

MAY 15 2017

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County Ohio Board of DD
(local government entity) (unit)
Gaynor Pfeffer, Executive Assistant to the Superintendent 4/18/17
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Records Commission (telephone number)
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: mark.conrad@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.

Records Commission Chair Signature 5/15/17 Date

Section C: Ohio Historical Society -State Archives

Signature Title Date
Fred Pfeiffer State Archivist 5/17/2017

Section D: Auditor of State

Signature Date
Martin E. Murray 5-30-17

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

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
07-00001	Policies, Procedures, Rules & Regulations	5 Year(s) After Revised, Superseded or Discontinued.	Multi		
07-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	25 Year(s) After Revised, Superseded or Discontinued.	Paper		
07-00003	General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the public office.	1 Year(s) And no longer of administrative, legal or fiscal value. Appraise for historical value. File according to content.	Multi		
07-00004	Transient Correspondence or Communication Records:	Until no longer of Administrative Value (RC-3 not Required).	Multi		
07-00005	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and similar Unsolicited Communications	May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record.	Multi		
07-00006	Copies- Reading, Informational and Reference. (Originals maintained).	Retain until no longer of Administrative Value. (RC-3 Not Required).	Multi		
07-00007	Drafts & Informal Notes. (Consisting of transitory information used to prepare the official record in any form).	Retain until no longer of Administrative Value. (RC-3 Not Required).	Multi		
07-00008	Bulletins, Posters, General Notices and Displays.	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		

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07-00009	Blank Forms.	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
07-00010	Awards, Newspaper Articles & Clippings	5 Year(s) And no longer of a historical value.	Multi		
07-00011	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
07-00012	Professional Organization & Association Files	1 Year(s) And no longer of an Administrative value.	Multi		
07-00013	Electronic Mail Systems. {pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase Email that has no significant value. (RC-3 Not Required).	Computer		
07-00014	Equipment Operating & Maintenance Manuals	Until equipment sold, scrapped or no longer property of the County.	Multi		
07-00015	Equipment Maintenance & Repair Records	1 Year(s) After Equipment sold, scrapped or no longer the property of the County.	Multi		

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07-00016	Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic that may be recreated)	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
07-00017	Voice Mail, Text Messages and Electronic Images.	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
07-00018	Business Cards- Rotary, Rolodex and applicable software files.	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		
07-00019	Planning / Scheduling / Calendar / Training Information and Data on electronic media.	Continually Updated, Revised Completed, Superseded or Erased.	Multi		
07-00020	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually Updated, Revised, Completed, Superseded or Erased.	Multi		
07-00021	Lists / Roster / Informational Directories containing employee contact information	Continually Updated, Revised, Completed, Superseded or Erased.	Multi		
07-00022	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts	Maintain until no longer of an Admin, Fiscal,	Multi		



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		Legal or Historical value.			
07-00023	Electronic Records: Auxiliary or Supportive Process for Data Preservation. (Back-up)	Continually updated and maintained. (RC-3 Not Required- Original Records not altered)	Multi		
07-00024	Anonymous or Unfounded Complaints	Maintain until no longer of an Administrative or Legal value.	Multi		
07-00025	Press and News Releases	3 Year(s) then appraise for administrative or historical value	Multi		✓
07-00026	Photographs, Negatives and Electronic Images	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content (Refer to RC-2). Erase images that have no significant value (RC-3 not Required).	Multi		
07-00027	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded or obsolete.	Paper		
07-00028	Public Records Request Forms	1 Year(s)	Paper		
07-00029	FCBDD Board Meeting Information- Minutes, Appointments, Rules Correspondence, etc.	Permanent	Multi		✓
07-00030	FCBDD Board & Sub Committee Meeting Information	Permanent	Multi		✓
07-00031	Laws, Regulations & Rules (Local, County, State & Federal)	1 Year(s) After Revised or Superseded (RC-3 Not	Paper		

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		Required).			
07-00032	Reference Publications & Directories	Until Revised or Superseded (RC-3 Not Required)	Paper		
07-00033	Labor Management Meetings Records	Until no longer of Admin. Value	Multi		
07-00034	FCBDD Levy Information	Permanent	Multi		<input checked="" type="checkbox"/>
07-00035	Management Team Meeting Information	6 Year(s) And no longer of an Administrative value.	Multi		
07-00036	FCBDD Annual Plans	Permanent	Multi		<input checked="" type="checkbox"/>
07-00037	Training Manuals / Materials	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi		
07-00038	Program / School Calendars	Permanent	Multi		
07-00039	Accreditation Reports / Compliance Files / Evaluations	6 Year(s) And no longer of an Administrative value.	Paper		
07-00040	Ohio Job & Family Services- Community Alternative Funding System- Agreement, correspondence, etc.	7 Year(s) And no longer of an Administrative value.	Multi		
07-00041	Center of Medicare & Medicaid Services Site Review	7 Year(s) And no longer of an Administrative value.	Paper		
07-00042	Waivers – Supported Living, 10, Level 1, etc.	7 Year(s) And no longer of an Administrative value.	Multi		
07-00043	Agency Insurance- Health, Dental, Liability, Fleet, Consultant Information	Maintain significant Historical records until they are no longer of a Historical value.	Multi		

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07-00044	Legal - Opinions	Permanent	Multi		
07-00045	Annual Budget & Budget Preparation Documents	2 Year(s)	Multi		
07-00046	Purchase Orders	4 Year(s) Provided Audited	Multi		
07-00047	Volunteer Records	5 Year(s)	Multi		
07-00048	Newsletters / Brochures / Meeting Handouts	5 Year(s) And no longer of an Administrative value.	Multi		
07-00049	Individual Behavior Support Data Analyses	Maintain significant Historical records until they are no longer of a Historical value.	Multi		
07-00050	Individual Quality Assurance reports, review, and correspondence.	7 Year(s)	Paper		
07-00051	DODD annual self-review reports.	6 Year(s) And no longer of an Administrative value.	Multi		
07-00052	MAC and WAC Billing	7 year(s) Provided Audited	Multi		
07-00053	Incident / Accident Reports	7 Year(s)	Multi		
07-00054	Ohio Department of Education Grant and Food Program Applications	7 year(s)	Multi		
07-00055	Employee and Client Handbooks	5 Year(s)	Multi		
07-00056	IEP's	7 Year(s)	Multi		
07-00057	Progress Reports	7 Year(s)	Paper		
07-00058	School Enrollment Forms	Permanent	Paper		

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.

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07-00059	Work Orders	Until no longer of Admin. Value	Multi		
07-00060	Community Site Information Sheet	Continually maintained and updated.	Paper		
07-00061	Parent / Teacher Conference Forms	Permanent	Paper		
07-00062	Parent Contact Forms	Permanent	Paper		
07-00063	Supervisor Investigation of Employee Incident / Accident Reports	10 Year(s) After Death or 10 years after Disenrollment.	Paper		
07-00064	Preschool Unit Funding / Child count reports	Permanent	Multi		
07-00065	Grant Reimbursement Reports	7 Year(s)	Paper		
07-00066	Grant Final Expenditure Reports	7 Year(s)	Paper	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.	
07-00067	Billing to school districts	3 Year(s) Provided Audited	Paper		
07-00068	Family Correspondence	5 Year(s)	Multi		
07-00069	Assessment Reports	5 Year(s)	Multi		
07-00070	Release of Information	7 Year(s)	Paper		
07-00071	File Server	Continually Maintained and Updated. (No RC-3 Required)	Computer		
07-00072	Licensing	Permanent	Paper		
07-00073	Capital Improvement Projects	Maintain significant Historical records until they are no longer of a Historical value.	Multi		

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07-00074	Fire / Safety Drills	5 Year(s)	Paper		
07-00075	Safety Meeting Minutes	5 Year(s)	Paper		
07-00076	Building Inspections	5 Year(s)	Paper		
07-00077	Invoice Copies / Fiscal	4 Year(s) And no longer of an Admin. Or Fiscal value.	Multi		
07-00078	Transportation Attendance	5 Year(s) And no longer of Administrative value.	Paper		
07-00079	Transportation Reporting T-1, T-2	5 Year(s) And no longer of an Administrative value.	Paper		
07-00080	FCBDD Facility Files	Maintain significant Historical records until they are no longer of a Historical value.	Multi		
07-00081	Project Information	Maintain significant Historical records until they are no longer of a Historical value.	Multi		
07-00082	Emergency Medical Authorization Forms	Maintain significant Historical records until they are no longer of a Historical value.	Paper		
07-00083	Health Insurance- Plan Documents	Until no longer of Admin. Or Legal Value	Paper		
07-00084	Fleet Information	Maintain significant Historical records until they are no longer of a	Multi		

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		Historical value.			
07-00085	Bus Evacuations (Spring & Fall)	5 Year(s)	Multi		
07-00086	Nurse's Notes / Medical Records / Individual Client History Records	5 Year(s) After Death or 10 years after Disenrollment	Multi		
07-00087	Nurse's Notes / Medical Records / Individual Client History Records	10 years after Disenrollment	Multi		
07-00088	Individual Fund Records- Savings Passbook Records, Cash on Hand, Reconciliation Records, Remittance Advices, and Requisitions for purchases from individual funds.	3 Year(s) Provided Audited	: * 種目		
07-00089	Licensure / Medicaid Surveys	7 Year(s) And no longer of an Admin. Or Fiscal value.	Multi		
07-00090	Individual Client Master File-supported by identifying data, eligibility information, financial / legal information, medical information, assessments / evaluations, individual plans, case notes, quality assurance, incident / accident reports.	5 Year(s) After Death or 10 years after Disenrollment.	Multi		
07-00091	Inactive Individual Referral Files (identifying / referral information)	15 Year(s) And no longer of an Administrative value.	Paper		
07-00092	HIPPA Compliance Documentatlon	See Nurse's Notes / Medical Records / Individual Client History Records	Paper		
07-00093	Major Unusual Incidents / Unusual Incidents	7 Year(s)	Paper		
07-00094	Supported Living Documentation	7 Year(s)	Paper		
07-00095	Family Support Services Documentation	5 Year(s)	Paper		
07-00096	Abuser Registry Annual Review Results	Permanent	Paper		
07-00097	Files on Lawsuits Involving the Board-Current and Previous	Permanent	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.

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07-00098	Superintendent Search Information	Maintain significant Historical records until they are no longer of Administrative value.	Multi		
07-00099	Professional service contracts	15 Year(s) Expiration and No Claims Pending	Paper	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.	
07-00100	Title XX contracts; Cusps and supporting documentation & Billings	7 Year(s) Provided Audited	Multi		
0700101	Capital assets listing and depreciation records	Permanent	Multi		
07-00102	Bids-awards, analysis bid packages	3 Year(s) after completion and no claims pending	Paper		
07-00103	Billing documentation for CAFS, Title XX and other revenue sources (Including supporting documentation)	7 Year(s) And Audited	Multi		
07-00104	Medicaid cost reports and supporting documentation	7 Year(s) Provided Audited	Multi		
07-00105	Lease Agreements	15 Year(s) After expiration or medication and no claims pending.	Paper		
07-00106	Internal Audits	Until no longer Of Admin. Or Fiscal	Paper		
07-00107	Fixed Asset & Consumables Inventory (Year End)	5 Year(s) And Audited	Paper		
07-00108	Insurance Policies	15Year(s) After expiration provided all claims settled.	Paper		
07-00109	General Ledger Postings	7 Year(s) and no longer of administrative or historical value	Paper		
07-00110	Transfers Requests (approved requests for transfer of funds within line items by County Auditor)	7 Year(s) and no longer of Administrative or Historical value.	Paper		

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07-00111	Pay Ins (record of cash receipts from outside courses deposited with the County Treasurers office)	7 Year(s) Provided Audited	Multi		
07-00112	Journal Entries (record of adjustments made to the general ledger within the accounting system)	4 Year(s) Provided Audited	Multi		
07-00113	Vendor Files	Continually Maintained, Purged and Updated. (RC-3 Not Required).	Multi		
07-00114	Travel Expense Reports (copies of approval travel reimbursement and supporting documentation)	4 Year(s) 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.	
07-00115	Computer generated payables posting reports	4 Year(s) Provided Audited	Multi		
07-00116	Individual Information Forms (IIF) data and .xml file uploads to DODD website	Until no longer of Admin. or Fiscal value	Multi		
07-00117	Insurance 3ra party billing: Individual's Insurance card and EOB's	Until no longer of Admin. Or Fiscal value.	Multi		
07-00118	Insurance HCFA 1500	Until no longer of Admin. or Fiscal value	Multi		
07-00119	Medicaid bills: Paper for each monthly bill generated and text files for uploads to MBS section of the DODD website. Prior to 2003-paper.	Until no longer of Admin. or Fiscal Value	Multi		
07-00120	Individual Client Budgets	7 Year(s) After Death or 10 years after Disenrollment.	Paper		
07-00121	Mac/Wac hand written notes	Until no longer of Admin. or Fiscal value	Multi		
07-00122	Personnel Records	See Personnel Records Retention Schedule	Multi		