Thank you for using the Ohio Township Records Manual published by the Ohio Historical Society's Local Government Records (LGR) Program. This manual lists many township record series and provides suggested retention periods. Records that are not listed in this manual should be evaluated by the records creator and the local records commission in order to determine an appropriate retention period. To determine the retention period of a record series, evaluate the series based on its administrative, legal, fiscal, and historical value to the township, region or the State of Ohio.

A record has administrative value if it is needed to conduct the current business of the office that created it. Administrative value diminishes over time because the record is no longer needed for current business.

A record has legal value if it documents or protects the legal rights of the office that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.

A record has fiscal value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounting records have been audited. Records of activities funded with combinations of state and federal funds often must be retained longer than records pertaining solely to local funds.

A record has historical value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination.

The retention periods suggested in this manual are based upon the application of each of the four values of records to each record series. Please be aware that these values are not static and can change as fiscal and legal requirements evolve. A local government may choose to adopt retention periods different from those suggested in this manual.

Using this Manual
This manual is presented in chapters corresponding to major offices found in Ohio township governments.

Note: "Audited" and "Provided Audited", when used in this manual and on all RC-1s, RC-2s and RC-3s, means: the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26 Ohio Revised Code. To confirm audit periods and release dates, contact your fiscal officer or the Ohio Auditor of State's Clerk of the Bureau, Columbus.

Role of the Ohio Historical Society
The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the "archives administration for the State of Ohio and its political subdivisions.” As such, when local governments dispose of records, OHS has the first right to select records for permanent archival preservation that have continuing historical value to the State of Ohio and its citizens (Sec. 149.381 ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program.
(OHS-LGRP). The OHS-LGRP works with local governments to develop practical records management programs. For more information about establishing a records management program, please contact the OHS-LGRP at (614) 297-2553 or localrecs@ohiohistory.org.

The Ohio Historical Society has designated six Ohio Network of American History Research Centers as depositories for local government records within their respective regions. Townships devoting space to the storage of historical records may want to consider transferring those records for permanent preservation in a true archival setting at no cost to the township while permitting access to researchers. Township records transferred to the custody of a network center retain their own identity as records belonging to the originating township and are available to the originating township should the need arise.

**Publications Available from the Ohio Historical Society LGR Program**

- *Ohio County Records Manual*
- *Ohio Municipal Records Manual*
- *Ohio Township Records Manual*
- *Sample Library Retention Schedule*

All of these publications are freely available on the Ohio Historical Society's web site at [http://www.ohiohistory.org/lgrforms](http://www.ohiohistory.org/lgrforms)
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Township Government

The adoption of the Ordinance of 1785 by the federal government provided for the legal establishment of township government.

A surveyor was appointed by Congress to divide the Ohio Territory into five or six mile square units. The square plats were designated into numbered units one mile square or 640 acres. These lots then were offered for sale to the public by the federal government. Section 16 was reserved for the establishment of a township public school. The Ordinance of 1785 created the township and made it the first governmental unit in Ohio.

When Ohio became a state in 1803, the township also became a political subdivision of the state. As such, the township has only those powers granted to it by the state legislature and performs its functions as directed by the state.

Over the years, these functions have changed and grown. In 1804, provisions were made to care for the poor, maintain the roads and the peace of the township, to register livestock brands, and in general, to serve the basic needs of township residents. Elected officials were required to perform these duties: a board of three trustees, a clerk, two overseers of the poor, a select number of highway supervisors, a justice of the peace, and constables. In later years, a treasurer, an assessor, and boards of education and health were added. Currently the number of elected officials has been reduced to three trustees and a clerk, each of which are elected to a four-year term. They fulfill their duties on a part-time basis. The other previously mentioned elected officials have become obsolete, as have their functions. County or municipal government has assumed many of these responsibilities for the obsolete office.

The state legislature has granted the township the latitude to provide a wide variety of services to the public, which allow for a more modern and workable local government. Some of these services include: artificial lighting on any public road, place, or building within township boundaries and outside municipal limits, the care and management of cemeteries, waste disposal, zoning, police and fire protection, and township road and ditch construction, care, and maintenance.
**BOARD OF TRUSTEES**

The Board of Township Trustees consists of three members elected to a four year, part-time term. They are responsible for the supervision and maintenance of all township functions. In the early days of township history, the Board of Trustees cared for the poor, maintained roads, preserved the peace, and registered brands.

Today, the board’s responsibilities include providing for the artificial lighting of any public road, place, or building under township supervision, excluding cities and villages, the care and maintenance of township cemeteries, providing for sanitary waster disposal, rural zoning, police and fire protection, and township road and ditch construction and maintenance. Township trustees also have responsibilities for animals running at large in the township, line fences between adjacent property owners, township hospitals or township hospital districts, the erection of monuments, parks and public playgrounds, and the control of weeds and brush, under certain circumstances.

**TOWNSHIP CLERK**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENT REPORTS</td>
<td>2 fiscal years, provided audited</td>
</tr>
<tr>
<td>ACCOUNT RECORDS (ORC 507.04)</td>
<td>10 years after last entry, provided audited</td>
</tr>
<tr>
<td>AGENDAS</td>
<td>2 years</td>
</tr>
<tr>
<td>AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES</td>
<td>5 years</td>
</tr>
<tr>
<td>AMIMAL BOUNTIES (Chicken Hawk, Ground Hog, Sparrow, Wolf, And Panther Bounties)</td>
<td>Until audited. Appraise for historical value</td>
</tr>
<tr>
<td>ANIMAL CLAIMS</td>
<td>3 years, provided audited</td>
</tr>
<tr>
<td>ANNUAL BUDGET RESOLUTIONS (July document and December amendments)</td>
<td>Incorporate into Minutes; retain copies 5 years</td>
</tr>
<tr>
<td>ANNUAL FINANCIAL REPORTS (ORC 507.07) (Proceedings)</td>
<td>Incorporate into Minutes</td>
</tr>
</tbody>
</table>
ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE 25 years

ANNUAL INVENTORIES (ORC 505.04) 3 fiscal years, provided audited
Annual inventory of township equipment and supplies.

ANNUAL REPORTS (ORC 5571.13) Permanent

APPLICATIONS FOR EMPLOYMENT Retain with Personnel Record if applicant employed; others destroy after 2 years

APPROPRIATIONS LEDGERS (Receipts and Expenditures Records) 5 fiscal years, provided audited
Contains who the funds are for, for what purpose, when available, year available, amount, and where funds came from.

ASSESSORS’ RECORDS OF FRUIT GROWERS Appraise for historical value
Arranged chronologically. Contains name, address, owner or agent; number of peach trees, plum trees, cherry trees, prune trees, apricot trees, and almond trees.

AUDIT REPORTS 5 fiscal years

BANK DEPOSIT SLIPS 4 fiscal years, provided audited

BANK STATEMENTS (Reconciliations) 4 fiscal years, provided audited

BIDS (Successful) 3 fiscal years, provided audited
Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided, and penalties for non-completion.

BIDS (Unsuccessful) 3 fiscal years, provided audited
See above.

BOND REGISTERS (Revenue Bonds) 20 fiscal years after issue called

BONDS, OFFICIALS (Record Of Officials’ Oaths And Bonds; Certificates Of Oaths; Notices To Officers Elected Or Appointed; ORC 503.25; ORC 507.04; ORC 507.05; ORC 507.08) 10 years after termination of office or employee. Appraise for historical value
Arranged by official's title and therein chronologically.
Contains a record of surety bonds filed by township officials showing office holder, office, sureties, amounts and conditions of bonds, date approved, date filed, and oath.

BONDS, REVENUE (Redeemed Coupons) 2 years after redemption, provided audited.

BUDGETARY AND FISCAL WORK SHEETS 3 fiscal years, provided audited

BURIAL PERMITS (Burial Transit Permits) 5 fiscal years
BURIAL RECORDS (Cemetery Records; Interment Records)
Contains a record of burials in the township cemetery showing name of decedent, place of birth, last residence, age at death, sex, date of death, cause of death, date of interment, lot number, location, box or vault, cost of digging, name of undertaker, address, and remarks.

CANCELED CHECKS
4 fiscal years, provided audited

CASH BOOKS (Cash Receipts And Expenditures Journals)
3 years, provided audited

CEMETERY ACCOUNT RECORDS (Investments Of Cemetery Funds; ORC 507.04; ORC 517.17)
Funds for the care of the cemetery including record of investments and receipts and disbursements.
10 years after last entry, provided audited

CEMETERY DEED RECORDS/CEMETERY LOT SALES RECORDS (ORC 517.07)
Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, and mausoleum descriptions.
Permanent

CEMETERY PLATS (ORC 517.06)
Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.
Permanent

CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES
Shows beginning balance and monies expected for the year.
3 years, provided audited

CERTIFICATIONS OF PUBLISHING LEGAL NOTICES
Shows when published, who published, for what reason, length of run, and charge.
2 years

CHATTEL MORTGAGE INDEXES
Arranged alphabetically by name of mortgagor/mortgagee. Contains mortgagor/mortgagee, number, date of mortgage, date of filing, amount secured, date of re-filing, and date of cancellation.
Obsolete. Appraise for historical value

CHATTEL MORTGAGE RECORDS
Arranged chronologically by date of entry. Abstract after narrative arranged alphabetically by last name and includes grantee, grantor, date of mortgage, date of filing, amount, and remarks. May also include full name and address of debtor and secured party, description of chattel (usually household or farm goods).
Obsolete. Appraise for historical value
CHECK REGISTERS (Stubs; Duplicate Copies Of Checks) 4 fiscal years, provided audited

CIVIL DEFENSE RECORDS Until no longer of administrative value

CONSTRUCTION FILES 15 years after construction is complete
Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories, and contracts.

CONTRACTS AND AGREEMENTS 15 fiscal years

CORRESPONDENCE 2 fiscal years

CRYPT RECORDS (Mausoleum Records; SEE Cemetery Records) Permanent
Arranged chronologically. Contains owners names at mausoleum, mapping, and statistics.

EMERGENCY FUND MINUTES Permanent
Arranged chronologically by date of proceeding.

EMPLOYEE TIME RECORDS 3 years, provided audited

EMPLOYMENT REPORTS (Ohio Bureau of Employment Reports) Permanent
Quarterly payroll reports.

EQUIPMENT MISSED, DAMAGED, DESTROYED 2 years
Contains description of equipment, facts of incident, and date.

FEDERAL REVENUE SHARING RECORDS Obsolete. Destroy if no longer of any administrative value

FENCE DISPUTE FORMS (Line Fence Dispute Forms) 5 years after settlement
Forms filed with trustees to settle building of fences.

FENCE PARTITION RECORDS Appraise for historical value
Arranged chronologically. Contains description of property, names of owners, and date.

FENCE PROCEEDINGS Appraise for historical value.
Arranged chronologically. Contains complaints over fences, border repairs, and other minutes.

FRUIT COMMISSIONERS’ MINUTES Permanent
Arranged chronologically by date of proceeding.

GAS SLIPS 1 year, provided audited
Charge slips and receipts for township vehicles. Contains date, care, amount, and cost.
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANTS</td>
<td>Contains purpose of grant, funds applying for, name of applicant, dates, information to support grant request, and projects to be done with grant funds.</td>
</tr>
<tr>
<td>HUNTING AND FISHING LICENSE RECORDS</td>
<td>Arranged alphabetically, therein chronologically by license issued. Contains license number, date of issue, name, age, occupation, residence, nativity, physical description of applicant, and fee paid.</td>
</tr>
<tr>
<td>INCOME TAX RETURNS</td>
<td></td>
</tr>
<tr>
<td>INDENTURE AND APPRENTICESHIP RECORDS</td>
<td>Arranged chronologically. Contains name and age of indenture or apprenticeship, type and length of service, master, duties and responsibilities of both parties, and date approved.</td>
</tr>
<tr>
<td>INSURANCE POLICIES</td>
<td></td>
</tr>
<tr>
<td>INVENTORIES</td>
<td>Lists of equipment, departmental property, dates, status, and description.</td>
</tr>
<tr>
<td>LANDFILL RECORDS</td>
<td></td>
</tr>
<tr>
<td>LAW SUITS (After Decisions)</td>
<td></td>
</tr>
<tr>
<td>LEASES</td>
<td>5 fiscal years after expiration, provided audited</td>
</tr>
<tr>
<td>LEVY FILES</td>
<td>Life of levy plus 1 year</td>
</tr>
<tr>
<td>LIQUOR BLACKLISTS (Notices to Liquor Dealers)</td>
<td>Arranged chronologically. Notices to tavern owners and liquor establishments not to sell liquor to individuals.</td>
</tr>
<tr>
<td>MAINTENANCE NEEDS STUDIES</td>
<td>Arranged chronologically. Contains equipment type, percent expected, annual depreciation, and replacement needs.</td>
</tr>
<tr>
<td>MEMORANDUMS</td>
<td></td>
</tr>
<tr>
<td>MILITARY VOLUNTEER RECORDS</td>
<td>Arranged chronologically. Contains names, company, regiment, and marital status.</td>
</tr>
<tr>
<td>Category</td>
<td>Retention</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>MINUTES (Proceedings of Township Trustees; ORC 507.04)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Includes proceedings, election data, bonds, settlements, accounts, and</td>
<td></td>
</tr>
<tr>
<td>other matters pertaining to the township’s jurisdiction. 19th century</td>
<td></td>
</tr>
<tr>
<td>records may contain Poor Records, Marks and Brands, Estray Records,</td>
<td></td>
</tr>
<tr>
<td>Chattel Mortgages and Deeds, and other information not listed in</td>
<td></td>
</tr>
<tr>
<td>separate volumes or files.</td>
<td></td>
</tr>
<tr>
<td>PAY-IN ORDERS (Receipts)</td>
<td>3 years, provided audited</td>
</tr>
<tr>
<td>PAYROLL RECORDS (Individuals’ Annual Records)</td>
<td>60 years</td>
</tr>
<tr>
<td>Contains information about township employees’ pay, vacation,</td>
<td></td>
</tr>
<tr>
<td>sick time, comp time, application, and personal history.</td>
<td></td>
</tr>
<tr>
<td>PAYROLL RECORDS (Biweekly Records)</td>
<td>3 fiscal years, provided audited</td>
</tr>
<tr>
<td>Contains all payroll information, sick days, vacation, injury,</td>
<td></td>
</tr>
<tr>
<td>social security number and dates.</td>
<td></td>
</tr>
<tr>
<td>PERMITS AND LICENSES</td>
<td>1 year after expiration, provided audited</td>
</tr>
<tr>
<td>P.E.R.S. MONTHLY REPORTS (Public Employees Retirement System Reports)</td>
<td>60 years</td>
</tr>
<tr>
<td>PERSONNEL RECORDS</td>
<td>60 years</td>
</tr>
<tr>
<td>Contains history on current and past employees.</td>
<td></td>
</tr>
<tr>
<td>Includes work information, memos, pay increases, and worker’s</td>
<td></td>
</tr>
<tr>
<td>compensation.</td>
<td></td>
</tr>
<tr>
<td>PLATS AND MAPS</td>
<td>Appraise for historical value</td>
</tr>
<tr>
<td>Contains plats of subdivisions, towns, and villages within the</td>
<td></td>
</tr>
<tr>
<td>township showing owners, parcel numbers, streets, alleys, streams and</td>
<td></td>
</tr>
<tr>
<td>rivers, and railroads.</td>
<td></td>
</tr>
<tr>
<td>POLL BOOKS AND TALLY SHEETS</td>
<td>Appraise for historical value</td>
</tr>
<tr>
<td>Poll Books arranged alphabetically by elector showing date of</td>
<td></td>
</tr>
<tr>
<td>election, precinct, ward, and names and addresses of electors. Tally</td>
<td></td>
</tr>
<tr>
<td>Sheets arranged by offices, therein alphabetically by candidate,</td>
<td></td>
</tr>
<tr>
<td>showing votes cast for each candidate, proposal, or amendment.</td>
<td></td>
</tr>
<tr>
<td>POOR RECORD AND ACCOUNT BOOKS</td>
<td>Obsolete. Appraise for historical value</td>
</tr>
<tr>
<td>Arranged chronologically by date of case. Contains case description,</td>
<td></td>
</tr>
<tr>
<td>date, items of expense, amount, date of trustee’s services, name of</td>
<td></td>
</tr>
<tr>
<td>trustee, and what service rendered.</td>
<td></td>
</tr>
<tr>
<td>POOR RELIEF RECORDS (Certificates For Relief; Infirmary Certificates)</td>
<td>Appraise for historical value</td>
</tr>
<tr>
<td>Arranged chronologically by date of certificate. Includes name, case,</td>
<td></td>
</tr>
<tr>
<td>date, items of expense, amount, date of trustees’ services, what</td>
<td></td>
</tr>
<tr>
<td>services rendered, and may contain other data on the individual</td>
<td></td>
</tr>
<tr>
<td>seeking relief.</td>
<td></td>
</tr>
<tr>
<td>PUBLICATIONS OF THE TOWNSHIP</td>
<td>Permanent, retain 2 copies</td>
</tr>
</tbody>
</table>
REAL ESTATE DATA REPRODUCED FROM COUNTY AUDITOR’S RECORDS  Permanent; updated as available

RECORDS OF COMMITTEES SERVED ON  2 years

RECORDS OF ESTRAY (STRAY ANIMAL RECORDS) Arranged chronologically by report. Contains copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and addresses of person holding the stray, justice of the peace’s appraisal, and date claimed or sold at auction.  Permanent

RECORDS OF MARKS AND BRANDS (ORC 507.05) Arranged chronologically by date of filing. Contains a record of earmarks and brands used by farmers in the township showing name and address of owner, description of brand or earmark used, type of livestock, and date filed.  Permanent

RECORDS RETENTION DOCUMENTS RC-1, RC-2, and RC-3 forms as well as records commission minutes.  Permanent

REGISTERS OF VOTERS (Registers of Voters For Judges Of Elections) Shows full name, address, and party of all registered voters.  Permanent

REGISTRY OF LEGAL VOTERS Appraise for historical value

REQUISITIONS (Invoices; Purchase Orders) 3 fiscal years, provided audited

RESOLUTIONS (Copies) Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board. Retain copies 5 years after incorporation into Minutes (Proceedings)

SEMI-ANNUAL APPORTIONMENTS OF TAXES 5 fiscal years

SICK AND VACATION LEAVE RECORDS Contains time allowed, employee name, dates used, and total time available.  Permanent

SOLDIERS RELIEF RECORDS (Military Relief Records) In 1886 the Ohio General Assembly created the Soldiers Relief Commission in each county to provide for the relief of indigent Union servicemen and the indigent wives and children of deceased veterans. Prior to this commission, township trustees and city councils reviewed relief applications and certified them for relief payments. Records arranged alphabetically, therein by date of application. Shows date, receipts and disbursements, those entitled to relief, name, address, amount per month, to whom to be paid, monthly payment, changes in allotment, and date assistance terminated. Obsolete. Appraise for historical value
SPECIFICATIONS BOOKS

STATEMENTS OF ACCOUNT FOR PER DIEM AND SERVICES (ORC 505.24)
Incorporate 1 copy with Contracts
3 fiscal years, provided audited

STATEMENTS OF BIRTHS AND DEATHS
Arranged chronologically. Births show the name, birth date, place of birth, sex, color, and residence. Deaths show the name, sex, death date, condition, age, place of death, place of birth, occupation, parents, color, disease or cause of death, and previous residence.

SUBDIVISION RECORD PLANS (Lot Number and Street Address Index)
Permanent

SURETY BONDS see BONDS

TAPE RECORDINGS OF TRUSTEES MEETINGS
Incorporate into official Minutes, then retain 1 year

TAPE RECORDINGS OF DISCIPLINE AND GRIEVANCE HEARINGS
Incorporate into Personnel Files, then retain 30 days after appeal time has elapsed

TAX SETTLEMENTS
Semi-annual apportionment of taxes from County Auditor
5 years

TELEPHONE BILLS, TELEPHONE LONG DISTANCE LOGS
2 fiscal years, provided audited

TELEPHONE MESSAGES
 Calls received Until no longer of administrative value

TIME SHEETS
Contains data concerning time, dates, and running totals of time available
3 years, provided audited

TOTAL WAGE AND SALARIES REPORTS
Office copy. Reports sent to County Auditor
5 years

UNION CONTRACTS
States all areas of employment and agreements between workers and management
5 years after expiration

VEHICLE MAINTENANCE REPORTS
Lists vehicle, type of repair, date done, mileage of vehicle, dates of oil changes, name of person doing repair, etc.
Life of vehicle

VOUCHERS, INVOICES, AND PURCHASE ORDERS
4 fiscal years, provided audited

W-2 FORMS
4 fiscal years
<table>
<thead>
<tr>
<th>Records Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-4 FORMS</td>
<td>Until superseded or employee terminates</td>
</tr>
<tr>
<td>WORK SCHEDULES</td>
<td>1 year after schedule Contains shift, change</td>
</tr>
<tr>
<td>WORKERS COMPENSATION CLAIMS</td>
<td>10 years after date of final payment</td>
</tr>
<tr>
<td>FIRE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>ACCIDENT FILES</td>
<td>2 years, provided no claims pending</td>
</tr>
<tr>
<td>ALARM RESPONSE REPORTS (Daily Run Log; Daily Alarm Log)</td>
<td>5 years, provided no action pending</td>
</tr>
<tr>
<td>APPARATUS CHECK LIST</td>
<td>Life of equipment</td>
</tr>
<tr>
<td>ARSON FILES (Arson Reports)</td>
<td>Permanent</td>
</tr>
<tr>
<td>BIDS FOR EQUIPMENT (Successful)</td>
<td>Until equipment out of service</td>
</tr>
<tr>
<td>CIVILIAN CASUALTY REPORTS</td>
<td>1 year</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL SQUAD (EMS) REPORTS (Squad Reports)</td>
<td>5 years, provided no action pending</td>
</tr>
<tr>
<td>ENVIRONMENTAL PROTECTION AGENCY BURNING VIOLATION RECORDS</td>
<td>5 years after violation corrected</td>
</tr>
<tr>
<td>EQUIPMENT MAINTENANCE RECORDS</td>
<td>Life of equipment</td>
</tr>
</tbody>
</table>
FIRE PREVENTION APPLICATION PERMITS
Lists applicant, date issued, date applied, permit number, type of business, storage used, and applicants' signature

FIRE CODE (Copies) Until superseded

FIRE AND LOSS RECORDS Permanent

FIRE INSPECTION REPORTS Life of structure
Contains address, date, inspector, violations, findings, and suggestions

FIRE REPORTS/FIRE RUN RECORDS 5 fiscal years
Arranged chronologically

FIREWORK PERMITS 30 days after expiration

GAS AND OIL DISBURSEMENT RECORDS 1 year, provided audited

HOSE LOAD CARDS Until superseded

HYDRANT LOCATION RECORDS Permanent

HYDRANT MAINTENANCE RECORDS 2 years after test date
Contains repairs of hydrant, location, cause of damage, and company making repairs

INCIDENT REPORTS 5 years, provided no action taken
Contains situation found and action taken, address, owner, fire origin, number of engines, building structure, officer in charge, date, time, and alarm time

INSPECTION OF STRUCTURES RECORDS Life of structure
For Fire Code Violations

INSURANCE CLAIM FILES 10 years after final settlement

MASTER RUN REPORTS 3 years

MEDIC REPORTS (Medic Run Records) 5 years

PERSONAL INJURY WAIVERS Merge with Clerk's Accident Files
Contains waiver for the release of information to fire department for employment purposes

RADIO/PHONE CALLS AUDIO RECORDING TAPES 30 days, erase and reuse provided no action pending

TRAINING MATERIALS FILES Until superseded.

TRAINING RECORDS Merge with personnel records
Contains employee's name, rank, training received,
certification, dates, instructor, and grade.

TRUCK MILEAGE RECORDS
Life of vehicle

TRUCK REPAIR RECORDS
Life of vehicle

VIOLATION NOTICES
1 year after violation contains address, date, owner, violation, time allowed to correct, reinspection date, inspector corrected

WORK SCHEDULES
1 year after schedule change

POLICE DEPARTMENT

ACCIDENT FILES
2 years, provided no claim pending

ACTIVITY SHEETS
2 years

ANIMAL CONTROL RECORDS
2 years

ARREST CARDS
Until age 80 years or deceased
Contains all information on arrest including date, time, offense, officer, name of subject, location, and disposition

BICYCLE LICENSE RECEIPTS
3 years, provided audited

BICYCLE LICENSE REGISTERS
7 years after last entry

BICYCLE THEFT LOGS
3 years

BREATHALYSER RECORDS (OAC 3701-53-01)
Not less than 3 years.

CHILD ABUSE CASE RECORDS
7 years after case closed

COMPLAINT REPORTS
2 years, provided no action pending

CONSTABLE CASE FILES (Drunk Driving Case Files; T 21.10)
Permanent
Court files of drunk driving cases including Alcohol Influence Reports, Breath Test Results, Statements of Facts by Arresting Officers, Accident Reports, and Driving Records.

CONSTABLE RECORDS (Complaint Reports)
Until no longer of administrative value. Appraise for historical value
Contains complaint reports made to the township constable, showing name and address of complainant, nature of complaint, results of investigation, and name of
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigating constable</td>
<td>20 years, provided no action pending</td>
</tr>
<tr>
<td>Criminal Case Files – Felonies</td>
<td>3 years, provided no action pending</td>
</tr>
<tr>
<td>Criminal Case Files – Misdemeanors</td>
<td>3 years, provided no action pending</td>
</tr>
<tr>
<td>Federal Bureau of Investigation Reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Field Interrogation Cards</td>
<td>6 years</td>
</tr>
<tr>
<td>Fingerprints</td>
<td>Until age 80 years of deceased</td>
</tr>
<tr>
<td>Firearm Records and Inventories</td>
<td>3 years, provided audited</td>
</tr>
<tr>
<td>House Checks</td>
<td>30 days after return</td>
</tr>
<tr>
<td>Incident Logs (Police Logs)</td>
<td>7 years</td>
</tr>
<tr>
<td>Jail Records of Personal Property</td>
<td>2 years</td>
</tr>
<tr>
<td>Jail Registers</td>
<td>Permanent</td>
</tr>
<tr>
<td>Junk Vehicle Cards</td>
<td>2 years after sale or other disposition</td>
</tr>
<tr>
<td>Juvenile Arrest Cards</td>
<td>Until age 18 years</td>
</tr>
<tr>
<td>Master Name Index</td>
<td>Permanent</td>
</tr>
<tr>
<td>Missing Person Reports</td>
<td>20 years, or until found</td>
</tr>
<tr>
<td>Offense Reports – Felonies</td>
<td>20 years, provided no action pending</td>
</tr>
<tr>
<td>Offense Reports – Misdemeanors</td>
<td>3 years, provided no action pending</td>
</tr>
<tr>
<td>Pawnshop Cards</td>
<td>1 year, providing no action</td>
</tr>
<tr>
<td>Polygraph Records</td>
<td>6 years</td>
</tr>
<tr>
<td>Prisoner Booking Video Recording Tapes</td>
<td>90 days, erase and reuse provided no action pending</td>
</tr>
<tr>
<td>Radio and Telephone Logs</td>
<td>2 years</td>
</tr>
</tbody>
</table>
RADIO/PHONE CALLS AUDIO RECORDING TAPES

30 days, erase and reuse provided no action pending

RECOVERED PROPERTY RECORDS

2 years after disposal of property

ROAD LOGS
Contains all information on messages, runs, time in and out, company responding, operator, dates, who made calls, and action taken.

5 years, provided no action pending

RULES AND REGULATIONS

Until superseded

SUBPOENAS, SUMMONSES, AND WARRANTS

Until discharged

TOW TICKETS

3 years after paid, provided audited

TRAFFIC CRASH REPORTS
Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued

2 years, provided no action pending

TRAFFIC CITATIONS
Contains violation, date, time, vehicle, owner, officer, and offense.

3 years, provided audited

TRAINING MATERIALS FILES

Until superseded

TRAINING RECORDS
Merge with personnel records

TYPE OF CRIME FILES
Permanent

VACATION HOUSE CHECK RECORDS

30 days after owner's return

VEHICLE IMPOUND RECORDS
Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to, and signatures

3 years

ROAD DEPARTMENT

BLACKTOPPING AND RESURFACING RECORDS
Contains name of street or road, date done, who did work, what was done, completion day, cost, what materials were used, and projected redo date

Permanent

CERTIFICATES OF LABOR PERFORMED

Until no longer of administrative value. Appraise for historical value
DRAGGING RECORDS (Road Dragging Records)
Arranged by dragging district number. Contains name of person who dragged, date notified, date dragged, date of return card, amount charged, and amount allowed
Obsolete. Appraise for historical value

DITCH RECORDS (Applications, Journals, Plats
And Profiles)
Arranged chronologically by date of meeting. Includes a record of proceedings relative to the establishment and construction of township and joint township ditches, including copies of petitions for establishing ditches, petitioners' property boundaries, notices of hearings, reports of viewers, trustees' findings and orders, engineer's reports of surveys and construction cost estimates, and plan of each ditch showing date of entry, name and number of ditch, and date construction completed
Permanent

EASEMENTS
Permanent

INSECT CONTROL RECORDS
Contains days of spray, area done, when to re-spray, what chemicals used, time, date, and operator
2 years

JOB ORDERS
Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent on job
3 years after completed

NOTICES TO DESTROY WEEDS
Arranged chronologically. Contains date, date notified, date to destroy and what to destroy (such as Canadian Thistles), and where. Also contains property of owner and address.
Until no longer of administrative value. Appraise for historical value

ROAD FUND RECORDS (Expenses of Township Road And Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05)
Arranged chronologically by date of entry. Contains date, township funds and orders issued, to whom paid, and amount paid.
10 years after last entry, provided audited

ROAD IMPROVEMENTS RECORDS (ORC 5575.09)
Arranged chronologically by date of meeting.
Contains a record of proceedings for the construction, reconstruction, resurfacing, or improvement of public roads, and date; accounts of receipts and expenditures including date, items of receipts, and amount.
Permanent

ROAD MILEAGE/LOG REPORTS
Yearly check of miles of roads in township.
Permanent
ROAD RECORDS (ORC 507.05; ORC 5575.09)  
Contains information regarding the establishment, alteration, or vacation of public roads showing name, date, petition filed, petitioners, record of hearings on the petitions, surveys and reports, record of lands to be appropriated for the improvement showing owner, acres owned, quantity of land to be appropriated, and resolutions granting or rejecting the petition. May also include plats and maps, accounts, and names of citizens who worked on roads.

ROAD TAX RECORDS (Road Tax Duplicates; Supervisors' Abstracts of Tax Duplicates and Yearly Reports and Accounts)  
Arranged alphabetically by name of landowner. Contains assessments on real estate showing names of owners, location, description, acres, value, and tax information.

ZONING DEPARTMENT

APPLICATIONS FOR CONDITIONAL USE  
Arranged by address. Contains name of applicant, mailing address, home and business phone numbers; location description including subdivision name, section, township, range, block and lot number; existing use; present zoning status, description of conditional use; supporting information such as plans for proposed use and narrative statement relative to above requirements; date and name of applicant; date filed, date of notice to parties in interest; date of notice to newspapers, and date of public hearing; fee paid, decision of Board of Zoning Appeals; if approved, conditions and safeguards prescribed; and whether denied and reason.

APPLICATIONS FOR VARIANCE (Zoning Variance Case Files)  
Arranged by address. Contains name of applicant, mailing address, property address, home and business phone numbers; location description, subdivision name, lot number whether zoned; nature of variance; plans showing dimensions and shape of lot of present and future buildings; justification of variance; legal description; date and name of applicant; fee paid; decision of Board of Zoning Appeals; conditions and safeguards prescribed; and whether denied and reason.

BOARD OF ZONING APPEALS CASE FILES  
Permanent

BOARD OF ZONING APPEALS MINUTES (ORC 519.15)  
Arranged chronologically by date of proceeding.
CERTIFICATES AND PLANS (Certificates of Zoning Approval)  
Arranged numerically and/or chronologically. Contains number and date of certificate, to whom approval is granted and address, description of property, property owner, address, legal description of property, zoning fee, and date.

CHANGE REQUESTS (Requests for Zoning Changes)  
5 years, provided no action pending  
Arranged by address. Contains date, legal description of property, change in classification requested, street address of property, owner's name and address, signature, date, fee paid, and receipt number.

COMPLAINT FORMS  
5 years, provided no action pending  
Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.

GRANT APPLICATIONS  
5 years

LEGAL OPINIONS  
Permanent

NUISANCE ABATEMENT RECORDS (Active and Inactive)  
Permanent

PERMIT APPLICATIONS - BUILDINGS OR FENCES (Applications for Zoning Approval)  
1 year after final decision rendered  
estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, building dimensions and construction, proposed use of building, type of sewage disposal, yard dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application denied and reason.

PERMIT APPLICATIONS - PONDS (Applications for Zoning Approval)  
1 year after final decision rendered  
Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, and proposed use of pond with the pond's size, shape, depth, and plans. Also includes date received, fee paid, certificate issued, number, and whether applications denied and reason.
PERMIT APPLICATIONS - SIGNS OR BILLBOARDS
Applications for Permits to Erect or Place In Use Sign or Billboard
Arranged by address. Contains zoning approval date and use zone, issue date, certificate number, and estimated value; name of owner of sign, number and street, which side of street, between which streets, and name of sign company; type of sign and classification; plot plans and sketch of sign; construction and dimensions of sign, rate and fees, receipt number, height above grade, projection from building, whether an electric sign, and by whom submitted.

PERMIT RECORDS
Permanent

BOARD OF EDUCATION

ENUMERATIONS OF SCHOOL AGE YOUTH
Arranged chronologically. Contains name of parent, name of youth, age, sex, Section 16, whether in school previous year, type of school, subdivision, district, oath, and sometimes other vital statistics.

MINUTES
Arranged chronologically by date of meeting. Contains a record of business transacted at the meetings including salary appropriations, contracts, building construction, and any other business which might come before the board. May also contain Enumerations of Youth and Records of Election of School Board Members.

RECORDS OF GRADUATION
Arranged chronologically. Contains name of pupil, age, date of graduation, courses and grades, average, name of teacher, and remarks.

RECORDS OF TEACHERS EXAMINATIONS
Includes name of teacher, branches of study scores, and date.

SCHOOL FUND ACCOUNT RECORDS
Arranged chronologically by subdistrict number. Contains date, receipts, tuition fund, and schoolhouse and contingent funds. Receipts section contains date, from what source, tuition, schoolhouse and contingent funds, bonds, and interest. Expenditures section contains date, to whom paid, for what purpose, school district number, number of order, tuition, school and contingent funds, bonds, and interest.
SCHOOL FUND SETTLEMENT PAPERS
see School Fund Account Records

SCHOOL REGISTERS (Class Registers; Pupil Records; Teachers’ Term Records)
Arranged chronologically. Includes school number, term, date, name of pupil, age, attendance record, branches of study pursued, name of teacher, and sometimes grades. Some records contain a Visitor’s Register at the end of the volume which gives the date, name of visitor, and remarks.

TEACHERS’ CONTRACTS (Journals)
Arranged chronologically by date of contract.
Contains date, name of teacher, school board members, subdistrict number, term, beginning date, and monthly pay.

TEACHERS’ MONTHLY REPORTS TO BOARD OF EDUCATION
Arranged chronologically. Contains name of school, district, number, teacher, dates, and enrollment statistics.

TEACHERS’ REPORTS TO TOWNSHIP CLERK
Arranged chronologically. Contains name of pupils, pupil statistics, branches of study and grades, and remarks.

BOARD OF HEALTH

MINUTES
Obsolete. Appraise for historical value

JUSTICE OF THE PEACE

CASE FILES
Arranged numerically by case. Contains original papers in civil and criminal proceedings including complaint, plea, justice’s notes, related correspondence, decision, cost bill, subpoenas, and warrants.

CASH BOOKS
Arranged chronologically by date of entry.

CIVIL DOCKETS
Arranged numerically by case. Collects in one section a summary of proceedings in civil actions showing case number, plaintiff, defendant, reason for hearing, final disposition, and costs.
CRIMINAL DOCKETS
Arranged numerically by case. Collects in one section a summary of proceedings in criminal actions showing case number, defendant, charges, complainant, final disposition, and costs.

INDENTURE AND APPRENTICESHIP RECORD
Arranged chronologically. Contains name and age of indenture or apprenticeship, type and length of service, master, duties and responsibilities of both parties, and date approved.

MARRIAGE CERTIFICATES, LICENSES, AND RECORDS
Obsolete. Appraise for historical value

RECORDS OF ESTRAY (Stray Animal Records)
Arranged chronologically by report. Contains copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and address of person holding the stray, justice of the peace's appraisal, and date claimed or sold at auction.

MINISTERIAL LANDS

MINISTERIAL LAND RECORDS
Appraise for historical value
Appendix 1

BRIEF GUIDELINES FOR MICROFILM

Storage Conditions

- Original Camera Negative: Store original off-site in a secured limited access location that has protection against fire, water, chemical damage, and other disasters. Store this master negative at 40 percent - 50 percent relative humidity and 60°-70°F, both humidity and temperature to remain stable. Do not mix silver halide, vesicular and diazo microfilm in the same cabinet.
- Roll Film: Store on reels of non-corrosive metal or inert plastic.
- Other microforms: Store in inert metal, plastic film cans, or acid-free paper cartons/boxes.
- Office use copy of microforms: Use diazo or vesicular microfilm for office use and reference. Store at normal office temperatures in files or drawers that can be closed when not in use. Do not keep diazo and vesicular microfilm in the same cabinet.

Production Standards

- Camera Negative and Processing: Should meet the American National Standards Institute (ANSI) standards for archival permanent microfilm. Microfilm processor should send certification letter with each roll attesting to the following:
  - Camera Negative Resolution: Sharpness 100 lines/mm or better.
  - Camera Negative Density: Background density between .70 and 1.5 depending on the document being filmed.
  - Camera Negative Chemical Stability: Residual fixer (sodium thiosulfate) must not exceed 1.4 microgram per centimeter squared.
  - Reduction Ratio: This can vary therefore conform to ANSI/AIIM MS14-1988, Section 6.7 Standard.
  - Splices: Never use pressure sensitive tape on the camera negative.
  - Use microfilm targets on all work.

Microfilm Targets

<table>
<thead>
<tr>
<th>Target</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BEGIN ROLL #___</td>
<td>Must be eye-legible; begin each record series anew with roll #1.</td>
</tr>
<tr>
<td>2. TITLE BOARD</td>
<td>Must be eye-legible; for example:</td>
</tr>
<tr>
<td></td>
<td>Akron</td>
</tr>
<tr>
<td></td>
<td>City Council</td>
</tr>
<tr>
<td></td>
<td>Minutes - 1919</td>
</tr>
<tr>
<td>3. UNIT CONTINUED FROM PREVIOUS ROLL (if applicable)</td>
<td>Must be eye-legible.</td>
</tr>
<tr>
<td>4. PUBLIC OFFICIAL’S CERTIFICATION</td>
<td>Certifies microfilm is an official record of a public office and complies with Section 9.01 ORC.</td>
</tr>
</tbody>
</table>
5. NOTES TO RESEARCHERS Typed on white paper providing user with information such as where original material is located, who filmed records, and where copies are available.

6. TECHNICAL TARGETS Include the five (5) standard resolution charts for planetary or one (1) resolution chart for rotary plus target stating the reduction ratio.

7. CERTIFICATION BY MICROFILM CAMERA OPERATOR OR VENDOR Certifies the date microfilm created and type of work performed by camera operator and vendor.

8. SPECIAL NOTATIONS MATERIAL MISSING PAGES MISNUMBERED RETAKE INSERTED HERE Other eye-legible targets may be made up on white paper as needed.

9. UNIT CONTINUES ON NEXT ROLL Must be eye-legible. (if applicable)

10. END OF ROLL REWIND Must be eye-legible.

Suggested Microfilm Box Label:

<table>
<thead>
<tr>
<th>AKRON ROLL 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY COUNCIL</td>
</tr>
<tr>
<td>MINUTES</td>
</tr>
<tr>
<td>1945, 1949 - 1954</td>
</tr>
</tbody>
</table>

It is important to include all necessary identifying information on the microfilm box label so there will be no doubt about the contents of each box. The labels are intended to indicate the actual contents of the roll not just the starting and ending dates of the records. In the above example, it clearly shows the 1946 - 1948 Minutes are not on this roll of microfilm.

An eye-legible target is one that can be read without using a microfilm reader. A restaurant menu board could be used create these targets. Eye-legible targets can also be created using the variety and sizes of fonts now available in word processing programs.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARDS

For copies of ANSI/AIIM Standards which cover microfilm, microfiche, and computer output microfilm (COM), contact The Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5603. Please note that printed copies of the ANSI standards and technical reports are quite expensive. Professionals creating or processing microfilm should know and comply with ANSI standards. This is especially important if the micrographic images are created to replace original records pursuant to Section 9.01 ORC. After microfilming, do not destroy any public record unless you have an approved RC-1 or RC-2 stating that “the records will be destroyed after microfilming” and you have submitted a properly completed RC-3 to the OHS-LGRP.