



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

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

Engineer

(Local Government Entity)

(Unit)

Jeremiah D. Upp, P.E., P.S.

Fairfield County Engineer

11-09-2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County

Records Commission

210 East Main Street

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.

Daniel Brown

11 22 2021

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

11-30-2021

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.*

Fairfield County

Engineer

(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
	FINANCE				
21-00100	Accounts Payable/Receivable Monthly Budget Balances	Continually maintained & updated (no RC3 required)	Multi		<input type="checkbox"/>
21-00101	Accounts Payable (Vouchers, Requisitions, Purchase Orders, Invoices, Statements, Warrants)	3 years provided audited	Multi	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.	<input type="checkbox"/>
21-00102	Accounts Payable – Weigh Tickets	5 years	Multi		<input type="checkbox"/>
21-00103	Accounts Receivable – Pay-ins and records of pay-ins	3 years provided audited	Multi		<input type="checkbox"/>
21-00104	Audit Reports – Federal, State, Internal	7 years	Multi		<input type="checkbox"/>
21-00105	Bonds – Official Bonds	10 years after expiration provided audited	Multi		<input type="checkbox"/>
21-00106	Budget – Annual Budget	Permanent	Multi		<input checked="" type="checkbox"/>
21-00107	Cast Registers/Journals	3 years provided audited	Multi		<input type="checkbox"/>
21-00108	Force Accounting/GASB Records	After State & Federal audits are conducted, audit reports released & all litigation claims & audit findings are resolved	Multi		<input type="checkbox"/>
21-00109	Grants – Federal (Grant Files & Supporting Records & Documents)	After State & Federal audits are conducted, audit reports released, & all litigation claims & audit findings are resolved	Multi		<input type="checkbox"/>
21-00110	Grants – Ohio Public Works Commission (Awarded)	7 years after project closes provided audited	Multi		<input type="checkbox"/>

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21-00111	Leases	5 years after expiration provided audited	Multi		<input type="checkbox"/>
21-00112	Petty Cash Records, Receipt Books	3 years provided audited	Multi		<input type="checkbox"/>
	GIS/SUBDIVISIONS				
21-00113	Annexation Files	Permanent	Multi		<input checked="" type="checkbox"/>
21-00114	Base Maps (Bridge, Culvert & Sign)	Permanent	Multi		<input checked="" type="checkbox"/>
21-00115	Benchmark Sheets – County	Permanent	Multi		<input checked="" type="checkbox"/>
21-00116	Bridge Records – County (Inspection, Inventory, Construction & Analysis)	Permanent	Multi		<input checked="" type="checkbox"/>
21-00117	Bridge Pictures	Permanent	Multi		<input checked="" type="checkbox"/>
21-00118	Ditch Records	Permanent	Multi		<input checked="" type="checkbox"/>
21-00119	Field Notes, Plats & Sketches	Until no longer of administrative value	Multi		<input type="checkbox"/>
21-00120	GIS Map Project	Continually updated & revised (RC3 not required)	Multi		<input type="checkbox"/>
21-00121	Indices (Bridge, Culvert, Ditch, Road & Survey)	Permanent	Multi		<input checked="" type="checkbox"/>
21-00122	Maps & Plans (Blueprints); All Types; Final & As-Built	Permanent	Multi		<input checked="" type="checkbox"/>
21-00123	Photographs (Aerial)	Permanent	Multi		<input checked="" type="checkbox"/>
21-00124	Plats – Final Approved	Permanent	Multi		<input checked="" type="checkbox"/>
21-00125	Preliminary Development Files	Maintained until no longer of administrative value	Multi		<input type="checkbox"/>
21-00126	Research Files	7 years or no longer of administrative value	Multi		<input type="checkbox"/>
21-00127	Road Records - County & Township	Permanent	Multi		<input checked="" type="checkbox"/>

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21-00128	Standards Committee – Contract Information	15 years provided audited	Multi		<input type="checkbox"/>
21-00129	Standards Committee – Minutes from Meetings	Permanent	Multi		<input checked="" type="checkbox"/>
21-00130	Subdivisions (Allotments); Drainage Maintenance District Files	Permanent	Multi		<input checked="" type="checkbox"/>
21-00131	Survey Control Monuments	Permanent	Multi		<input checked="" type="checkbox"/>
21-00132	Surveys – Final Accepted Surveys	Permanent	Multi		<input checked="" type="checkbox"/>
	FUEL				
21-00133	Fuel Tank Records	3 years	Multi		<input type="checkbox"/>
21-00134	Fuel Logs	3 years provided audited	Multi		<input type="checkbox"/>
	INVENTORIES				
21-00135	Inventories – Consumables	3 years provided audited	Multi		<input type="checkbox"/>
21-00136	Inventories – Fixed Assets	3 years provided audited	Multi		<input type="checkbox"/>
21-00137	Inventories – Parts	3 years provided audited	Multi		<input type="checkbox"/>
21-00138	Inventories - Sign	Permanent – Continually maintained & updated (no RC3 required)	Multi		<input type="checkbox"/>
21-00139	Inventories – Vehicle/Equipment	3 years provided audited	Multi		<input type="checkbox"/>
	MISCELLANEOUS				
21-00140	Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>

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21-00141	Automatic Data Processing & Electronic Data Processing Media Master Files (Accounts Payable, Accounts Receivable, Bridges, Culverts, Ditches, Equipment, Inventories, Payroll, Personnel, Purchase Orders, Roads, etc)	Permanent	Multi		<input type="checkbox"/>
21-00142	Automatic Data Processing Temporary Storage Files	Continually maintained, updated or revised (RC3 not required)	Multi		<input type="checkbox"/>
21-00143	Claim & Litigation Records	7 years after final decision rendered & no legal actions or appeals pending	Multi		<input type="checkbox"/>
21-00144	Committee Files – Agendas	3 years	Multi		<input type="checkbox"/>
21-00145	Committee Meeting Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
21-00146	Daily Work Reports	7 years	Multi		<input type="checkbox"/>
21-00147	Publications	Until revised, superseded, discontinued and no longer of administrative value (RC3 not required) Retain ONE copy for future reference)	Multi		<input type="checkbox"/>
21-00148	Resolutions	15 years	Multi		<input checked="" type="checkbox"/>
21-00149	Tapes (Recordings, Video Recordings) & Handwritten Notes of Meetings	Until no longer of administrative value (RC3 not required)	Multi		<input type="checkbox"/>
21-00150	Tapes, DVD's, or other Electronic Storage Media	Until no longer of administrative value	Multi		<input type="checkbox"/>
21-00151	Township Meeting Files	Permanent	Multi		<input checked="" type="checkbox"/>

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	PERMITS				
21-00152	Permits & Applications (Landowner & Mailbox)	Permanent	Multi		<input type="checkbox"/>
21-00153	Permits & Applications (Utilities)	Permanent	Multi		<input type="checkbox"/>
21-00154	Permits & Applications (Oversized & Overweight)	1 year and no longer of administrative value	Multi		<input type="checkbox"/>
	PROJECTS				
21-00155	Bid, Quotes & Proposals (successful)	5 years	Multi		<input type="checkbox"/>
21-00156	Bids, Quotes & Proposals (unsuccessful)	3 years	Multi		<input type="checkbox"/>
21-00157	Consultant Selection Program (selected & retained)	4 years after expiration of contract	Multi		<input type="checkbox"/>
21-00158	Consultant Selection Program (not selected or retained)	Maintain until no longer of administrative value	Multi		<input type="checkbox"/>
21-00159	Consultant Reports	15 years	Multi		<input checked="" type="checkbox"/>
21-00160	Contracts & Agreements	15 years provided audited	Multi		<input type="checkbox"/>
21-00161	Delivery & Haul Tickets	5 years provided audited	Multi		<input type="checkbox"/>
21-00162	Feasibility Studies & 5-Year Plans	5 years	Multi		<input type="checkbox"/>
21-00163	Projects – Major Rehabilitation, Reconstruction, Construction	Permanent	Multi		<input checked="" type="checkbox"/>
21-00164	Projects – Minor Maintenance	15 years after completion of project provided audited	Multi		<input type="checkbox"/>

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21-00165	Road Closing/Opening Announcements	2 years & no longer of an administrative value (RC3 not required)	Multi		<input type="checkbox"/>
21-00166	Work Orders	7 years	Multi		<input type="checkbox"/>
21-00167	Work Requests	1 year & no longer of administrative value	Multi		<input type="checkbox"/>
21-00168	Work Schedules & Progress Reports	1 year & no longer of administrative value	Multi		<input type="checkbox"/>
21-00169	Utility Letters – Projects	Permanent	Multi		<input type="checkbox"/>
21-00170	Utility Coordination Files – Projects	Permanent	Multi		<input type="checkbox"/>
21-00171	Utility Contacts - Projects	Continually maintained & updated (no RC3 required)	Multi		<input type="checkbox"/>
21-00172	Utility Information Status	8 years	Multi		<input type="checkbox"/>
	SAFETY				
21-00173	Accident Reports	2 years & no claims or legal actions pending	Multi		<input type="checkbox"/>
21-00174	Complaints & Problem Reports/Daily Weather Reports	8 years	Multi		<input type="checkbox"/>
21-00175	Speed Studies	Permanent	Multi		<input checked="" type="checkbox"/>
21-00176	Traffic Studies	Until superseded or no longer of administrative value	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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