



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

JUN 10 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: Local Government Unit

Fairfield County

Emergency Management Agency

(local government entity) <i>Jon Kochis</i>	Jon Kochis	(unit) Director	5/23/19
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Fairfield County

Records Commission

740-652-7140

(telephone number)

210 East Main Street	Lancaster	43130	Fairfield
(address)	(city)	(zip code)	(county)

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

~~jon.kochis@fairfieldcountyohio.gov~~ *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.

<i>[Signature]</i>	5/30/19
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>[Signature]</i>	<i>State Archivist</i>	6-12-2019
Signature	Title	Date

Section D: Auditor of State

<i>[Signature]</i>	<i>Records Mgr</i>	6-24-19
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)

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
07-0001	Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
07-0002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
07-0003	Current Correspondence: All mail and received correspondence, in any medium, but subject to the amount of the organization, functions, policies, decisions, expenditures or other activities of the public office.	4 year(s) and no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content.	Multi		<input type="checkbox"/>
07-0004	Transient Correspondence or Communication Records	Maintain significant historical records until they are no longer of a historical value.	Multi		<input type="checkbox"/>
07-0005	Unsolicited Correspondence/Unsolicited mail, email, and similar communications	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		<input type="checkbox"/>
07-0006	Copies - Reading, Informational, and reference. (Originals maintained)	Retain until no longer of Administrative value (RC-3 not required)	Multi		<input type="checkbox"/>
07-0007	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		<input type="checkbox"/>
07-0008	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		<input type="checkbox"/>
07-0009	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		<input type="checkbox"/>
07-0010	Awards, Newspaper Articles and clippings	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		<input type="checkbox"/>
07-0011	Professional & Trade magazines, catalogs, reference publications and 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		<input type="checkbox"/>
07-0012	Professional organization and association files	1 year(s) and no longer of Administrative value	Multi		<input type="checkbox"/>
07-0013	Electronic Mail Systems (Pertains only to messages that are records defined in ORC Section 149.011 (G) and 149.43)	Retain until no longer of significant administrative, legal, fiscal or historical value, unless minimal form an significant value (RC-3 and very small)	Multi		<input type="checkbox"/>
07-0014	Equipment Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the County	Multi		<input type="checkbox"/>
07-0015	Equipment Maintenance & Repair Records	1 Year after equipment is sold, scrapped or no longer property of the County	Multi		<input type="checkbox"/>
07-0016	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		<input type="checkbox"/>
07-0017	Voicemail, 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		<input type="checkbox"/>
07-0018	Business cards-rotary, rolohex, 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		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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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
07-0019	Planning/Scheduling/Calendar/Training Information and Data on: Display boards, overhead and dry-erase boards, chalkboards, easel pads, and electronic media	Continuously updated, retained, excepted, superseded or revised	Multi		<input type="checkbox"/>
07-0020	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	Continuously updated, retained, excepted, superseded or revised	Multi		<input type="checkbox"/>
07-0021	Lists/Rosters/Informational Directories containing employee contact information	Continuously updated, retained, excepted, superseded or revised	Multi		<input type="checkbox"/>
07-0022	Facsimile machine logs/cover sheets/confirmation notices and buffer printouts	Maintain until no longer of an Admin. Fiscal, Legal, or Historical value.	Multi		<input type="checkbox"/>
07-0023	Electronic records: Auxiliary or Supportive Process for Data Preservation (Backup)	Continuously updated, retained, excepted, superseded or revised	Multi		<input type="checkbox"/>
07-0024	Anonymous or Unfounded Complaints	Maintain until no longer of administrative or legal value.	Multi		<input type="checkbox"/>
07-0025	Press and News Releases	1 year(s) then archive & retain administrative or historical value	Multi		<input type="checkbox"/>
07-0026	Photographs, negatives, and electronic images	Retain until no longer of an Admin. Fiscal, Legal, or Historical value.	Multi		<input type="checkbox"/>
07-0027	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
07-0028	Public Record Request Forms	1 year	Multi		<input type="checkbox"/>
07-0029	Annual Emergency Management Agency (EMA) Budget	5 Years	Multi		<input type="checkbox"/>
07-0030	Annual EMA Budget Preparation Documents & Worksheets - All Media	3 Years	Multi		<input type="checkbox"/>
07-0031	Financial Records: Receipts \ Receipt Books & Records \ Treasury Pay Ins \ Travel Requests & Expense Records	3 Year(s) After awarding contract, provide audit	Multi		<input type="checkbox"/>
07-0032	Disaster & Security Plans : Emergency Response Protocols \ Special Response Operating Procedures \ Homeland Security Plans	Continuously Maintained, Updated or Revised (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-0033	Homeland Security Records \ Files	6 Years	Multi		<input type="checkbox"/>
07-0034	EMA Publications	Until Revised, Superseded, Updated or Revised (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-0035	Licenses \ Permits \ Authorizations issued to the EMA - All Types	3 Years After expiration	Multi		<input type="checkbox"/>
07-0036	Statistical \ Operational \ Special Project Reports \ EMA Reports or other Reports and Records \ Files not specifically listed on this schedule,	3 Year(s) and retain until Administrative Value (RC-3 Not Required)	Multi		<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
07-0037	Maps 1 Diagrams 1 Plans\ Blue Prints	Continually Updated & Revised. (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-0038	Invitations to Bid\ Request for Proposals\ Requests for Information \ Informal Bids	3 Years	Multi		<input type="checkbox"/>
07-0039	Bid 1 Project Files - Equipment & Supplies: Accepted	5 Years	Multi		<input type="checkbox"/>
07-0040	Bid\Project Files - Capital Improvements : Accepted	15 Years	Multi		<input type="checkbox"/>
07-0041	Bids : Not Accepted	3 Years	Multi		<input type="checkbox"/>
07-0042	Contracts \ Service Agreements \ Insurance Policies\ Leases (Originals)	15 Years	Multi		<input type="checkbox"/>
07-0043	State, Federal, and Other Grant Records including Expenditure Documentation. Successful Funded	Federal grants per GAMA Federal Grant Retention schedule. State and other grants: 2 years after close.	Multi		<input type="checkbox"/>
07-0044	State and Federal Grant Applications\Requests - Unsuccessful\ Not Funded	1 Years	Multi		<input type="checkbox"/>
07-0045	Training Materials - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
07-0046	Emergency Siren Test Records	1 Years	Multi		<input type="checkbox"/>
07-0047	Employee Training Records \ Licenses \ Certifications\ Safety Meeting Attendance	Place Copy In individual's Personnel Records.	Multi		<input type="checkbox"/>
07-0048	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
07-0049	Requisitions for Purchase Orders, Purchase Orders, invoices & Statements	2 Years	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>