



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
 APRIL 09 2024
 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

Regional Planning Commission

(Local Government Entity)

(Unit)

Holly Mattei

Holly R. Mattei

Interim Director

04/05/24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(740) 652-7883

210 E. 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:

Bennett.niceswanger@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.

[Handwritten Signature] 4-9-24

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

4/18/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

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.*

Fairfield County

Regional Planning Commission

(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
RPC-001	Agendas - Meetings	2 years	Paper and/or electronic		<input type="checkbox"/>
RPC-002	Audio and Video Recordings of Meetings	Retain until minutes transcribed and approved	Electronic		<input type="checkbox"/>
RPC-003	Awards and News Media Articles	25 years and no longer of historical value	Paper and/or electronic		<input checked="" type="checkbox"/> (Historical)
RPC-004	Bylaws and Organizational Documents	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
RPC-005	Community Development Block Grant – Administrative and Financial Files/Records	5 years after the final closeout of the CDBG PY grant agreement	Paper and/or electronic		<input type="checkbox"/>
RPC-006	Contracts and Leases	15 years	Paper and/or electronic		<input type="checkbox"/>
RPC-007	Financial Records	3 years, provided audited	Paper and/or electronic	Audited means: the years encompassed by <input type="checkbox"/> the records have been audited by the	
RPC-008	Flood Hazard Building Permits	Permanent	Paper and/or electronic	Auditor of State and the audit report has <input type="checkbox"/> been released pursuant to	
RPC-009	Flood Hazard Certifications	Permanent	Paper and/or electronic	Sec. 117.26 O.R.C	<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Fairfield County

Regional Planning Commission

(Local Government Entity)

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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
RPC-010	Flood Insurance Rate Maps	Until superseded and no longer of admin. value	Paper and/or electronic		<input type="checkbox"/>
RPC-011	Minor Subdivisions and Exempt Lot Splits (Complete)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
RPC-012	Minor Subdivisions and Exempt Lot Splits (Incomplete)	2 years after inactive	Paper and/or electronic		<input type="checkbox"/>
RPC-013	Minutes of the Meetings	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
RPC-014	Project Files – related to committees and projects for others	Until no longer of admin. value	Paper and/or electronic		<input type="checkbox"/>
RPC-015	Subdivision Files	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
RPC-016	Zoning Codes and Zoning Maps (Townships/Villages)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>