



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

Risk Management

(Local Government Entity)

(Unit)

Jeffrey Porter

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.

Carol 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.

(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	Bureau of Workers' Compensation – Lost Time Claims A worker's compensation claim where eight or more calendar days are lost from work due to a work related accident or illness. ORC 4123.52	Retain until scanned	Paper		<input type="checkbox"/>
21-00001b	Bureau of Workers' Compensation – Lost Time Claims	10 years after final activity	Electronic		<input type="checkbox"/>
21-00002a	Bureau of Workers' Compensation – Medical Only Claims A worker's compensation claim where seven or fewer calendar days are lost from work due to a work related accident or illness. ORC 4123.52	Retain until scanned	Paper		<input type="checkbox"/>
21-00002b	Bureau of Workers' Compensation – Medical Only Claims	10 years after final activity	Electronic		<input type="checkbox"/>
21-00003a	COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) A health insurance law which allows an employee who leaves employment to continue to be covered under the county's health plan. Documents relating A health insurance law which allows an employee who leaves employment to continue to be covered	Retain until scanned	Paper		<input type="checkbox"/>
21-00003b	COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)	No less than 6 years after filing date.	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
21-00004a	CORSA (County Risk Sharing Authority) Ohio county insurance pool. Includes incidents; claims; annual vehicle reports; renewals; buildings and contents appraisals; certificates of coverage.	Retain until scanned	Paper		<input type="checkbox"/>
21-00004b	CORSA (County Risk Sharing Authority)	2 years provided all claims settled	Electronic		<input type="checkbox"/>
21-00005a	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"/>
21-00005b	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)	Until updated or superseded	Electronic		<input type="checkbox"/>
21-00006a	Drug/Alcohol Test Results Results of drug and/or alcohol tests taken by employees. 49 CFR 382.401	Retain until scanned	Paper		<input type="checkbox"/>
21-00006b	Drug/Alcohol Test Results	5 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
21-00007a	Employee Incident/ Accident Reports on Blood borne pathogens exposure Records for an incident or accident in which an employee has been exposed to a blood borne pathogen.	Retain until scanned	Paper		<input type="checkbox"/>
21-00007b	Employee Incident/ Accident Reports on Blood borne pathogens exposure	30 years after employee terminates	Electronic		<input type="checkbox"/>
21-00008a	Employee Incident/ Accident Reports on exposure to Hazardous Material Records for an incident or accident in which an employee has been exposed to hazardous material	Permanent	Paper		<input type="checkbox"/>
21-00008b	Employee Incident/ Accident Reports on exposure to Hazardous Material	Permanent	Electronic		<input type="checkbox"/>
21-00009a	Employee Incident/ Accident claim Reports-Personal Injury/Risk Claims (not workers' Comp Claim) Report of employee minor personal injury while on county business.	Retain until scanned	Paper		<input type="checkbox"/>
21-00009b	Employee Incident/ Accident claim Reports-Personal Injury/Risk Claims (not workers' Comp Claim)	6 years	Electronic		<input type="checkbox"/>
21-00010a	Employee Insurance Records documenting insurance benefits for employees.	Retain until scanned	Paper		<input type="checkbox"/>
21-00010b	Employee Insurance	7 years	Electronic		<input type="checkbox"/>
21-00011a	Hazardous Materials File Records pertaining to hazardous materials used by County	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
21-00011b	Hazardous Materials File	30 years	Electronic		<input type="checkbox"/>
21-00012a	Health Insurance Policy Records Documents contracts and amendments with health insurance benefit carriers. May include documentation of actions by third party vendors or management organizations such as CEBCO (County Employee Benefits Consortium of Ohio).	Retain until scanned	Paper		<input type="checkbox"/>
21-00012b	Health Insurance Policy Records	8 years after expiration	Electronic		<input type="checkbox"/>
21-00013a	Insurance Renewal Quotes Records documenting the publicizing, evaluation and awarding of quotes for insurance coverage. May include bid and quote lists, notices of bid opening and award, comparison summaries, tabulation worksheets, bid advertising records, and bid specifications and correspondence.	Retain until scanned	Paper		<input type="checkbox"/>
21-00013b	Insurance Renewal Quotes	Successful- Place with Contract Unsuccessful - 2 years	Electronic		<input type="checkbox"/>
21-00014a	Material Safety Data Sheets Record that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. Related documents 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, related to these hazards etc.				
21-00014b	Material Safety Data Sheets	Until superseded, obsolete, or replaced/appraised for historical value	Electronic		<input type="checkbox"/>
21-00015a	Public Employment Risk Reduction Program/ Occupational Safety and Health Administration Records (PERRP) Program provided by OhioBWC that ensures public employees in Ohio have safe and healthy working condition. Records include but not limited to: log and summary of work related injuries and illnesses with supporting documentation.	Retain until scanned	Paper		<input type="checkbox"/>
21-00015b	Public Employment Risk Reduction Program/ Occupational Safety and Health Administration Records (PERRP)	6 years	Electronic		<input type="checkbox"/>