



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

SEP 21 2017

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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: Local Government Unit

Fairfield County

Transportation Improvement District (TID)

(Local Government Entity)

(Unit)

Holly R. Mattei
 (Signature of Responsible Official)

Holly R. Mattei
 (Name)

TID Chair
 (Title)

6/13/17
 (Date)

Section B: Records Commission

Fairfield County

Records Commission

740-652-7090

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: 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.

[Signature]
 Records Commission Chair Signature

9/20/17
 Date

Section C: Ohio History Connection - State Archives

Fred Treundy
 Signature

State Archivist
 Title

9-27-2017
 Date

Section D: Auditor of State

Martin E. Moore
 Signature

Records Manager
 Title

10-16-17
 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

Transportation Improvement District (TID)

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGR P	(6) RC-3 Required by LGRP
	See also County Wide General Schedule for additional record retention requirements				<input type="checkbox"/>
17-00100	Fairfield County Transportation Improvement District (TID) Organization Documents, Bylaws	Permanent	Paper		<input checked="" type="checkbox"/>
17-00101	TID Resolutions	Permanent	Paper		<input checked="" type="checkbox"/>
17-00102	TID Board Meeting Approved Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
17-00103	Agreements, Contracts, and Leases	15 Year(s)	Paper		<input type="checkbox"/>
17-00104	Project Files	5 year(s)	Multi		<input type="checkbox"/>
17-00105	Financial Records, Timesheets	7 Year(s) Maintain significant historical records until they are no longer of a historical value	Multi		<input type="checkbox"/>
17-00107	Personnel Files	Permanent	Paper		<input checked="" type="checkbox"/>
17-00108	TID Board Meeting Digital Tapes of meetings	Erase/Reuse or Destroy after minutes are transcribed and approved (RC-3 not required)	Multi		<input type="checkbox"/>
17-00109	TID Board Meeting Notices and Agendas	5 year(s)	Paper		<input type="checkbox"/>
17-00110	Invitation to Bid, Request for Proposals, Request for Information & Informal Bids	5 year(s) maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>
17-00111	Bid Files: Equipment & Supplies Accepted	5 year(s) provided audited	Multi		<input type="checkbox"/>
17-00112	Bid Files: Capital Improvement Projects	5 year(s) after completion of project,	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Fairfield County

Transportation Improvement District (TID)

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGR P	(6) RC-3 Required by LGRP
		provided audited. Appraise for administrative & historical value. Maintain permanently final as-built drawings & plans			<input type="checkbox"/>
17-00113	Bids: All Types – Not Accepted	5 year(s)	Multi		<input type="checkbox"/>
17-00114	Consultant Reports	15 year(s)	Multi		<input type="checkbox"/>
17-00115	Property Appraisals	12 years after sale or other transfer of property	Multi		<input type="checkbox"/>
17-00116	Project Meeting Minutes	5 year(s) after completion of project	Multi		<input type="checkbox"/>
17-00117	Engineering Design Plans	5 year(s) after project is transferred to another local government	Multi		<input type="checkbox"/>
17-00118	Right-of-Way Files	5 year(s) after project is transferred to another local government	Multi		<input type="checkbox"/>
17-00119	Environmental Documents	10 year(s) after project is transferred to another local government	Multi		<input type="checkbox"/>
17-00120	Construction Documents	5 year(s) after project is transferred to another local government	Multi		<input type="checkbox"/>
17-00121	Project Warranties	3 year(s) after warranty expiration date	Multi		<input type="checkbox"/>
17-00122	Dedication Plats	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>
17-00123	Other Project Related Files	5 years after project is transferred to another local government	Multi		<input type="checkbox"/>