



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

OHIO HISTORY CONNECTION

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MAR 27 2019

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

Fairfield County Auditor

(Local Government Entity)

(Unit)

[Signature] Jon Slater Auditor 3/26/2019
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County

Records Commission

740-652-7076

210 E Main St

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] March 26th 2019
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

[Signature] [Signature] 4-5-2019
Signature Title Date

Section D: Auditor of State

[Signature] [Signature] 4-11-19
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
09-00100	Annual Financial Reports (County Auditor & Ohio Auditor of State)	Permanent	Multi		<input checked="" type="checkbox"/>
09-00101	Abstracts of Manufactured Homes Tax	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00102	Abstracts of Manufactured Homes Tax	Database continually maintained and updated	Computer		<input type="checkbox"/>
09-00103	Addition and Subdivision Maps	Maintained in GIS database. Original paper copy of maps maintained permanently.	Multi		<input type="checkbox"/>
09-00104	Adder and Remitter Reports	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00105	Adder and Remitter Reports	Database Continually Maintained and Updated.	Computer		<input type="checkbox"/>
09-00106	County Agricultural Use Valuation (CAUV) Applications & Renewals	Permanent	Multi		<input checked="" type="checkbox"/>
09-00107	Applications for Deductions for Destroyed Property	6 Years Provided Audited	Multi		<input type="checkbox"/>
09-00108	Applications for Exemptions	6 Years Provided Audited	Multi		<input type="checkbox"/>
09-00109	Appraisals – New Construction	6 Years after date of filing and Provided Audited	Multi		<input type="checkbox"/>
09-00110	Auditors Tax Lists – Inventory & Grain	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00111	Cigarette License Applications	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00112	Cigarette License Applications	Database Continually updated and maintained.	Computer		<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
09-00113	Conveyance Fee Forms	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00114	Delinquent Land Tax Certificates (Copy)	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00115	Delinquent Land Tax Certificates (Copy)	Database Continually updated and maintained.	Computer		<input type="checkbox"/>
09-00116	Assessment Records – Special, Ditch, Sewer, Sidewalk, Pavement, Street, Township)	5 Years after last assessment recorded therein is paid. Provided Audited.	Multi		<input type="checkbox"/>
09-00117	Assessment Records – Special, Ditch, Sewer, Sidewalk, Pavement, Street, Township)	Database Continually updated and maintained.	Computer		<input type="checkbox"/>
09-00118	Dog License and Kennel License Application	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00119	Exempt Personal Property Lists	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00120	Exempt Personal Property Lists	Database Continually updated and maintained	Computer		<input type="checkbox"/>
09-00121	Exempt Real Property Lists	Permanent	Multi		<input checked="" type="checkbox"/>
09-00122	Exempt Real Property Lists	Database Continually updated and maintained	Computer		<input type="checkbox"/>
09-00123	Forfeited Lands and Lots (Forfeited Land Sales)	21 Years after last entry	Multi		<input checked="" type="checkbox"/>
09-00124	Homestead Exemption Applications	Until property sold or person deceased	Multi		<input type="checkbox"/>
09-00125	Index to Tax Maps	Permanent	Multi		<input checked="" 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
09-00126	Industrial Appraisal Records	6 Years	Multi		<input type="checkbox"/>
09-00127	Personal Property Returns	5 Years after the end of the fiscal year and Provided Audited	Multi		<input type="checkbox"/>
09-00127.A	Personal Property Appeals	5 Years or 3 Years after case settled or all appeals exhausted	Multi		<input type="checkbox"/>
09-00128	School Fund Settlement	10 Years Provided Audited	Multi		<input type="checkbox"/>
09-00129	School Fund Settlement	Database Continually updated and maintained	Computer		<input type="checkbox"/>
09-00129.A	Settlements (Estate, Special Assessments, Township, Corporations and Villages, Delinquent Tax, Personal, Tax, Classified Tax, Real Estate Tax)	10 Years provided audit	Multi		<input type="checkbox"/>
09-00130	Tax Levies & Lists	Permanent	Multi		<input checked="" type="checkbox"/>
09-00131	Tax Lists – Delinquent & Classified and Personal (ORC 5719.04, ORC 319.34), Delinquent Personal (ORC 5719.04)	6 Years Provided Audited	Multi		<input type="checkbox"/>
09-00132	Application for Registration for Manufactured Homes & Relocation Notices	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00133	Transfer Records	Permanent	Multi		<input checked="" type="checkbox"/>
09-00134	Vendor License Applications	3 Years after license cancelled Provided Audited	Multi		<input type="checkbox"/>
09-00135	Weights and Measures Inspections	3 years after date of inspection Provided Audited	Multi		<input type="checkbox"/>
09-00136	County Officials Bonds	15 Years after expiration	Multi		<input checked="" 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
09-00137	Inventory of Fixed Assets	3 Years Provided Audited	Multi		<input type="checkbox"/>
09-00138	Tax Rate & Reduction Factor Sheets	Permanent	Multi		<input checked="" type="checkbox"/>
09-00139	Board of Revisions – Minutes of Meetings	Permanent	Multi		<input checked="" type="checkbox"/>
09-00140	Board of Revisions – Notes from Meetings	Until official minutes prepared and approved	Multi		<input type="checkbox"/>
09-00141	Board of Revisions – Notes and Agendas	5 Years	Multi		<input type="checkbox"/>
09-00142	Board of Revisions – Tax Complaints & Notices of Appeals	3 Years after case settled and all appeals exhausted	Multi		<input type="checkbox"/>
09-00143	Budget Commission & Data Board – Minutes of Meetings	Permanent	Multi		<input checked="" type="checkbox"/>
09-00144	Budget Commission & Data Board – Minutes of Meetings	Until minutes prepared and approved	Multi		<input type="checkbox"/>
09-00145	Budget Commission & Data Board – Notices & Agendas	5 Years	Multi		<input type="checkbox"/>
09-00145.A	Budgets	Permanent	Multi		<input checked="" type="checkbox"/>
09-00146	Application for 2 ½% Tax Reduction of Home	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00147	Application for the Valuation of Land in Accordance with its Agricultural Use (Form 109A; CAUV Renewal Applications)	6 Years Provided Audit	Multi		<input type="checkbox"/>
09-00148	Public Utilities – State of Ohio Returns (Copies)	4 Years Provided Audit	Multi		<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
09-00149	Real Estate Acreage Change Sheet	2 Years Provided Audit	Multi		<input type="checkbox"/>
09-00150	Oil & Gas Returns	Permanent	Multi		<input checked="" type="checkbox"/>
09-00151	Junk Yard License	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00152	Estate Tax Records	5 Years Provided Audit	Multi		<input type="checkbox"/>
09-00152.A	Estate Tax Determination	5 Years Provided Audit	Multi		<input type="checkbox"/>
09-00153	Delinquent Tax List – Classified & Delinquent	4 Years Provided Audited	Multi		<input type="checkbox"/>
09-00154	Real Estate Penalty Journal	5 Years	Multi		<input type="checkbox"/>
09-00155	Safe Deposit Box Inventories	2 Years after filing	Multi		<input type="checkbox"/>
09-00156	Homestead and Disabled Exemption Application	Until Property or Person Deceased	Multi		<input type="checkbox"/>
09-00200	Annual School Reports	Permanent	Multi		<input checked="" type="checkbox"/>
09-00201	Appropriations Ledger – Disbursements	5 Years Provided Audit	Multi		<input type="checkbox"/>
09-00202	Appropriations Ledger – Disbursements	Database Continually updated and maintained	Computer		<input type="checkbox"/>
09-00203	Appropriations Ledger – Receipts	5 Years Provided Audit	Multi		<input type="checkbox"/>

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09-00204	Appropriations Ledger – Receipts	Database Continually updated and maintained	Computer		<input type="checkbox"/>
09-00205	Appropriations Resolutions (Copy)	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00206	Monthly Financial Statements & Reports (ORC 319.15)	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00207	Monthly Financial Statements & Reports (ORC 319.15)	Database Continually updated and maintained	Computer		<input type="checkbox"/>
09-00208	Township Clerks Annual Reports & Public School Systems Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>
09-00209	Pay-Ins (Receipts & Records of Pay-Ins)	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00210	Accounts Payable: Vouchers, Requisitions, Purchase Orders, Invoices, Statements	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00211	Budget Commission – Certificates of Estimated Revenues	5 Years after the end of the fiscal year and Provided Audited	Multi		<input type="checkbox"/>
09-00212	Budget Commissions – Budgets	25 Years	Multi		<input checked="" type="checkbox"/>
09-00213	Animal Claims	3 Years Provided Audit	Multi		<input type="checkbox"/>
09-00212	Annual Financial Report: Supporting Documents & Records	5 Years Provided Audit	Multi		<input type="checkbox"/>
09-00215	Form 6 Treasurer's Daily Report to the County Auditor	7 Years Provided Audit	Multi		<input type="checkbox"/>
09-00216	Cancelled Checks (Warrants, including court warrants)	7 Years Provided Audit	Multi		<input type="checkbox"/>

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09-00217	Bed Tax filings	7 Years Provided Audit	Multi		<input type="checkbox"/>
09-00218	Health Insurance Third Party Administrator's Reports of Claims Paid Including Prescription Payments	7 Years and no legal actions pending	Multi		<input type="checkbox"/>
09-00219	Bureau of Worker's Compensation worksheets and payments	10 years	Multi		<input type="checkbox"/>
09-00220	W-9	4 Years Provided Audited	Multi		<input type="checkbox"/>
09-00300	Real Estate Penalty Journal	4 Years	Multi		<input type="checkbox"/>
09-00301	Application for Consent to Transfer	4 Years	Multi		<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.**