



AUG 13 2020

STATE AND LOCAL
GOVERNMENT RECORDS

For State Archives - LGRP Use Only

Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Miami Valley Fire District Operations
(local government entity) (unit)
Matthew Queen Matthew Queen Fire Chief 8/13/20
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Miami Valley Fire District Records Commission 937-560-2152
(telephone number)
2710 Lyons Road Miamisburg, OH 45342 Montgomery
(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.

John L. Stedman 8/13/2020
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Digitally signed by Amanda Rindler
DN: cn=Amanda Rindler, o, ou=State Archives,
email=arindler@ohiohistory.org, c=US
Date: 2020.08.19 14:57:41 -04'00'
Amanda Rindler Local Government Records Archivist 8/19/2020
Signature Title Date

Section D: Auditor of State

Digitally signed by Martin E. Meeks
Date: 2020.08.28 13:01:21 -04'00'
Martin E. Meeks
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.**



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Miami Valley Fire District

(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
09-00001	Vital Correspondence: Correspondence that Documents or Records the Administration of Capital Projects & Purchases, Land & Building Acquisitions and Dispositions and the Decision making of Public Officials, and Personnel Actions Involving District Employees or Public Officials	1 Year(s) – 1 Year minimum after the receipt or creation of the correspondence. Maintain within related Project or Topic files and retain according to this Retention Schedule	Multi	
09-00002	General Correspondence – Non-Specific Correspondence related to the General Administration, Function, Policies, Decisions, Procedures, Operations, and other activities of the District	30 Days and no longer of Administrative, Legal, or Fiscal Value. Appraise for Historical Value. File according to Content.	Multi	
09-00003	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E-Mail	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
09-00004	Transient Correspondence and Communication Records	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
09-00005	Drafts and Informal Notes	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	



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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 OHS-LGRP
09-00006	Standard Operating Guidelines - Procedures of operations and guidelines for department	Until superseded	Multi	
09-00007	Blank Forms – All media	Retain until no longer of Administrative Value. (RC-3 Not Required)	Multi	
09-00008	Bulletins, Posters and General Notices and Displays	Retain until no longer of Administrative Value. (RC-3 Not Required)	Multi	
09-00009	Computer Generated Administrative & Fiscal Reports (Non-Specific)	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required). Reports may be Reproduced	Multi	
09-00010	Voice Mail, Text Messages, Caller ID Logs, and Pager Messaging	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi	
09-00011	General Administrative Files	Retain until no longer of an Administrative, Legal, Fiscal, or Historical Value	Multi	
09-00012	Payroll Reports – Full-time and reserve scheduled hours, response roll call sheets for call ins, overtime sheets for hours worked, and sick leave usage log	Permanent	Paper Maintained for 5 years, then scanned on computer disc	
09-00013	Electronic Mail System (E-Mail)	Retain E-Mail that has a significant Administrative, Fiscal, Legal, or Historical Value. Maintain according to content (Refer to RC-2). Erase E-Mail that has no significant value.	Paper	



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09-00014	Backup Data (Not Duplicated) on: Personal Computers, Lap Tops and PDA's	Retain for 2 System Backup Cycles then Delete, Erase, or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	
09-00015	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Retain until no longer of an Administrative or Fiscal Value	Multi	
09-00016	Awards, Newspaper Articles \ Clippings, Photographs, Negatives & Scrapbooks	5 Year(s) and no longer of historical value.	Multi	
09-00017	Press and News Releases	2 Year(s) then appraise for Administrative or Historical Value	Multi	RC-3 Required
09-00018	General Photographs, Negatives and Electronic Images	Retain images that have significant Legal, Fiscal, Administrative, or Historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase images that have no significant value (RC-3 not Required)	Multi	RC-3 Required
09-00019	Business Card \ Rotary & Rolodex Files and applicable software files	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
09-00020	Planning, Scheduling, Calendar & Training Information on: Display Boards, Erasable \ Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased	Multi	



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09-00021	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	Retain until no longer of Administrative or Historical Value (RC-3 not required)	Multi	
09-00022	Lists / Rosters / Informational Directories containing employee contact information	Continually Maintained, Purged and Updated.	Multi	
09-00023	Material Safety Data Sheets (MSDS)	Continually Maintained, Purged and Updated.	Multi	
09-00024	Complaints & Requests for Service & Responses	3 years	Multi	
09-00025	Anonymous or Unfounded Complaints	Retain until no longer of Administrative or Historical Value.	Multi	
09-00026	Professional Magazines, Publications and Reference Materials	Retain until no longer of Administrative Value. (RC-3 Not required)	Multi	
09-00027	Professional Organizations & Association Files	1 Year(s) and no longer of an Admin. value	Multi	
09-00028	Equipment and Radio Operating and Maintenance Manuals	Retain until equipment sold, scrapped or no longer the property of the District. (RC-3 Not required)	Multi	
09-00029	Equipment and Radio Maintenance & Repair Records and Vehicle Equipment Check-in Logs	2 Year(s) after equipment sold, scrapped or no longer the property of the District	Multi	
09-00030	Laws, Regulations & Rules (Local, County, State & Federal)	Until revised or rescinded	Multi	
09-00031	Policies, Procedures, Rules & Regulations	6 Year(s) after Revised, Superseded or Discontinued.	Multi	
09-00032	Public Record Request Forms	1 Year(s)	Multi	



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09-00033	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) after Revised, Superseded or Discontinued.	Multi	
09-00034	Copies – All Media (Reading, Informational & Reference)	Retain until no longer of an Administrative Value. (RC-3 Not Required)	Multi	
09-00035	Annual Departmental Reports	Permanent	Multi	RC-3 Required
09-00036	Annual Department Budget (Departmental Copy)	3 Year(s) provided audited	Multi	
09-00037	Annual Departmental Budget Preparation Documents & Worksheets	3 Year(s) after final budget approved	Multi	
09-00038	Inter Office Communications (IOCs) – Memos – Memoranda	2 Year(s) and no longer of Administrative or Legal value.	Multi	
09-00039	Daily Activity Sheets - Daily records kept by Captain/OIC on duty from each station and calls received during 24-hour shifts	10 years, appraise for historical value	Multi	
09-00040	Surveys & Questionnaires	3 Year(s) and no longer of an Administrative or Legal value	Multi	
09-00041	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Departmental Copy)	3 Year(s) provided audited	Multi	
09-00042	Training Materials – All Media	Retain until obsolete, superseded or no longer of Administrative Value	Multi	
09-00043	Inventory of Fixed Assets	3 Year(s) after Revised, Superseded or Discontinued.	Multi	
09-00044	Training Records – Departmental	7 Year(s) after employee leaves District employment	Multi	



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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 OHS-LGRP
09-00045	Professional Certifications, Professional Licenses, Certificates of Training and similar documents	Place copy in Individual's Personnel Records	Multi	
09-00046	Statistical Reports Monthly	3 Year(s) and no longer of an Administrative value	Multi	
09-00047	Statistical Reports – Annual	5 Year(s)	Multi	
09-00048	Arson Reports	Permanent	Multi	RC-3 Required
09-00049	Fire Prevention Bureau – Monthly Consolidated Reports	5 Year(s)	Multi	
09-00050	Fire Prevention & Safety Program Records	5 Year(s) and no longer of Administrative or Legal value	Multi	
09-00051	Fireworks Application and Permits	1 year after expiration	Multi	
09-00052	Chief's Monthly Report	Incorp. into Annual Report	Multi	
09-00053	Fire Code	Continually Maintained and Updated. (No RC-3 Required)	Multi	
09-00054	Notification Lists – All types	Continually Maintained, Purged and Updated	Multi	
09-00055	S. A. R. A. "Right to Know" Records	5 Year(s) and no longer of Administrative or Legal value	Multi	
09-00056	Above Ground Storage Tank Records	10 Year(s) after removal	Multi	
09-00057	EPA Burning Violation Records	5 years, after violation corrected	Multi	
09-00058	Commercial Plans & Drawings	Retain until no longer of Administrative or Historical Value	Multi	RC-3 Required



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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 OHS-LGRP
09-00059	Business Files \ Records – Commercial (including permits, violations, receipts etc.)	Retain until Structure Demolished	Multi	
09-00060	Business Files \ Records – Annexations	Retain until no longer under District Jurisdiction and no longer of Legal or Administrative Value. Records may be transferred to Governing Jurisdiction	Multi	
09-00061	Business – Commercial Building Pre-Plans	Continually Maintained, Purged and Updated	Multi	
09-00062	District Owned Buildings – Pre-Plans	Continually Maintained, Purged and Updated	Multi	
09-00063	District Owned Buildings – As Built	Retain until Structure Demolished	Multi	
09-00064	District Building & Furnishing Repair Records	2 Year(s) after sold, scrapped or no longer owned by the District	Multi	
09-00065	Activity and Training Reports	2 Year(s) incorporate into Annual Departmental Report	Multi	
09-00066	Fire Apparatus \ Hose \ Ladder \ Aerial Ladder Testing Records	10 Year(s)	Multi	
09-00067	SCBA – Testing and Flow Testing	Retain until equipment sold, scrapped or no longer the property of the District	Multi	
09-00068	All Waivers \ Visitor Observer Releases \ Station Tour Records \ Car Seat Inspection Release Records	2 Year(s) and no longer of an Administrative value	Multi	
09-00069	Hydrant Inspection Records	2 Year(s)	Multi	
09-00070	Daily Fire Apparatus Inspection Records	3 Year(s)	Multi	



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09-00071	Monthly Training Documentation for ISO Rating	Retain ISO Ratings until revised and maintain current & a minimum of two (2) previous ratings	Multi	
09-00072	ISO Rating & Documentation	Retain ISO Ratings until revised and maintain current & a minimum of two (2) previous ratings	Multi	
09-00073	OSHA Title 1583 Records	30 Year(s) after employee leaves District employment	Multi	
09-00074	Emergency Plans	Continually Maintained, Purged and Updated	Multi	
09-00075	Disaster Plans	Until superseded	Multi	
09-00076	Carbon Monoxide Activation Records	3 Year(s)	Multi	
09-00077	Monthly Station Log	25 Year(s)	Multi	
09-00078	Fire Reports – NFIRS	Retain paper until data entered into Computer Database and accuracy verified & backed up, then destroy. (RC-3 Not Required)	Paper	
09-00079	Fire Reports – NFIRS	Maintain data until transferred to microfilm & verified for accuracy (No RC-3 Required)	Computer	
09-00080	Fire Reports – NFIRS	Permanent	Microfilm	
09-00081	Fire Incident Reports / Company Run Reports (Excluding Arson & Fatalities)	Retain paper until data entered into Computer Database and accuracy verified & backed up, then destroy. (RC-3 Not Required)	Paper	



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09-00082	Fire Incident Reports \ Company Run Reports (Excluding Arson & Fatalities)	25 Year(s) maintain data until transferred to microfilm & verified for accuracy (No RC-3 Required)	Computer	
09-00083	Fire Incident Reports \ Company Run Reports (Excluding Arson & Fatalities)	Permanent	Microfilm	RC-3 Required
09-00084	Fire Incident Reports (Arson & Fatalities)	Permanent	Paper	RC-3 Required
09-00085	Fire Incident Reports (Arson & Fatalities)	25 Year(s)	Computer	
09-00086	Fire Hydrant Location & Information Files	Continually Maintained, Purged and Updated	Multi	
09-00087	Dispatch Sheets	3 Year(s)	Paper	
09-00088	EMS Incident Reports (Excluding Fatalities)	Retain paper until data entered into Computer Database and accuracy verified & backed up, then destroy. (RC-3 Not Required)	Paper	
09-00089	EMS Incident Reports (Excluding Fatalities)	25 Year(s) then downloaded to create Computer Output Microfilm (COM) Erase after COM verified for accuracy. (RC-3 Not Required)	Computer	
09-00090	EMS Incident Reports (Excluding Fatalities)	Permanent	Microfilm	
09-00091	EMS Incident Reports – Fatalities	Permanent	Paper	
09-00092	EMS Incident Reports – Fatalities	25 Year(s) then Erase and Reuse	Computer	
09-00093	EMS Billing Statements	5 Year(s)	Multi	
09-00094	EMS Billing Reconciliation Records	2 Year(s)	Multi	



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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 OHS-LGRP
09-00095	EMS Monthly Statement	3 Year(s)	Multi	
09-00096	EMS Employee Re-Certifications	Place copy in Individual's Personnel Records	Multi	
09-00097	EMS Certification & Re-Certification Lists	Until Superseded	Multi	
09-00098	Hospital Transport Totals	Incorp. into Annual Report, then Destroy	Multi	
09-00099	Medic Staffing Reports	3 Year(s)	Multi	
09-00100	EMS Drug Inventory	4 Year(s) Multi	Multi	
09-00101	Squad Changeover Records – Equipment	Until Revised, Updated or Superseded	Multi	
09-00102	DEA \ Ohio Pharmacy Prescription Drug License	5 Year(s)	Multi	
09-00103	Mutual Aid Agreements \ AMAR	5 Year(s) after expiration	Multi	
09-00104	Tactical Pre-Plans	Continually Maintained and Updated	Multi	
09-00105	Interdepartmental Equipment Loans	3 Year(s)	Paper	
09-00106	Fire Detector \ Detection Tests \ Fire & Safety Inspection Reports for All District Buildings	10 Year(s)	Multi	
09-00107	Fire Investigation: Files \ Index \ Evidence	20 Year(s)	Multi	
09-00108	Audio \ Video \ Digital Recordings except when specifically scheduled.	Until no longer of an Administrative or Legal Value, then erase or destroy (RC-3 not required)	Multi	



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09-00109	Photographs \ Slides \ Negatives \ Digital Images \ Video – Audio – Digital Recordings	Retain in Departmental Library. Erase Electronic Media when no longer of Administrative Value. (RC-3 Not Required)	Multi	RC-3 Required
09-00110	Individual Employee Training Records including Training Evaluations \ Certificates, etc.	5 Year(s) after employee leaves District employment	Multi	
09-00111	Continuing Education Requests	4 Year(s) and no longer of Administrative or Legal value	Multi	
09-00112	Exchange of Time Agreements \ Trades	4 Year(s)	Paper	
09-00113	Efficiency Reports	Place in Personnel File	Multi	
09-00114	Off Duty & Duty Schedule Monthly	4 Year(s)	Multi	
09-00115	Daily Attendance Records	4 Year(s)	Multi	
09-00116	Hazardous Exposure Records – Departmental	Permanent	Paper	
09-00117	Hazardous Exposure Records – Individual	Place in Personnel File	Paper	
09-00118	Leave Requests: Personal \ Sick \ Vacation \ Disability \ Compensatory Time Requests	7 Year(s) provided balances journalized	Multi	
09-00119	Leave Summary Reports	4 Year(s)	Multi	
09-00120	Fiscal Records: Ledgers \ Account Books \ Quarterly Reports \ Statistical Reports \ Workpapers	3 Year(s)	Multi	
09-00121	Permits \ Licenses – All Types	4 Year(s)	Multi	
09-00122	State and Federal Grant Records – funded	6 Year(s)	Multi	
09-00123	State and Federal Grant Applications – Not Funded	2 Year(s) RC-3 Not Required	Multi	



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	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
09-00124	Year-to-Date Budget Expenditure Reports	Continually Updated & Revised	Multi	
09-00125	Bid Packets, Requests for Proposal	2 years	Multi	
09-00126	Bids – Successful	15 years, after project completion	Multi	
09-00127	Bids – Unsuccessful	2 years, after award of contract	Multi	

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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