



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

Personnel – All county agencies

(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

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.

[Handwritten Signature]

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.*

(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	Employment Job Openings: Postings, recruitment, advertisements	Retain until scanned	Paper		<input type="checkbox"/>
21-00001b	Employment Job Openings	2 years	Electronic		<input type="checkbox"/>
21-00002a	Job Applications, Resumes, Letters of Reference, Interview Notes, Conditional Offer of Employment, Controlled Substance Testing- Not Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00002b	Job Applications, Resumes, Letters of Reference, Interview Notes, Conditional Offer of Employment, Controlled Substance Testing- Not Hired	2 years	Electronic		<input type="checkbox"/>
21-00003a	Examination Forms, Booklets, Score Sheets, Answer Sheets- Not Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00003b	Examination Forms, Booklets, Score Sheets, Answer Sheets- Not Hired	2 years	Electronic		<input type="checkbox"/>
21-00004a	Background Investigations, Polygraph Tests- Not Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00004b	Background Investigations, Polygraph Tests- Not Hired	2 years	Electronic		<input type="checkbox"/>
21-00005a	Department Payroll Worksheets and Related Reports	Retain until scanned	Paper		<input type="checkbox"/>
21-00005b	Department Payroll Worksheets and Related Reports	4 years	Electronic		<input type="checkbox"/>
21-00006a	Occupational Health, Examinations, Psychological Examinations- Not Hired	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
21-00006b	Occupational Health, Examinations, Psychological Examinations- Not Hired	2 years	Electronic		<input type="checkbox"/>
21-00007a	Photographs and Fingerprints- Not Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00007b	Photographs and Fingerprints- Not Hired	2 years	Electronic		<input type="checkbox"/>
21-00008a	Applications, Resumes, Letters of Reference, Interview Notes, Copy of Photographs, Copy of Fingerprints, Letters of Appointment, Conditional Offer of Employment- Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00008b	Applications, Resumes, Letters of Reference, Interview Notes, Copy of Photographs, Copy of Fingerprints, Letters of Appointment, Conditional Offer of Employment- Hired	Place in personnel file	Electronic		<input type="checkbox"/>
21-00009a	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets- Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00009b	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets- Hired	Place in personnel file	Electronic		<input type="checkbox"/>
21-00010a	Background Investigation, Polygraph Test- Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00010b	Background Investigation, Polygraph Test- Hired	Place in personnel file	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
21-00011a	Occupational Health Examination, Controlled Substance Testing, Psychological Examination- Hired	Retain until scanned	Paper		<input type="checkbox"/>
21-00011b	Occupational Health Examination, Controlled Substance Testing, Psychological Examination- Hired	Place in personnel file	Electronic		<input type="checkbox"/>
21-00012a	Job and Position Description	Retain until scanned	Paper		<input type="checkbox"/>
21-00012b	Job and Position Description	Until revised, rescinded, or obsolete	Electronic		<input type="checkbox"/>
21-00013a	Rules, Regulations, Policies & Procedures related to Personnel	Retain until scanned	Paper		<input type="checkbox"/>
21-00013b	Rules, Regulations, Policies & Procedures related to Personnel	7 years after revised, rescinded	Electronic		<input type="checkbox"/>
21-00014a	Organizational Charts and Tables	Retain until scanned	Paper		<input type="checkbox"/>
21-00014b	Organizational Charts and Tables	Until revised or discontinued	Electronic		<input type="checkbox"/>
21-00015a	Employee Training Records- Certifications/Licenses Necessary for Employment/Certifications of Attendance, Continuing Education Verification etc.	Retain until scanned	Paper		<input type="checkbox"/>
21-00015b	Employee Training Records- Certifications/Licenses Necessary for Employment/Certifications of Attendance, Continuing Education Verification etc.	Place in personnel file	Electronic		<input type="checkbox"/>
21-00016a	Departmental Employee B.W.C. Information	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
21-00016b	Departmental Employee B.W.C. Information	Place in medical file	Electronic		<input type="checkbox"/>
21-00017a	Employee Accident/Injury	Retain until scanned	Paper		<input type="checkbox"/>
21-00017b	Employee Accident/Injury	7 years	Electronic		<input type="checkbox"/>
21-00018a	Departmental Employee Insurance Enrollment Records	Retain until scanned	Paper		<input type="checkbox"/>
21-00018b	Departmental Employee Insurance Enrollment Records	Place in personnel file	Electronic		<input type="checkbox"/>
21-00019a	D.O.T. CDL Substance Abuse Program Files	Retain until scanned	Paper		<input type="checkbox"/>
21-00019b	D.O.T. CDL Substance Abuse Program Files	1 year 49(CFR 382.401).	Electronic		<input type="checkbox"/>
21-00020a	Employee Performance Evaluations	Retain until scanned	Paper		<input type="checkbox"/>
21-00020b	Employee Performance Evaluations	Place in personnel file	Electronic		<input type="checkbox"/>
21-00021a	Letters of Appreciation and Commendations	Retain until scanned	Paper		<input type="checkbox"/>
21-00021b	Letters of Appreciation and Commendations	Place in personnel file	Electronic		<input type="checkbox"/>
21-00022a	Personnel Actions	Retain until scanned	Paper		<input type="checkbox"/>
21-00022b	Personnel Actions	Place in personnel file	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
21-00023a	Complaints of Employee Misconduct	Retain until scanned	Paper		<input type="checkbox"/>
21-00023b	Complaints of Employee Misconduct	Until no longer of admin. or legal value	Electronic		<input type="checkbox"/>
21-00024a	Employee Pre-disciplinary Hearing Case Files	Retain until scanned	Paper		<input type="checkbox"/>
21-00024b	Employee Pre-disciplinary Hearing Case Files	Place in personnel file	Electronic		<input type="checkbox"/>
21-00025a	Grievance Hearing Files	Retain until scanned	Paper		<input type="checkbox"/>
21-00025b	Grievance Hearing Files	15 years	Electronic		<input type="checkbox"/>
21-00026a	Arbitration and Mediation Reports	Retain until scanned	Paper		<input type="checkbox"/>
21-00026b	Arbitration and Mediation Reports	8 years after superseded	Electronic		<input type="checkbox"/>
21-00027a	Fact Finder Reports	Retain until scanned	Paper		<input type="checkbox"/>
21-00027b	Fact Finder Reports	8 years after superseded	Electronic		<input type="checkbox"/>
21-00028a	Union Contracts and Agreements	Retain until scanned	Paper		<input type="checkbox"/>
21-00028b	Union Contracts and Agreements	8 years after superseded	Electronic		<input type="checkbox"/>
21-00029a	Union Contracts and Agreements-Negotiations Work Files & Notes	Retain until scanned	Paper		<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
21-00029b	Union Contracts and Agreements-Negotiations Work Files & Notes	Until no longer of admin. or legal value	Electronic		<input type="checkbox"/>
21-00030a	Employee Family Medical Leave Requests/ Employer Response & Related Documentation	Retain until scanned	Paper		<input type="checkbox"/>
21-00030b	Employee Family Medical Leave Requests/ Employer Response & Related Documentation	Place in medical file	Electronic		<input type="checkbox"/>
21-00031a	Employee Unemployment Compensation Case Files	Retain until scanned	Paper		<input type="checkbox"/>
21-00031b	Employee Unemployment Compensation Case Files	3 years after close	Electronic		<input type="checkbox"/>
21-00032a	Employee Personnel File	Retain until scanned	Paper		<input type="checkbox"/>
21-00032b	Employee Personnel File	Retain portions used to verify employment, retirement, OPERS contribution until 75 years after. All other portions removed 6 years after separation	Electronic		<input type="checkbox"/>
21-00033a	Employee Medical File	Retain until scanned	Paper		<input type="checkbox"/>
21-00033b	Employee Medical File	6 years	Electronic		<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
21-00034a	Individual Employees Medical Verifications- Fitness for Duty documents	Retain until scanned	Paper		<input type="checkbox"/>
21-00034b	Individual Employees Medical Verifications- Fitness for Duty documents	Merge with medical file	Electronic		<input type="checkbox"/>
21-00035a	Compliance Log (PERP 300)	Retain until scanned	Paper		<input type="checkbox"/>
21-00035b	Compliance Log (PERP 300)	6 years	Electronic		<input type="checkbox"/>
21-00036a	Psychological Exams (Promotional Process)	Retain until scanned	Paper		<input type="checkbox"/>
21-00036b	Psychological Exams (Promotional Process)	7 years after date of examination	Electronic		<input type="checkbox"/>
21-00037a	Employee Classification Description	Retain until scanned	Paper		<input type="checkbox"/>
21-00037b	Employee Classification Description	2 years	Electronic		<input type="checkbox"/>
21-00039a	Affirmative Action Logs (Applicant, New Hires, Promotion, Demotion, Transfer)	Retain until scanned	Paper		<input type="checkbox"/>
21-00039b	Affirmative Action Logs (Applicant, New Hires, Promotion, Demotion, Transfer)	7 years. Incorporate into Annual Affirmative Action Report	Electronic		<input type="checkbox"/>
21-00040a	Employee Training Programs & Manuals	Retain until scanned	Paper		<input type="checkbox"/>
21-00040b	Employee Training Programs & Manuals	3 years after revised or rescinded	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
21-00041a	EEOC File-Federal EEOC Compliance File Reports & Documentation & Affirmative Action Plan	Retain until scanned	Paper		<input type="checkbox"/>
21-00041b	EEOC File-Federal EEOC Compliance File Reports & Documentation & Affirmative Action Plan	3 years	Electronic		<input type="checkbox"/>
21-00042a	Employee Position, Job Bid Requests and Hiring Summaries	Retain until scanned	Paper		<input type="checkbox"/>
21-00042b	Employee Position, Job Bid Requests and Hiring Summaries	5 years	Electronic		<input type="checkbox"/>
21-00043a	Employee Uniform, Clothing & Equipment Records	Retain until scanned	Paper		<input type="checkbox"/>
21-00043b	Employee Uniform, Clothing & Equipment Records	4 years after revised or superseded, provided audited	Electronic	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"/>
21-00044a	American with Disabilities Act (ADA) Documentation and Reports	Retain until scanned	Paper		<input type="checkbox"/>
21-00044b	American with Disabilities Act (ADA) Documentation and Reports	Place in personnel file	Electronic		<input type="checkbox"/>
21-00045a	Employee Time Cards/Sheets/Books/ Records	Retain until scanned	Paper		<input type="checkbox"/>
21-00045b	Employee Time Cards/Sheets/Books/ Records	4 years provided audited	Electronic		<input type="checkbox"/>
21-00046a	Employee Leave Requests- Vacation, Compensation, Sick Leave, Holiday, etc	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
21-00046b	Employee Leave Requests- Vacation, Compensation, Sick Leave, Holiday, etc	4 years provided audited	Electronic		<input type="checkbox"/>
21-00047a	Employee Overtime Authorization	Retain until scanned	Paper		<input type="checkbox"/>
21-00047b	Employee Overtime Authorization	4 years provided audited	Electronic		<input type="checkbox"/>
21-00048a	Overtime Reports- Bi-Weekly, Monthly, Quarterly, Semi-Annual, Annual	Retain until scanned	Paper		<input type="checkbox"/>
21-00048b	Overtime Reports- Bi-Weekly, Monthly, Quarterly, Semi-Annual, Annual	4 years provided audited	Electronic		<input type="checkbox"/>
21-00049a	Risk Management Reports/Data	Retain until scanned	Paper		<input type="checkbox"/>
21-00049b	Risk Management Reports/Data	2 years provided all claims are settled	Electronic		<input type="checkbox"/>
21-00050a	Employee Leave Balances	Retain until scanned	Paper		<input type="checkbox"/>
21-00050b	Employee Leave Balances	Maintained until final determination of pension benefit	Electronic		<input type="checkbox"/>
21-00051a	Retirement System Payments- Records & Waivers	Retain until scanned	Paper		<input type="checkbox"/>
21-00051b	Retirement System Payments- Records & Waivers	75 years	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
21-00052a	Applications for PERS Refund or Waiver	Retain until scanned	Paper		<input type="checkbox"/>
21-00052b	Applications for PERS Refund or Waiver	75 years	Electronic		<input type="checkbox"/>
21-00053a	Employee Earning Records	Retain until scanned	Paper		<input type="checkbox"/>
21-00053b	Employee Earning Records	Maintained until final determination of pension benefit	Electronic		<input type="checkbox"/>
21-00054a	Employee Holding Requests	Retain until scanned	Paper		<input type="checkbox"/>
21-00054	Employee Holding Requests	4 years after revised or rescinded	Electronic		<input type="checkbox"/>
21-00055a	W-2 Forms	Retain until scanned	Paper		<input type="checkbox"/>
21-00055b	W-2 Forms	7 years provided audited	Electronic		<input type="checkbox"/>
21-00057a	Garnishment Orders	Retain until scanned	Paper		<input type="checkbox"/>
21-00057b	Garnishment Orders	4 years after employment terminates or order is rescinded	Electronic		<input type="checkbox"/>
21-00058a	Notification of Pay Step Increases	Retain until scanned	Paper		<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
21-00058b	Notification of Pay Step Increases	Place in personnel file	Electronic		<input type="checkbox"/>
21-00059a	I-9 Forms (Immigration Reform and Control Act) (All new hires since 11-6-96)	Retain until scanned	Paper		<input type="checkbox"/>
21-00059b	I-9 Forms (Immigration Reform and Control Act) (All new hires since 11-6-96)	3 years from the date of hire OR 1 year after termination. Whichever is later	Electronic		<input type="checkbox"/>
21-00060a	Payroll Journal/Record-Annual Cumulative	Retain until scanned	Paper		<input type="checkbox"/>
21-00060b	Payroll Journal/Record-Annual Cumulative	50 years provided audited	Electronic		<input type="checkbox"/>
21-00061a	Payroll Journal/Record-Weekly, Bi-Weekly, Monthly Payroll Journal	Retain until scanned	Paper		<input type="checkbox"/>
21-00061b	Payroll Journal/Record-Weekly, Bi-Weekly, Monthly Payroll Journal	4 years provided audited and retained in personnel file	Electronic		<input type="checkbox"/>
21-00062a	COBRA-Initial Notice (the Consolidated Omnibus Budget Reconciliation Act of 1986)	Retain until scanned	Paper		<input type="checkbox"/>
21-00062b	COBRA-Initial Notice (the Consolidated Omnibus Budget Reconciliation Act of 1986)	7 years after date of issuance	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
21-00063a	COBRA-Termination of Coverage Notice (the Consolidated Omnibus Budget Reconciliation Act of 1986)	Retain until scanned	Paper		<input type="checkbox"/>
21-00063b	COBRA-Termination of Coverage Notice (the Consolidated Omnibus Budget Reconciliation Act of 1986)	7 years after date of issuance	Electronic		<input type="checkbox"/>
21-00064a	Employee Development Files (Maintained for the administration of Performance Evaluation Process and the day-to-day management of employees)	Retain until scanned	Paper		<input type="checkbox"/>
21-00064b	Employee Development Files (Maintained for the administration of Performance Evaluation Process and the day-to-day management of employees)	Until no longer of admin. or legal value	Electronic		<input type="checkbox"/>
21-00065a	Drug Testing	Retain until scanned	Paper		<input type="checkbox"/>
21-00065b	Drug Testing	5 years	Electronic		<input type="checkbox"/>
21-00066a	Employee Benefit Packages-summary Plan Design & Employee Benefit Guide	Retain until scanned	Paper		<input type="checkbox"/>
21-00066b	Employee Benefit Packages-summary Plan Design & Employee Benefit Guide	7 years after date of issuance	Electronic		<input type="checkbox"/>
21-00067a	Buy-Out Folder	Retain until scanned	Paper		<input type="checkbox"/>
21-00067b	Buy-Out Folder	Until employee leaves county employment and all pension	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
		rights determined			
21-00068a	Human Resources New Hire- Miscellaneous Forms	Retain until scanned	Paper		<input type="checkbox"/>
21-00068b	Human Resources New Hire- Miscellaneous Forms	Until revised or rescinded	Electronic		<input type="checkbox"/>
21-00069a	Employees Health Insurance, Flexible Spending Election Forms	Retain until scanned	Paper		<input type="checkbox"/>
21-00069b	Employees Health Insurance, Flexible Spending Election Forms	3 years provided audited	Electronic		<input type="checkbox"/>
21-00070a	County Human Resources BWC Case Files	Retain until scanned	Paper		<input type="checkbox"/>
21-00070b	County Human Resources BWC Case Files	10 years after final payment	Electronic		<input type="checkbox"/>
21-00071a	Employee Incident/Accident and Blood born pathogen exposure	Retain until scanned	Paper		<input type="checkbox"/>
21-00071b	Employee Incident/Accident and Blood born pathogen exposure	30 years after term	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