



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497



11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County

(local government entity)

Veterans Service Commission

(unit)

Eddie D. Mohler

Eddie D. Mohler, Director

7/30/2012

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Fairfield County

740-652-7920

Records Commission

(telephone number)

227 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: fairvs@co.fairfield.oh.us

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.

Mike Kuger

9/10/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred Reich

State Archivist

10/27/2012

Signature

Title

Date

Section D: Auditor of State

Martin E. Mub

11-9-12

Signature

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

(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 Require d by OHS- LGRP
07-00001	COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
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Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		<input type="checkbox"/>
07-00003	General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, operations 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"/>
07-00004	Transient Correspondence or Communication Records	Maintain significant historical records until they are no longer of a historical	Multi		<input type="checkbox"/>
07-00005	Unsolicited Correspondence / Unsolicited mail, email, and similar communications	May be destroyed in the normal course of business as soon as they are considered no value to the person receiving the record.	Multi		<input type="checkbox"/>
07-00006	Copies – Reading, Informational, and reference (Originals maintained)	Retain until no longer of Administrative value (RC-3 not required)	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>



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07-00010	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"/>
07-00011	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"/>
07-00012	Professional organization and association files	1 year(s) and no longer of Administrative value	Multi		<input type="checkbox"/>
07-00013	Electronic Mail Systems (Pertains only to messages that are records defined in ORC Section 149.011 (G) and 149.43	Retain email that has 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)	Multi		<input type="checkbox"/>
07-00014	Equipment Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the County	Multi		<input type="checkbox"/>
07-00015	Equipment Maintenance & Repair Records	1 Year(s) after equipment is sold, scrapped or no longer property of the County	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
07-00017	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"/>
07-00018	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		<input type="checkbox"/>
07-00019	Planning/Scheduling/Calendar/Training Information and Data on: Display boards, erasable and dry-erase boards, chalkboards, easel pads, and electronic media	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00020	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>



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07-00021	Lists/Rosters/Informational Directories containing employee contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00022	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"/>
07-00023	Electronic records: Auxiliary or Supportive Process for Data Preservation (Backup)	Continually updated and maintained (RC-3 not required-original records not altered)	Multi		<input type="checkbox"/>
07-00024	Anonymous or Unfounded Complaints	Maintain until no longer of and administrative or legal value	Multi		<input type="checkbox"/>
07-00025	Press and News Releases	3 year(s) then appraise for administrative or historical value	Multi		<input checked="" type="checkbox"/>
07-00026	Photographs, negatives, and electronic images	Retain images that have significant legal, fiscal, administrative, or historical value. Maintain significant images according to content (RC-2) Erase images that have no significant value (RC-3 not required)	Multi		<input checked="" type="checkbox"/> <i>(Keep photos of historical value)</i>
07-00027	Personnel Records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
07-00028	Public Record Request Forms	1 year(s)	Paper		<input type="checkbox"/>
VETERANS SERVICES COMMISSION					<input type="checkbox"/>
07-00100	Annual Report – Governors Office of Veterans Affairs	Permanent	Paper		<input checked="" type="checkbox"/>
07-00101	Audit Reports – Ohio Auditor of State (Copy)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00102	Burial Records – Indigent. (Incorporate into Service Office Case File)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00103	Case Files – (Veterans Assistance and Financial Assistance Applications, related correspondence, Supporting	3 year(s) After Case Closed	Multi		<input type="checkbox"/>



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Audited records: 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.

(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
	Documents, copy of submitted medical records, etc.)				
07-00104	General Financial Records – Accounts Receivable and Accounts Payable [all related documentation] (Department Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00105	Minutes of Commission Meetings	Permanent	Multi		<input checked="" type="checkbox"/>
07-00106	Applications for Headstones. (Incorporate into Service Office Case File)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00107	Burial Applications. (Incorporate into Service Office Case File)	Permanent	Paper		<input checked="" type="checkbox"/>
07-00108	Grave Marker Records	Permanent	Paper		<input checked="" type="checkbox"/>
07-00109	Visitor's Registers	1 Year	Paper		<input type="checkbox"/>
07-00110	Monthly Activity Reports	1 Year After Incorporate into Monthly or Annual Reports	Multi		<input type="checkbox"/>
07-00111	Monthly Financial Aid Activity Report	1 Year After Incorporate into Monthly or Annual Reports	Multi		<input type="checkbox"/>
07-00112	Data Reports from Service Officers, Financial Aid Department & Secretary for Inclusion into Monthly Reports	1 Year After Incorporate into Monthly or Annual Reports	Multi		<input type="checkbox"/>
07-00113	Service Office Case Files & Documents	Permanent	Multi		<input type="checkbox"/>
07-00114	End of Year Activity Summary Reports	15 Years Appraise for Historical Value	Multi		<input checked="" type="checkbox"/>
07-00115	Data for G.O.V.A. Report	Retain data until incorporated into Annual Report and no longer of a Administrative or Fiscal Value	Multi		<input type="checkbox"/>



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07-00116	Office & Consumable Inventory. Copies. (Report sent to Auditor)	3 Years Provided Audited	Multi		<input type="checkbox"/>
07-00117	Annual Fixed Asset Inventory. Copies. (Report sent to Auditor)	3 Years Provided Audited	Multi		<input type="checkbox"/>
07-00118	Board Meeting Minutes – Draft & Notes for Preparation of Official Minutes	After minutes approved / accepted by the Board and no claims or legal actions pending.	Multi		<input type="checkbox"/>
07-00119	Flags / Flag Holders – Records of Issuance	Maintain until no longer of Admin. Or Historical Value	Paper		<input type="checkbox"/>
07-00120	Benefit Pamphlets	Continually Maintained, Updated, or Revised (RC-3 not required)	Multi		<input type="checkbox"/>
07-00121	Financial Aid Programs – Applications, Supporting Documentation, Copies of Vouchers & Invoices	Appraise for Historical Value	Paper		<input type="checkbox"/>
07-00122	Financial Aid – Lists of Gift Cards Issued	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00123	Financial Aid – Request List Submitted at Board Meetings.	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00124	Transportation: Records related to van trips & calendar	3 year(s) Provided Audited	Multi		<input type="checkbox"/>
07-00125	Office Vouchers, Purchase Orders & Invoices (Dept. Copy)	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00126	Annual Budget Preparation: Work Files	3 year(s) Provided Audited	Paper		<input type="checkbox"/>