



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Franklin County Agricultural Society
(local government entity) (unit)

Timothy E. Shade Timothy E. Shade Secretary/Manager 1/22/2014
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Franklin County Board of Commissioners 614-525-3823
Records Commission (telephone)

373 S High St Columbus 43215 Franklin
(address) (city) (zip code) (county)

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

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.

[Signature] 4/1/14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Fred Reich State Archivist 4-8-14
Signature Title Date

Section D: Auditor of State

Martin E. Mau 4-22-14
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

Audited means: 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.

Section E: Records Retention Schedule

Franklin County Agricultural Society
(local government entity)

(un) 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
14-1	Annual Fair Programs	permanent	paper		<input checked="" type="checkbox"/>
14-2	Annual Reports	Permanent	paper		<input checked="" type="checkbox"/>
14-3	Board Minutes	Permanent	Paper/ digital		<input checked="" type="checkbox"/>
14-4	Judges Books	2 years	paper		<input type="checkbox"/>
14-5	Photographs/scrapbooks	Permanent	Paper/ digital		<input checked="" type="checkbox"/>
14-6	Accident Report (non-employee)	6 years providing no action	Paper/ digital		<input type="checkbox"/>
14-7	Accident Report (employee)	Permanent	paper		<input type="checkbox"/>
14-8	Application for Employment	Six years after receipt	paper		<input type="checkbox"/>
14-9	Audit Reports	Five years	paper		<input type="checkbox"/>
14-10	Bank Statements	Three years provided audited	Paper/ digital		<input type="checkbox"/>
14-11	Contracts	Eight years after expiration	paper		<input type="checkbox"/>
14-12	Correspondence (executive)	Five years	Paper/ digital		<input type="checkbox"/>
14-13	Litigation Records	Five Years after closed appeals exhausted	Paper/ digital		<input type="checkbox"/>



Section E: Records Retention Schedule

Franklin County Agricultural Society
 (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 Required by OHS- LGRP
14-14	Insurance Policies	2 years after expires	paper		<input type="checkbox"/>
14-15	Licenses, Permits	1 year after expires	paper		<input type="checkbox"/>
14-16	Officials Bonds	10 years after expires	paper		<input type="checkbox"/>
14-17	Personnel Files	permanent	paper		<input type="checkbox"/>
14-18	Leases	2 years after expires	paper		<input type="checkbox"/>
14-19	Press/News Releases	3 years	Paper/ digital		<input type="checkbox"/>
14-20	Receipt Documents	2 years after audit	paper		<input type="checkbox"/>
14-21	Time Sheets	3 Years after audit	paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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