



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

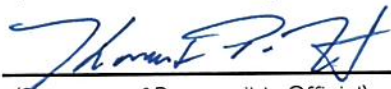
### Section A: Local Government Unit

**Scioto Valley Fire District, Marion County**

**Fire District**

(Local Government Entity)

(Unit)



**Thomas Ford**

**Fiscal Officer**

**3/21/23**

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

**Scioto Valley Fire District- Board of Trustees** Records Commission

**740-499-2545**

(Telephone Number)

**100 N. Front St.**

**La Rue**

**43332**

**Marion**

(Address)

(City)

(Zip Code)

(County)

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

**records@sciotovalleyfd.com**

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.



**3/21/23**

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Signature

Title

Date

### Section D: Auditor of State

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**

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Scioto Valley Fire District  
(Local Government Entity)

Administration  
(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
	Accident Reports/Files <i>Accident records related to the bodily injury to employees, non-employees and/or related to damaging or involving Scioto Valley Fire District property</i>	6 years, provided no action pending	Paper		
	Agendas <i>Records documenting items to be discussed during a meeting</i>	2 years	Paper		
	Audiovisual & Training Materials <i>Materials and resources compiled or created for presentations and/or training exercises</i>	Until information is superseded, obsolete, or replaced	Paper/Electronic		
	Backup Data <i>Computer generated backup tapes and data created, used and maintained for disaster recovery purposes</i>	Retain for system backup cycle then delete, erase or destroy data	Electronic		
	Bids (Successful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including, but not limited to, request for proposal, invitation to bid, requests for qualifications, statement of qualifications and contract</i>	8 years after expiration of contract (ORC 2305.06)	Paper		
	Bids (Unsuccessful) <i>Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including, but not limited to, request for proposal, invitation to bid, requests for qualifications and statement of qualifications</i>	5 years, provided audit	Paper		
	Blank Forms <i>Unused forms that are either obsolete and/or superseded</i>	Until no longer of administrative value	Paper/Electronic		
	Bulletins, Posters, Notices and Displays <i>Announcements and informational notices related to Scioto Valley Fire District functions</i>	Until no longer of administrative value	Paper		
	Calendar (Desk/Appointment) <i>Calendars used to track meetings and events in conjunction with fire district functions</i>	Until no longer of administrative value	Paper		
	Claims and Litigation Records <i>Records related to legal claims against Scioto Valley Fire District and subsequent court proceedings if</i>	5 years	Paper		

*necessary*

	Construction Files <i>Contains records related to Scioto Valley Fire District authorized construction projects including building construction, building improvements, bids, specifications and contracts</i>	Permanent	Paper		
	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	8 years after expiration (ORC 2305.06)	Paper		
	Copies of Records <i>Internally duplicated records created for administrative convenience or reference or copies of records received from other governmental entities, where that office is the original holder of the record</i>	Until no longer of administrative value	Paper/Electronic		
	Correspondence <i>Communications from external and internal sources; documents actions, policies, procedures and programs</i>	2 years	Paper		
	Correspondence (Transient) <i>Communications which serve to convey information of temporary importance in lieu of oral communication</i>	Until no longer of administrative value	Paper/Electronic		
	Delivery Slips/Packing Slips <i>Documents received when accepting goods from a carrier or vendor</i>	Until no longer of administrative value	Paper		
	Disaster Plans <i>Plans and procedures to protect and reestablish operations in the event of a disaster</i>	Until obsolete or superseded	Paper		
	Draft and Notes <i>Preliminary working documents and personal convenience notes</i>	Until no longer of administrative value	Paper/Electronic		
	Electronic Mail (E-Mail) <i>Documents and messages sent, received and/or drafted using electronic mailing systems</i>	Retain according to content	Electronic		
	Equipment Records <i>Records pertaining to the ownership of equipment and documents noting and monitoring maintenance and service to Scioto Valley Fire District equipment</i>	Life of equipment or until removed from inventory	Paper		
	Internet Logs <i>Logs that document an individual's use of the internet</i>	Until no longer of administrative value	Electronic		
	Inventory <i>Annual inventory of Scioto Valley Fire District owned equipment and supplies</i>	5 years	Paper		
	Leases <i>Agreements between vendors and the Scioto Valley Fire District to allow use of equipment and/or real estate property</i>	5 years after expiration, provided audit (ORC 1310.52)	Paper		
	Legal Advertisements/Notices <i>Legal announcements to inform the public of meetings, hearings, bids, or other events requiring legal notification; including certifications of published legal notices</i>	5 years	Paper		

	Mail (Unsolicited) <i>Unsolicited documents and items received via the mail that are unwanted/unneeded for Scioto Valley Fire District operational purposes</i>	Until no longer of administrative value	Paper/Electronic		
	Manuals & Handbooks <i>Publications outlining policies, procedures, practices and general directives</i>	Until no longer of administrative value	Paper		
	Meeting Minutes <i>Official record of the proceedings of the Scioto Valley Fire District</i>	Permanent	Paper/Electronic		
	Meeting Minutes (Draft/Notes) <i>Preliminary working documents and personal convenience notes made in the compilation of the official minutes of a meeting</i>	Until official minutes are approved	Paper/Electronic		
	Meeting Notices <i>Announcements to the public of upcoming business meetings</i>	Until no longer of administrative value	Paper		
	Press/News Releases <i>Announcements sent to the media to inform the public about actions, events or programs</i>	5 years	Paper/Electronic		
	Professional Association Records <i>Documents from associations related to an employee's job position to enhance learning, inform of events, or provide general information about the association</i>	Until no longer of administrative value	Paper/Electronic		
	Property Deeds <i>Instruments of the purchasing and selling of parcels of land owned by the Scioto Valley Fire District</i>	Permanent	Paper		
	Publications (Business, Federal, State) <i>Various publications issued and sent by businesses, federal or state government</i>	Until superseded or until no longer of administrative value	Paper		
	Record Requests <i>Formal requests to inspect and review public records</i>	2 years	Paper		
	Record Retention Documents (ORC 149.42) <i>Records documenting the retention and disposition of public records, including One-Time Disposal of Obsolete Records (RC-1), Records Retention Schedules (RC-2), and Certificates of Records Disposal (RC-3)</i>	Permanent	Paper		
	Reference Materials and Research Files <i>Collected information from a variety of resources to learn about events, legislative actions, programs or concepts to explore changes or improvements to operations</i>	Until no longer of administrative value	Paper/Electronic		
	Rosters/Directories/Organizational Charts <i>Charts and information documenting personnel, contact information and hierarchy</i>	Until superseded, obsolete or replaced	Paper/Electronic		
	Statistical Reports <i>Periodic statistics compiled about the Scioto Valley Fire District for managerial decision making or other information purposes</i>	Until incorporated into annual statistical reports	Paper/Electronic		
	Statistical Reports (Annual) <i>Statistics compiled about the Scioto Valley Fire District for managerial decision making or other information purposes</i>	Permanent	Paper/Electronic		

	Surveillance Tapes/Videos <i>Footage documenting daily actions of employees and visitors within the fire district property for safety and security purposes</i>	Retain for system backup cycle then delete, erase or destroy data	Electronic		
	Telephone Messages <i>Messages for recipients received on the telephone</i>	Until no longer of administrative value	Paper/Audio/ Electronic		
	Text Messages <i>Messages sent or received on a cellular phone relating to fire district business</i>	Until no longer of administrative value	Electronic		
	Uniform Records <i>Records tracking the purchase, distribution, cleaning and return of issued uniforms</i>	5 years, provided audit	Paper/Electronic		
	Webpage Date and Layouts <i>Website information, data, format and layout published on the Scioto Valley Fire District website</i>	Until updated, superseded or obsolete	Paper/Electronic		
	Work Schedules <i>Schedules noting working hours and time scheduling for employees</i>	5 years, provided audit	Paper/Electronic		



## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Scioto Valley Fire District  
(Local Government Entity)

Fiscal  
(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
	Account Records <i>Financial records showing receipt and expenditure of money, showing date, name, purpose or source and account balances; includes transfers of money from various accounts</i>	5 years, provided audit	Paper/Electronic		
	Annual Financial Reports <i>Financial reports summarizing detailed accounting of receipts and expenditures for the Scioto Valley Fire District</i>	Permanent	Paper/Electronic		
	Audit Reports <i>Financial examinations and reports issued by the Auditor of State, ORC 117.26, or independent auditing agencies</i>	Permanent	Paper/Electronic		
	Bank Records <i>Records related to banking transactions between the Scioto Valley Fire District and financial institutions including, but not limited to, bank deposit receipts, bank statements, canceled checks and check registers</i>	5 years, provided audit	Paper		
	Budget <i>Annual fiscal allocations of the Scioto Valley Fire District; including fiscal allocation amendments</i>	5 years	Paper		
	Budgetary and Fiscal Work Papers <i>Working papers and preparation documents used to create the annual budget; including amended official certificates of estimated resources, certificates of total amount from sources available for expenditures and balances and semi-annual apportionments of taxes</i>	5 years, provided audit	Paper/Electronic		
	Grant Applications (Not Funded) <i>Applications for grants that were not awarded for funding</i>	2 years	Paper/Electronic		
	Grant Records <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	5 years, provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		

	Insurance Policies and Records <i>Documents listing the terms and conditions of insurance policies and records associated with the administration of those policies</i>	2 years after expiration, provided all claims are settled (ORC 2305.10)	Paper		
	Invoices (Paid) <i>Bills received from a vendor or seller to collect payment for goods and/or services</i>	5 years, provided audit	Paper		
	Levy Files <i>Records related to the imposition of a tax assessed against property for Scioto Valley Fire District services, operations and/or functions</i>	Life of levy plus 1 year	Paper		
	Payroll Records <i>Records summarizing earnings, voluntary and required deductions, and withholdings of Scioto Valley Fire District employees; includes Ohio Bureau of Employment reports</i>	5 years, provided audit	Paper		
	Payroll Tax Forms <i>Federal and State tax forms used and generated in the administration of payroll including, but not limited to, W-4, 1099 and withholding reports</i>	5 years	Paper		
	Public Employee Retirement System Reports <i>Records of amounts deducted from employees salaries for Public Employee Retirement System (PERS) pension</i>	Permanent	Paper		
	Purchase Orders <i>Documents authorizing spending for the purchase of supplies, equipment and/or services</i>	5 years, provided audit	Paper/Electronic		
	Receipt Documents <i>Acknowledgements that payment has been received</i>	5 years, provided audit	Paper		
	Tax Settlements <i>Contains a record of the semi-annual distribution of tax receipts with the Scioto Valley Fire District</i>	5 years	Paper		
	Time Cards/Timesheets <i>Records documenting employee time worked, hours worked and leave taken</i>	5 years, provided audit	Paper/Electronic		
	Workers Compensation Records <i>Records documenting claims for wage replacement and medical benefits for work related injuries filed with the Ohio Bureau of Workers Compensation</i>	Until digitized and quality control checked and uploaded into Ohio Bureau of Workers Compensation System	Paper		



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Scioto Valley Fire District  
(Local Government Entity)

Personnel  
(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
	Employment Applications (Not Hired) <i>Application submissions by individuals for job positions not chosen for employment; includes solicited and non-solicited applications and records compiled during employment screening process</i>	2 years (29 CFR §1602.14) (19 CFR §1627.3)	Paper		
	Family Medical Leave Act (FMLA) Records <i>Documentation related to employees utilizing leave under the Family Medical Leave Act; confidential 45 CFR §160 &amp; ORC 149.43(A)(1)(a)</i>	3 years after termination (29 CFR §825.500)			
	Grievance Records <i>Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or employer; includes unfounded complaints, investigation reports and pre-disciplinary conference records</i>	3 years after complaint (29 CFR §1602.14) (19 CFR §1627.3)	Paper		
	Job Descriptions <i>Documents detailing the classification, need, experience, education, physical requirements and duties by position title</i>	Until revised, superseded or obsolete	Paper/Electronic		
	Job Postings <i>Records documenting the posting and advertisement of employment positions</i>	2 years (29 CFR §1602.14) (19 CFR §1627.3)	Paper/Electronic		
	Leave Requests (Sick and Vacation) <i>Records documenting an employee's request for use of sick, vacation, compensatory or other form of leave time</i>	5 years, provided audit	Paper		
	Personnel Files <i>Documentation of service throughout the duration of an individual's employment with the Scioto Valley Fire District</i>	10 years after termination. Retain service history, salary history, leave balances, retirement information, waivers and separation paperwork permanently	Paper		
	Personnel Files (Medical) <i>Medical related documentation of service throughout the duration of an individual's employment with the Scioto Valley Fire District</i>	6 years after termination (29 CFR §825.500) (29 USC §1027)	Paper		





## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Scioto Valley Fire District  
(Local Government Entity)

Fire & Emergency  
(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
	Arson Investigation Files <i>Records documenting investigations conducted by the fire district into fire cause determination that are found to be of a criminal nature, including, but not limited to, correspondence, fire reports, laboratory reports, photographs, video recordings and witness statements</i>	Permanent	Paper		
	EMS Billing Payments <i>Documents related to the receipt of money for emergency medical services (EMS) provided by the fire district and forwarded to the emergency medical service provider for processing</i>	5 years, provided audit	Paper		
	EMS Service Records <i>Records documenting services provided by emergency medical services (EMS) to sick or injured individuals; confidential 45 CRF §160.103; ORC 149.43(A)(1)(a)</i>	7 years	Paper/Electronic		
	Fire Equipment Inspections <i>Records documenting the inspection of Scioto Valley Fire District owned vehicles and equipment for safety and maintenance purposes</i>	7 years	Paper		
	Fire Inspection Records <i>Records documenting fire prevention inspections performed periodically by the fire district to determine if any violations of the fire code are present in businesses, public buildings or other areas of assembly occupancy</i>	7 years after date of inspection, provided all violations corrected	Paper/Electronic		
	Fire Investigation Files <i>Records documenting investigations conducted by the fire division into the fire cause determination, including, but not limited to, correspondence, fire reports, laboratory reports, photographs, video recordings and witness statements</i>	Permanent	Electronic		
	Fire Maintenance Records <i>Records documenting maintenance service and repairs on Scioto Valley Fire District owned and operated equipment and vehicles</i>	Until vehicle or equipment no longer in service or use	Paper/Electronic		

	Fire Reports <i>Records documenting each fire and/or rescue incident responded to by the Scioto Valley Fire District</i>	7 years	Electronic		
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