiction of each county officer or department.	Retain until scanned	Paper		<input type="checkbox"/>
21-00004b	Annual Inventory	3 years	Electronic		<input type="checkbox"/>
21-00005a	Annual Reports A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Paper		<input checked="" type="checkbox"/>
21-00005b	Annual Reports	Permanent	Electronic		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(Local Government Entity)

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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
21-00006a	Attendance Records Documents employee attendance at work including leave requests.	Retain until scanned	Paper		<input type="checkbox"/>
21-00006b	Attendance Records	3 years	Electronic		<input type="checkbox"/>
21-00007a	Audiovisual, Public Relations & Training Materials Materials and resources compiled or created for presentations, public relations events and/or training exercises	Retain until scanned	Paper		<input type="checkbox"/>
21-00007b	Audiovisual, Public Relations & Training Materials	Until information is superseded, obsolete, or replaced. Appraise for historical value	Electronic		<input checked="" type="checkbox"/>
21-00008a	Audit Reports (Federal, State, & Internal) ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Retain until scanned	Paper		<input type="checkbox"/>
21-00008b	Audit Reports (Federal, State, & Internal)	5 years	Electronic		<input type="checkbox"/>
21-00009a	Backup Data Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00009b	Backup Data	Retain for one system backup cycle then delete,	Electronic		<input type="checkbox"/>

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(Local Government Entity)

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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
		erase or destroy data			
21-00010a	Badges and IDs Employee identification badges and keyless entry devices and related records.	Retain until scanned	Paper		<input type="checkbox"/>
21-00010b	Badges and IDs	Confiscate upon employment termination or when obsolete, then destroy	Electronic		<input type="checkbox"/>
21-00011a	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. O.R.C. 2305.06	Retain until scanned	Paper		<input type="checkbox"/>
21-00011b	Bids (Successful)	15 years	Electronic		<input type="checkbox"/>
21-00012a	Bids (Unsuccessful) Bids not awarded.	Retain until scanned	Paper		<input type="checkbox"/>
21-00012b	Bids (Unsuccessful)	Two years after letting of the contract	Electronic		<input type="checkbox"/>
21-00013a	Blank Forms Obsolete, unneeded, or superseded forms stock.	Retain until scanned	Paper		<input type="checkbox"/>
21-00013b	Blank Forms	Until obsolete or superseded	Electronic		<input type="checkbox"/>
21-00014a	Blue Prints / Vellums / Drawings / Tracings / Mylars	Retain until scanned	Paper		<input checked="" type="checkbox"/>

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(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 Required by LGRP
21-00014b	Blue Prints / Vellums / Drawings / Tracings / Mylars	Until updated, superseded or obsolete. Appraise for historical value	Electronic		<input checked="" type="checkbox"/>
21-00014Aa	Blueprints for Public Buildings	Retain until scanned	Paper		<input type="checkbox"/>
21-00014Ab	Blueprints for Public Buildings	Permanent	Electronic		<input type="checkbox"/>
21-00015a	Bond Documents	Retain until scanned	Paper		<input type="checkbox"/>
21-00015b	Bond Documents	IRS rule 5.70. Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired	Electronic		<input type="checkbox"/>
21-00016a	Bond Register	Retain until scanned	Paper		<input type="checkbox"/>
21-00016b	Bond Register	7 years after final maturity of notes or bonds	Electronic		<input type="checkbox"/>
21-00017a	Budget, Annual Departmental/Office Fiscal allocation to a department or office for fiscal year.	Retain until scanned	Paper		<input type="checkbox"/>
21-00017b	Budget, Annual Departmental/Office	3 years	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
21-00018a	Budget Preparation Documents (Working Papers) Preparation documents used to create annual budgets.	Retain until scanned	Paper		<input type="checkbox"/>
21-00018b	Budget Preparation Documents (Working Papers)	2 years	Electronic		<input type="checkbox"/>
21-00019a	Bulletins, Posters, and Notices to Employees Announcements and informational notices including unsolicited announcements related to job functions.	Retain until scanned	Paper		<input type="checkbox"/>
21-00019b	Bulletins, Posters, and Notices to Employees	Until no longer of administrative use	Electronic		<input type="checkbox"/>
21-00020a	Compliance Reports Standard reports required to be filed by regulatory agencies.	Retain until scanned	Paper		<input type="checkbox"/>
21-00020b	Compliance Reports	5 years	Electronic		<input type="checkbox"/>
21-00021a	Continuing Education Certifications / Class / Seminars / Training Attendance Records Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Retain until scanned	Paper		<input type="checkbox"/>
21-00021b	Continuing Education Certifications / Class / Seminars / Training Attendance Records	Place in personnel file	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
21-00022a	Contracts (ORC 2305.06) Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Retain until scanned	Paper		<input type="checkbox"/>
21-00022b	Contracts	8 years after expiration	Electronic		<input type="checkbox"/>
21-00023a	Copies of Records Additional copies of records or images which are no longer required and serve no useful purpose.	Retain until scanned	Paper		<input type="checkbox"/>
21-00023b	Copies of Records	Until no longer of administrative value	Electronic		<input type="checkbox"/>
21-00024a	Correspondence Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00024b	Correspondence	Retain according to content, ensure metadata retained	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
21-00024Aa	Transient (Correspondence) Communications which convey information of temporary importance in lieu of oral communication. i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Retain until scanned	Paper		<input type="checkbox"/>
21-00024Ab	Transient (Correspondence)	Until no longer of administrative value	Electronic		<input type="checkbox"/>
21-00024Ba	General (Correspondence) Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00024Bb	General (Correspondence)	2 years	Electronic		<input type="checkbox"/>
21-00024Ca	Substantive (Correspondence) Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Retain until scanned	Paper		<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
21-00024Cb	Substantive (Correspondence)	5 years; file with related records if content requires longer retention; appraise for historical value	Electronic		<input checked="" type="checkbox"/>
21-00025a	Delivery Slips / Packing Slips Documents received when accepting goods from a carrier or vendor.	Retain until scanned	Paper		<input type="checkbox"/>
21-00025b	Delivery Slips / Packing Slips	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00026a	Directories / Lists / Rosters Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Retain until scanned	Paper		<input type="checkbox"/>
21-00026b	Directories / Lists / Rosters	Until superseded, obsolete, or replaced.	Electronic		<input type="checkbox"/>
21-00027a	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Retain until scanned	Paper		<input type="checkbox"/>
21-00027b	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)	Until updated or superseded.	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
21-00028	Disciplinary Hearings A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.				<input type="checkbox"/>
21-00028Aa	Audio and Video Recordings (Disciplinary Hearings)	Retain until scanned	Paper		<input type="checkbox"/>
21-00028Ab	Audio and Video Recordings (Disciplinary Hearings)	1 year	Electronic		<input type="checkbox"/>
21-00028Ba	Report of Proceedings (Disciplinary Hearings)	Retain until scanned	Paper		<input type="checkbox"/>
21-00028Bb	Report of Proceedings (Disciplinary Hearings)	Place in personnel file	Electronic		<input type="checkbox"/>
21-00028Ca	Transcripts (Disciplinary Hearings)	Retain until scanned	Paper		<input type="checkbox"/>
21-00028Cb	Transcripts (Disciplinary Hearings)	5 years	Electronic		<input type="checkbox"/>
21-00029a	Drafts / Transient Records Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until scanned	Paper		<input type="checkbox"/>
21-00029b	Drafts / Transient Records	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00030a	Employment Applications / Resumes-Successful Application submissions by individuals chosen for employment.	Retain until scanned	Paper		<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
21-00030b	Employment Applications / Resumes-Successful	Place in personnel file.	Electronic		<input type="checkbox"/>
21-00031a	Employment Applications / Resumes-Unsuccessful-Not Hired Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00031b	Employment Applications / Resumes-Unsuccessful-Not Hired	6 years	Electronic		<input type="checkbox"/>
21-00032a	Employee Evaluations Records used to measure employee work performance.	Retain until scanned	Paper		<input type="checkbox"/>
21-00032b	Employee Evaluations	Place in personnel files.	Electronic		<input type="checkbox"/>
21-00033a	Equipment Maintenance Records Files documenting ownership, warranties, routine maintenance and repair of county owned equipment.	Retain until scanned	Paper		<input type="checkbox"/>
21-00033b	Equipment Maintenance Records	Life of equipment	Electronic		<input type="checkbox"/>
21-00034	Fax				<input type="checkbox"/>
21-00034Aa	Documentation (Fax) Fax machine generated cover sheets, confirmation notices and buffer printouts.	Retain until scanned	Paper		<input type="checkbox"/>
21-00034Ab	Documentation (Fax)	Until no longer of administrative value.	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
21- 00034Ba	Logs (Fax) Register of fax messages sent and received.	Retain until scanned	Paper		<input type="checkbox"/>
21- 00034Bb	Logs (Fax)	1 year	Electronic		<input type="checkbox"/>
21- 00034Ca	Messages (Fax) Communications sent and received using a fax machine.	Retain until scanned	Paper		<input type="checkbox"/>
21- 00034Cb	Messages (Fax)	Treat as correspondence	Electronic		<input type="checkbox"/>
21-00035a	Fee Schedules Fees for goods or services provided by the county.	Retain until scanned	Paper		<input type="checkbox"/>
21-00035b	Fee Schedules	Until updated, superseded, or obsolete.	Electronic		<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 Required by LGRP
21-00036a	Financial Records Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / billbacks; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00036b	Financial Records	3 years provided audited.	Electronic	Audited means: the years encompassed by the records	<input type="checkbox"/>
21-00037a	Fuel Usage Records	Retain until scanned	Paper	have been audited by the Auditor of State and the audit report has been released	<input type="checkbox"/>
21-00037b	Fuel Usage Records	3 years	Electronic	pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
21-00038a	Grant Application (Not Funded)	Retain until scanned	Paper		<input type="checkbox"/>
21-00038b	Grant Application (Not Funded)	1 year	Electronic		<input type="checkbox"/>
21-00039a	Grant Files Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Retain until scanned	Paper		<input type="checkbox"/>

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(Local Government Entity)

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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
21-00039b	Grant Files	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Electronic		<input type="checkbox"/>
21-00040a	Image File Visual documentation of a person, place, or event.	Retain until scanned	Paper		<input checked="" type="checkbox"/>
21-00040b	Image File	Until no longer of administrative value / appraise for historical value.	Electronic		<input checked="" type="checkbox"/>
21-00041a	Insurance Policies Documents listing terms and conditions between county and insurance providers.	Retain until scanned	Paper		<input type="checkbox"/>
21-00041b	Insurance Policies	2 years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10).	Electronic		<input type="checkbox"/>
21-00042a	Insurance Records	Retain until scanned	Paper		<input type="checkbox"/>

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(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 Required by LGRP
	Fiscal and administrative records generated in the administration of insurance policies.				
21-00042b	Insurance Records	2 years after expiration of associated policy, provided all claims settled and appeals exhausted (ORC 2305.10).	Electronic		<input type="checkbox"/>
21-00043a	Job Descriptions Documents detailing the classification, needed experience / education / physical requirements, and duties by position title.	Retain until scanned	Paper		<input type="checkbox"/>
21-00043b	Job Descriptions	Until superseded or classification abolished.	Electronic		<input type="checkbox"/>
21-00044a	Legal Advertisements / Notices Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	Retain until scanned	Paper		<input type="checkbox"/>
21-00044b	Legal Advertisements / Notices	1 year or until superseded.	Electronic		<input type="checkbox"/>
21-00045a	Licenses, Permits, Certifications Documents affirming requirements being met as prescribed by issuing agency.	Retain until scanned	Paper		<input type="checkbox"/>
21-00045b	Licenses, Permits, Certifications	1 year after expiration.	Electronic		<input type="checkbox"/>
21-00046a	Litigation Records Records related to legal claims against an office and subsequent legal actions and court proceedings.	Retain until scanned	Paper		<input type="checkbox"/>

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(Local Government Entity)

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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
21-00046b	Litigation Records	5 years after case is closed and appeals are exhausted.	Electronic		<input type="checkbox"/>
21-00047a	Mail Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00047b	Mail	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00048a	Mailing Lists List of individuals and addresses for mail distribution.	Retain until scanned	Paper		<input type="checkbox"/>
21-00048b	Mailing Lists	Until updated, superseded or obsolete.	Electronic		<input type="checkbox"/>
21-00049a	Management and Operations Reports Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Retain until scanned	Paper		<input type="checkbox"/>
21-00049b	Management and Operations Reports	5 years	Electronic		<input type="checkbox"/>
21-00050a	Manuals, Handbooks Documents related to activities and operation of department, office, agency, etc. May include rules	Retain until scanned	Paper		<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
	regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.				
21-00050b	Manuals, Handbooks	Until superseded, obsolete, or replaced/ appraise for historical value.	Electronic		<input checked="" type="checkbox"/>
21-00051a	Material Safety Data Sheets Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00051b	Material Safety Data Sheets	Until superseded	Electronic		<input type="checkbox"/>
21-00052a	Meeting Notices Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00052b	Meeting Notices	1 year	Electronic		<input type="checkbox"/>
21-00053a	Memoranda Internal communication.	Retain until scanned	Paper		<input type="checkbox"/>
21-00053b	Memoranda	Use correspondence periods.	Electronic		<input type="checkbox"/>
21-00054a	Minutes of Meeting	Retain until scanned	Paper		<input type="checkbox"/>
21-00054b	Minutes of Meeting		Electronic		<input type="checkbox"/>
21-00055a	Official Copy Official copy of proceedings of regular and special meetings.	Retain until scanned	Paper		<input checked="" type="checkbox"/>
21-00055b	Official Copy	Permanent	Electronic		<input checked="" 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
21-00056a	Audio and Video Recordings	Retain until scanned	Paper		<input type="checkbox"/>
21-00056b	Audio and Video Recordings	Retain until transcribed into hard copy and approved.	Electronic		<input type="checkbox"/>
21-00057a	Oaths of Office of Elected Officials Oaths of office given and sworn to by elected official upon taking office.	Retain until scanned	Paper		<input type="checkbox"/>
21-00057b	Oaths of Office of Elected Officials	10 years after leaving office.	Electronic		<input type="checkbox"/>
21-00058a	Officials' Bonds Surety bond filed by county officials to help ensure responsible execution of job duties.	Retain until scanned	Paper		<input type="checkbox"/>
21-00058b	Officials' Bonds	10 years after expiration.	Electronic		<input type="checkbox"/>
21-00059a	Organizational Chart (Table of Organization) A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Retain until scanned	Paper		<input type="checkbox"/>
21-00059b	Organizational Chart (Table of Organization)	Until superseded.	Electronic		<input type="checkbox"/>
21-00060a	Payroll Records	Retain until scanned	Paper		<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
	Department copies including but not limited to time sheets, overtime documentation records, and timecards.				
21-00060b	Payroll Records	2 years	Electronic		<input type="checkbox"/>
21-00061	Personnel Files				<input type="checkbox"/>
21-00061Aa	Employment Files (Personnel Files) Documentation of service throughout the duration of an individual's employment.	Retain until scanned	Paper		<input type="checkbox"/>
21-00061Ab	Employment Files (Personnel Files)	2 years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances.	Electronic		<input type="checkbox"/>
21-00061Ba	Employee Medical Records (Personnel Files) Records pertaining to employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information.	Retain until scanned	Paper		<input type="checkbox"/>
21-00061Bb	Employee Medical Records (Personnel Files)	7 years	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
21-00062a	Plats and Maps Renderings noting locations and/or boundary lines.	Retain until scanned	Paper		<input type="checkbox"/>
21-00062b	Plats and Maps	Permanent	Electronic		<input type="checkbox"/>
21-00063a	Press and News Releases Information disseminated to the public through media outlets.	Retain until scanned	Paper		<input type="checkbox"/>
21-00063b	Press and News Releases	Until no longer of administrative value/ appraise for historical value.	Electronic		<input checked="" type="checkbox"/>
21-00064a	Professional Association Records Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Retain until scanned	Paper		<input type="checkbox"/>
21-00064b	Professional Association Records	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00065a	Project Plans / Drawings Written plan or pictorial diagrams for a work related project or program.	Retain until scanned	Paper		<input type="checkbox"/>
21-00065b	Project Plans / Drawings	Life of project or until obsolete. Appraise for historical or operational value.	Electronic		<input checked="" type="checkbox"/>

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 Required by LGRP
21-00066	Public Hearings A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue.				<input type="checkbox"/>
21-00066Aa	Audio and Video Recordings (Public Hearings)	Retain until scanned	Paper		<input type="checkbox"/>
21-00066Ab	Audio and Video Recordings (Public Hearings)	1 year	Electronic		<input type="checkbox"/>
21-00066Ba	Report of Proceedings (Public Hearings)	Retain until scanned	Paper		<input type="checkbox"/>
21-00066Bb	Report of Proceedings (Public Hearings)	Permanent	Electronic		<input type="checkbox"/>
21-00066Ca	Transcripts (Public Hearings)	Retain until scanned	Paper		<input type="checkbox"/>
21-00066Cb	Transcripts (Public Hearings)	5 years	Electronic		<input type="checkbox"/>
21-00067a	Publications (created by the local government) Brochures and promotional material created by county agencies to inform the public of services and functions.	Retain until scanned	Paper		<input type="checkbox"/>
21-00067b	Publications (created by the local government)	Until superseded or obsolete. Retain one copy permanently.	Electronic		<input type="checkbox"/>
21-00068a	Records Inventory A detailed listing of the types, locations, dates, volumes,	Retain until scanned	Paper		<input type="checkbox"/>

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 Required by LGRP
	equipment, and usage data of public records.				
21-00068b	Records Inventory	Until superseded	Electronic		<input type="checkbox"/>
21-00069a	Records Requests ORC 149.43 - Requests to inspect and review public records.	Retain until scanned	Paper		<input type="checkbox"/>
21-00069b	Records Requests	2 years	Electronic		<input type="checkbox"/>
21-00070a	Records Retention and Disposition Forms Records, also called RC-1, RC-2, and RC3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Retain until scanned	Paper		<input type="checkbox"/>
21-00070b	Records Retention and Disposition Forms	Permanent	Electronic		<input type="checkbox"/>
21-00071a	Research Records Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Retain until scanned	Paper		<input type="checkbox"/>
21-00071b	Research Records	Until no longer of administrative,	Electronic		<input type="checkbox"/>

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 Required by LGRP
		fiscal, or legal value.			
21-00072a	Resolutions Written motions officially documenting policy development and decisions.	Electronic	Paper		<input type="checkbox"/>
21-00072b	Resolutions	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00073a	Scrapbooks Compilation of materials for retention of institutional memory.	Retain until scanned	Paper		<input checked="" type="checkbox"/>
21-00073b	Scrapbooks	Appraise for historical value.	Electronic		<input checked="" type="checkbox"/>
21-00074a	Service Requests Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Retain until scanned	Paper		<input type="checkbox"/>
21-00074b	Service Requests	Until no longer of administrative value.	Electronic		<input type="checkbox"/>

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 Required by LGRP
21-00075a	Special Accounting Records Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12.	Retain until scanned	Paper		<input type="checkbox"/>
21-00075b	Special Accounting Records	4 years	Electronic		<input type="checkbox"/>
21-00076a	Speeches / Presentations Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Retain until scanned	Paper		<input type="checkbox"/>
21-00076b	Speeches / Presentations	Until no longer of administrative value/ appraise for historical value.	Electronic		<input checked="" type="checkbox"/>
21-00077a	Statements of Qualifications Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66.	Retain until scanned	Paper		<input type="checkbox"/>
21-00077b	Statements of Qualifications	2 years	Electronic		<input type="checkbox"/>

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 Required by LGRP
21-00078a	Surveillance Tapes / Videos Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00078b	Surveillance Tapes / Videos	Use for one cycle then reuse provided no action pending.	Electronic		<input type="checkbox"/>
21-00079a	Surveys and Questionnaires Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Retain until scanned	Paper		<input type="checkbox"/>
21-00079b	Surveys and Questionnaires	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00080	Telephone Records				<input type="checkbox"/>
21-00080Aa	Telephone Records Messages for recipients received via telephone.	Retain until scanned	Paper		<input type="checkbox"/>
21-00080Ab		Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00080Ba	Telephone Records Logs- track incoming call.	Retain until scanned	Paper		<input type="checkbox"/>
21-00080Bb		6 months	Electronic		<input type="checkbox"/>
21-00081a	Training Files Documentation of employee training.	Retain until scanned	Paper		<input type="checkbox"/>

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 Required by LGRP
21-00081b	Training Files	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00082a	Travel Requests / Expense Reports Requests for reimbursement for employee travel.	Retain until scanned	Paper		<input type="checkbox"/>
21-00082b	Travel Requests / Expense Reports	3 years	Electronic		<input type="checkbox"/>
21-00083a	Uniform Record Records tracking the management of uniforms provided by the county.	Retain until scanned	Paper		<input type="checkbox"/>
21-00083b	Uniform Record	3 years	Electronic		<input type="checkbox"/>
21-00084a	Vehicle Maintenance Records Records noting repairs to and routine maintenance of county-owned vehicles.	Retain until scanned	Paper		<input type="checkbox"/>
21-00084b	Vehicle Maintenance Records	Until vehicle sold or disposed of.	Electronic		<input type="checkbox"/>
21-00085a	Vehicle Mileage Records Log of mileage and expenses incurred in county-owned vehicles.	Retain until scanned	Paper		<input type="checkbox"/>
21-00085b	Vehicle Mileage Records	Until vehicle sold or disposed of.	Electronic		<input type="checkbox"/>
21-00086a	Visitors' Log or Sign-In Sheets Registers or logs used to track visitors visiting an office.	Retain until scanned	Paper		<input type="checkbox"/>
21-00086b	Visitors' Log or Sign-In Sheets	1 year	Electronic		<input type="checkbox"/>
21-00087a	Work Orders Requests asking for maintenance, assistance and/or services.	Retain until scanned	Paper		<input type="checkbox"/>
21-00087b	Work Orders	1 year	Electronic		<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 Required by LGRP
21-00088a	Work Schedules Schedules noting working hours for employees.	Retain until scanned	Paper		<input type="checkbox"/>
21-00088b	Work Schedules	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00089a	Workers' Compensation Claims ORC 4123 - Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00089b	Workers' Compensation Claims	10 years after last activity.	Electronic		<input type="checkbox"/>

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