

**FAIRFIELD COUNTY DISTRICT LIBRARY  
BOARD OF TRUSTEES  
RECORDS COMMISSION MEETING  
OCTOBER 18, 2022**

The Fairfield County District Library Board of Trustees met for its Records Commission meeting on Tuesday, October 18, 2022 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

**TRUSTEES PRESENT WERE:** Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, Margaret Quamme, and Matt Wideman.

**TRUSTEES EXCUSED WERE:** Mary Mesi.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administrative Assistant.

The meeting was called to order at 10:14 a.m. by Matt Wideman, Chair of Commission.

**56-22 APPROVE AGENDA**

Be it resolved, upon motion by Bryan Everitt, seconded by Nathan Hale, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

The Library Board reviewed the Retention and Disposal of Records Policy being Resolution Number 81-21 passed on October 19, 2021 and had no changes or updates.

**57-22 APPROVE DISPOSAL OF LIBRARY RECORDS**

Be it resolved, upon motion by Lisa Evangelista, seconded by Mark Bohach, that the Board of Trustees approves the disposal of library records in accordance with its current Retention and Disposal of Records Policy and that a Records Retention Schedule (RC-2) be filed with the Ohio History Connection. The Board in compliance with Section 121.22 ORC will make every effort to prevent record series from being destroyed, transferred, or otherwise disposed of in violation of the RC-2 schedule and Records and Disposal Policy and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; and Margaret Quamme, "Aye". The Vice President declared the motion adopted.

There being no further business, the meeting adjourned at 10:16 a.m.



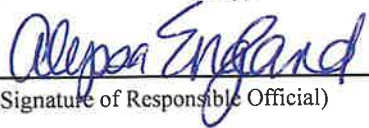
## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

*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 District Library

(Local Government Entity)	(Unit)		
	Alyssa England	Fiscal Officer	10-24-22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Fairfield County District Library


(740) 653-2745, extension #102

219 N. Broad 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:

[aengland@fcdlibrary.org](mailto:aengland@fcdlibrary.org)

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.

	MATTHEW B. WIDENMAN	11-1-22
Records Commission Chair Signature		Date

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

Signature	Title	Date
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### Section D: Auditor of State

Signature	Title	Date
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**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 District Library

(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
01	Annual Financial Report to the Auditor of State	Permanent	Paper		<input type="checkbox"/>
02	Annual Report to the State Library	Permanent	Paper		<input type="checkbox"/>
03	Audit Reports from Auditor of State	Permanent	Paper		<input type="checkbox"/>
04	Board of Trustees Minutes	Permanent	Paper		<input type="checkbox"/>
05	Building Specifications and Plans	Permanent	Paper		<input type="checkbox"/>
06	Collective Bargaining Unit Contracts	Permanent	Paper		<input type="checkbox"/>
07	Historical Files	Permanent	Paper		<input type="checkbox"/>
08	Library Statistics – Annual Reports	Permanent	Paper		<input type="checkbox"/>
09	Ohio Public Employee Retirement System Reports	Permanent	Paper		<input type="checkbox"/>
10	Payroll year-end detailed employee history reports	Permanent	Paper		<input type="checkbox"/>
11	Payroll Tax Records	Permanent	Paper		<input type="checkbox"/>
12	Personnel Files	Permanent	Paper		<input type="checkbox"/>
13	W-2 Forms	Permanent	Paper		<input type="checkbox"/>
14	Accident Reports	5 years provided no pending action	Paper		<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
15	Accounting Records not specified	5 years provided audited	Paper		<input type="checkbox"/>
16	Accounts Payable Ledger	5 years provided audited	Paper		<input type="checkbox"/>
17	Administrative Policy and Procedure Files	One year after superseded	Paper/ Electronic		<input type="checkbox"/>
18	Amended Official Certificates	5 years provided audited	Paper		<input type="checkbox"/>
19	Annual Budget Resolutions	5 years provided audited	Paper		<input type="checkbox"/>
20	Annual Certificate of Estimated Resources	5 years provided audited	Paper		<input type="checkbox"/>
21	Applications for Employment	Retain with personnel record if applicant employed; others one year	Paper		<input type="checkbox"/>
22	Appropriation Ledgers	5 years provided audited	Paper		<input type="checkbox"/>
23	Automated System Backups	3 months	Electronic		<input type="checkbox"/>
24	Bank Deposit Receipts	5 years provided audited	Paper		<input type="checkbox"/>
25	Bank Statements	5 years provided audited	Paper		<input type="checkbox"/>
26	Bids — Successful	15 years after completion of project	Paper		<input type="checkbox"/>
27	Bids — Unsuccessful	4 years After Letting of Contract provided audited	Paper		<input type="checkbox"/>
28	Board Agendas & Packets	Until audited	Paper/ Electronic		<input type="checkbox"/>
29	Book Inventories	Maintained online; until superseded	Electronic		<input type="checkbox"/>

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30	Budgets — Annual	5 years	Paper		<input type="checkbox"/>
31	Canceled Checks/Images	5 years provided audited	Paper		<input type="checkbox"/>
32	Cash Journals	5 years provided audited	Paper		<input type="checkbox"/>
33	Cash Register Tapes	5 years provided audited	Paper		<input type="checkbox"/>
34	Certificates of Total Amount from Sources <i>Available for Expenditures</i>	5 years provided audited	Paper		<input type="checkbox"/>
35	Check Registers	5 years provided audited	Paper		<input type="checkbox"/>
36	Committee Reports	2 years provided audited	Paper/ Electronic		<input type="checkbox"/>
37	Computer Booking Logs	Daily	Electronic		<input type="checkbox"/>
38	Contracts and Leases	12 years after expiration	Paper		<input type="checkbox"/>
39	Deduction authorizations	Until superseded or employment terminated	Paper		<input type="checkbox"/>
40	Deferred Compensation Deduction Reports	5 years provided audited	Paper		<input type="checkbox"/>
41	Depository Agreements	5 years provided audited	Paper		<input type="checkbox"/>
42	Employee handbooks	Until superseded	Paper/ Electronic		<input type="checkbox"/>
43	Employee Request for Leave Forms	5 years provided audited	Paper/ Electronic		<input type="checkbox"/>

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44	Employee schedules	Fiscal year plus two years	Paper/ Electronic		<input type="checkbox"/>
45	Encumbrance and Expenditure Journal	5 years provided audited	Paper		<input type="checkbox"/>
46	General Correspondence	Until no longer of administrative value	Paper		<input type="checkbox"/>
47	Gift Donor Forms	3 years provided audited	Paper		<input type="checkbox"/>
48	I-9 Immigration Verification Forms	3 years after date of hire, or one year after termination of employment, whichever is later	Paper		<input type="checkbox"/>
49	ILL Records	30 days, unless financial obligations	Paper		<input type="checkbox"/>
50	Insurance Policies/Bonds	5 years after expiration provided all claims have been settled	Paper		<input type="checkbox"/>
51	Inventories, except books	Until superseded	Paper/ Electronics		<input type="checkbox"/>
52	Investment Reports	4 years provided audited	Paper		<input type="checkbox"/>
53	Job descriptions	Until superseded	Paper		<input type="checkbox"/>
54	Job postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending	Paper		<input type="checkbox"/>
55	Levy Campaigns and Work papers	Life of levy plus 5 years	Paper		<input type="checkbox"/>
56	Levy Official Files	Life of Levy plus 5 years	Paper		<input type="checkbox"/>
57	Lost Books/Fine Records	Once paid removed from patron history	Electronic		<input type="checkbox"/>

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58	Payroll Records (except payroll tax records & year-end detailed employee history reports remain permanent)	10 years provided audited	Paper		<input type="checkbox"/>
59	Prevailing Wages Records	5 years provided audited	Paper		<input type="checkbox"/>
60	Purchase Orders	5 years provided audited	Paper		<input type="checkbox"/>
61	Quarterly Payroll Reports for State	75 years	Paper		<input type="checkbox"/>
62	Receipt Books	5 years provided audited	Paper		<input type="checkbox"/>
63	Receipt Journals	5 years provided audited	Paper		<input type="checkbox"/>
64	Record Requests	2 years	Paper		<input type="checkbox"/>
65	Records Commission/ Records Disposal documents	10 years	Paper		<input type="checkbox"/>
66	Software	Destroy when obsolete	Electronic		<input type="checkbox"/>
67	Time Sheets	5 years provided audited	Paper		<input type="checkbox"/>
68	Transient material	Discretionary; retain until no longer of administrative use	Paper		<input type="checkbox"/>
69	Unemployment Compensation Claims	5 years provided audited	Paper		<input type="checkbox"/>
70	Vehicle Maintenance Records	Until vehicle sold	Paper		<input type="checkbox"/>
71	Voucher with Invoices	5 years provided audited	Paper		<input type="checkbox"/>
72	W-4 Forms	Until superseded	Paper		<input type="checkbox"/>
73	Workers' Compensation Claims	10 years after date of final payment	Paper		<input type="checkbox"/>