



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

Human Resources

(Local Government Entity)

(Unit)

Jeffrey Porter

Human Resources and Risk Management Director

11/18/21

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County Data Board

Records Commission

210 E 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.

11/22/21

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.*

(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 Used to report employee accidents. Records may include accident reports, occupational injury reports and investigations, and employee identification and physical assessment forms.	Retain until scanned	Paper		<input type="checkbox"/>
21-00001b	Accident Reports	6 years	Electronic		<input type="checkbox"/>
21-00002a	Accruals Tracks vacation, sick and compensatory time used by employees. Final accrual report kept in permanent personnel file.	Retain until scanned	Paper		<input type="checkbox"/>
21-00002b	Accruals	3 years	Electronic		<input type="checkbox"/>
21-00003a	Claims and Litigation Files Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission (OCRC), Equal Employment Opportunity Commission (EEOC) and Worker's Compensation.	Retain until scanned	Paper		<input type="checkbox"/>
21-00003b	Claims and Litigation Files	5 years	Electronic		<input type="checkbox"/>
21-00004a	Classification Files Records evaluating the duties, responsibilities, tasks and authority level of a job. Used to determine pay or salary.	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
21-00004b	Classification files	2 years (29 CFR 1602.14; 29 CFR 1627.3).	Electronic		<input type="checkbox"/>
21-00005a	Collective Bargaining Agreement Contracts Agreements and contracts resulting from negotiations with employee bargaining units.	Retain until scanned	Paper		<input type="checkbox"/>
21-00005b	Collective Bargaining Agreement Contracts	8 years after superseded. (ORC 2305.06).	Electronic		<input type="checkbox"/>
21-00006a	Collective Bargaining Agreement Negotiation Files Records concerning the negotiations of various union contracts.	Retain until scanned	Paper		<input type="checkbox"/>
21-00006b	Collective Bargaining Agreement Negotiation Files	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
21-00007a	Commercial Driver's License (CDL) Records of employees' acquisition and maintenance of commercial driver's licenses. Can include random Department of Transportation audits, results for positive alcohol and controlled substances tests, refusals to submit to testing, driver evaluations and referrals	Retain until scanned	Paper		<input type="checkbox"/>
21-00007b	Commercial Driver's License (CDL)	5 years (49 CFR 382.401).	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
21-00008a	Commercial Driver's License (CDL) Collection Process Documents Laboratory list of random samples taken.	Retain until scanned	Paper		<input type="checkbox"/>
21-00008b	Commercial Driver's License (CDL) Collection Process Documents	2 years (49 CFR 382.401).	Electronic		<input type="checkbox"/>
21-00009a	Commercial Driver's License (CDL) Negative Results Records of negative results for controlled substances and less than .02 alcohol levels.	Retain until scanned	Paper		<input type="checkbox"/>
21-00009b	Commercial Driver's License (CDL) Negative Results	1 years (49 CFR 382.401).	Electronic		<input type="checkbox"/>
21-00010a	EEO Data Sheets Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics	Retain until scanned	Paper		<input type="checkbox"/>
21-00010b	EEO Data Sheets	3 years	Electronic		<input type="checkbox"/>
21-00011a	EEO-4 Report Periodic report required by the federal government that indicates the position of the county workforce by sex and race/ethnicity. (29 CFR 1602.30 & 1602.31)	Retain until scanned	Paper		<input type="checkbox"/>
21-00011b	EEO-4 Report	3 years	Electronic		<input type="checkbox"/>
21-00012a	Employee Assistance Program Records related to employees sent to participate in an employee assistance program (EAP), which	Retain until scanned	Paper		<input type="checkbox"/>

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	seeks to address unacceptable job performance or conduct. Can include formal referrals, updates, status reports, appointments, recommendations, and completion records.				
21-00012b	Employee Assistance Program	6 years	Electronic		<input type="checkbox"/>
21-00013a	Employee Benefits Records Documentation of benefits, insurance, and dependents selected, by each county employee. Can also include COBRA, transportation reimbursement, tuition reimbursement, etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00013b	Employee Benefits Records	6 years	Electronic		<input type="checkbox"/>
21-00014a	Employee Application – Not Hired Employment application process records. Can include recruitment files and notes, interview questions, testing results and background checks. Employment application of hired applicants kept in Personnel File.	Retain until scanned	Paper		<input type="checkbox"/>
21-00014b	Employee Application – Not Hired	2 years (29 CFR 1602.14; 29 CFR 1627.3).	Electronic		<input type="checkbox"/>
21-00015a	Ethics Forms Disclosures, verification of licenses, registrations or certification, or financial disclosures, required 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
21-00015b	Ethics Forms	3 years	Electronic		<input type="checkbox"/>
21-00016a	Family Medical Leave Act (FMLA) Records Disclosure and correspondence to employees utilizing leave under FMLA.	Retain until scanned	Paper		<input type="checkbox"/>
21-00016b	Family Medical Leave Act (FMLA) Records	3 years (29 CFR 825.500).	Electronic		<input type="checkbox"/>
21-00017a	Grievances Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions toward an employee or the employer. (Union and Non-Union).	Retain until scanned	Paper		<input type="checkbox"/>
21-00017b	Grievances	3 years after union contract expires or resolution or final response.	Electronic		<input type="checkbox"/>
21-00018a	Health & Wellness Records Comprehensive health program designed to maintain high level of employee wellbeing. Includes program activity details and employee participation.	Retain until scanned	Paper		<input type="checkbox"/>
21-00018b	Health & Wellness Records	2 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
21-00019a	Immigration Forms & I-9s Form I-9 Employment and Eligibility Verification for all newly hired employees to verify their identity and authorization to work in the United States. Per Dept. of Homeland Security regulation 8 CFR 274a.2.	Retain until scanned	Paper		<input type="checkbox"/>
21-00019b	Immigration Forms & I-9s	3 years after date of hire or 1 year after termination whichever is later.	Electronic		<input type="checkbox"/>
21-00020a	Intern Files Records of students who served paid internships.	Retain until scanned	Paper		<input type="checkbox"/>
21-00021b	Intern Files	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation.	Electronic		<input type="checkbox"/>
21-00021a	Job Description Descriptions of employee positions and job classes. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files	Retain until scanned	Paper		<input type="checkbox"/>

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21-00021b	Job Description	Until revised, superseded, or obsolete	Electronic		<input type="checkbox"/>
21-00022a	Job Postings Records created during recruitment process. May contain employment applications, resumes, and/or background checks of applicants not hired, or interview notes.	Retain until scanned	Paper		<input type="checkbox"/>
21-00022b	Job Postings	2 years (29 CFR 1602.14; 29 CFR 1627.3).	Electronic		<input type="checkbox"/>
21-00023a	Layoff Records / Employee Retention Points Documents required by the DAS rules in ranking of employee to determine potential layoffs and displacement rights into other positions. ORC 124.321 to 124.328 and OAC 124-7-01 and ODAS 123:1-41.	Retain until scanned	Paper		<input type="checkbox"/>
21-00023b	Layoff Records / Employee Retention Points	6 years	Electronic		<input type="checkbox"/>

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21-00024a	Personnel Files File maintained for each employee which may include, but is not limited to, items such as application/resume, new hire documentation, position descriptions, personnel actions, training records, emergency contact information, letters of commendation, policy and procedure acknowledgements, performance evaluations, disciplinary documents, and separation records.	Retain until scanned	Paper		<input type="checkbox"/>
21-00024b	Personnel Files	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation.	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
21-00025a	Personnel Files – Discipline Records documenting investigations of personnel for violations of laws, rules and/or policies that result in the issuance of an oral or written reprimand, suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination.	Retain until scanned	Paper		<input type="checkbox"/>
21-00025b	Personnel Files – Discipline	6 years	Electronic		<input type="checkbox"/>
21-00026a	Employee – Medical Medical related documentation of service throughout the duration of an individual's employment. 45 CFR 160; ORC 149.43.	Retain until scanned	Paper		<input type="checkbox"/>
21-00026b	Employee - Medical	6 years after termination (29 CFR 825.500; 29 USC 1027).	Electronic		<input type="checkbox"/>
21-00027a	Tuition Reimbursement Files Acknowledgement of tuition reimbursement policy, request to participate in program and documentation of courses completed or cancelled.	Retain until scanned	Paper		<input type="checkbox"/>
21-00027b	Tuition Reimbursement Files	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
21-00028a	Unemployment Files Individual files on each unemployment claim filed. Copies of claim and supporting documentation. Originals kept by State of Ohio.	Retain until scanned	Paper		<input type="checkbox"/>
21-00028b	Unemployment Files	3 years after closed	Electronic		<input type="checkbox"/>
21-00029a	Volunteer Files Records of those who worked as volunteers or who served as unpaid interns. Can include applications, waiver forms or background checks.	Retain until scanned	Paper		<input type="checkbox"/>
21-00029b	Volunteer Files	3 years after termination of service	Electronic		<input type="checkbox"/>
21-00030a	Worker's Compensation Files covering claims made by employee for Worker's Compensation benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc. ORC 4123.	Retain until scanned	Paper		<input type="checkbox"/>
21-00030b	Worker's Compensation	10 years after final payment	Electronic		<input type="checkbox"/>