



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

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

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

### Section A: Local Government Unit

\_\_\_\_\_  
 (Local Government Entity)

\_\_\_\_\_  
 (Unit)

\_\_\_\_\_  
 (Signature of Responsible Official)

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Date)

### Section B: Records Commission

\_\_\_\_\_  
 Records Commission

\_\_\_\_\_  
 (Telephone Number)

\_\_\_\_\_  
 (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.

\_\_\_\_\_  
 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

## Township Suggested Records Retention Schedule

This schedule lists records commonly created by townships. The retention periods specified herein are either required by statute or have been determined by best practice. Local Records Commissions may edit retention periods based on the administrative, fiscal, legal, and historical value of the records.

The township should also notate the media type of the records when filling out the Records Retention Schedule (RC-2). The records can be maintained on separate formats (i.e. paper and electronic) for different amounts of time.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. [The Ohio History Connection recommends](#) that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats.

Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Before this records retention schedule is considered in effect for a particular township it must first be documented on a Records Retention Schedule (RC-2) and signed by a local responsible official, local records commission chair, the State Archives, and the State Auditor's Office. The RC-2 and other forms can be found at: [www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr).

### General Records

Record Series	Description	Retention
Accident Reports / Files	Report of personal or property damage involving a township vehicle or occurring on county property.	6 years
Activity Reports	Reports compiled to detail financial, statistical, and/or operational data.	2 years
Agendas	A list of items to be discussed and/or acted upon during a meeting.	2 years
Audiovisual, Public Relations & Training Materials	Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until information is superseded, obsolete, or replaced; Appraise for historical value
Backup Data	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data

General Records		
Record Series	Description	Retention
Badges and IDs	Employee identification badges and keyless entry devices and related records.	Confiscate upon employment termination or when obsolete, then destroy
Bids (Successful)	<a href="#">ORC 2305.06</a> . Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file.	
	Contracts prior to 2012	15 years
	Contracts from 2012-2021	8 years
	Contracts after June 14, 2021	6 years
Bids (Unsuccessful)	Bids not awarded.	Two years after letting of the contract
Blank Forms	Obsolete, unneeded, or superseded forms stock.	Until obsolete or superseded
Blueprints / Vellums / Drawings / Tracings / Mylars	Maps and plans created for construction, projects, and/or events.	Until updated, superseded or obsolete; Appraise for historical value
Blueprints for public buildings		Permanent
Bulletins, Posters, And Notices To Employees	Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value
Compliance Reports	Standard reports required to be filed by regulatory agencies.	5 years
Continuing Education Certifications / Class / Seminars / Training Attendance Records	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file
Contracts	<a href="#">ORC 2305.06</a> . Legal agreements with individuals, organizations, or entities to procure goods and/or services	
	Contracts prior to 2012	15 years
	Contracts from 2012-2021	8 years
	Contracts after June 14, 2021	6 years

General Records		
Record Series	Description	Retention
Copies Of Records	Additional copies of records or images which are no longer required and serve no useful purpose	Until no longer of administrative value
Correspondence-Transient	Communications which convey information of temporary importance in lieu of oral communication; i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value; File with related records if content requires longer retention
Correspondence- General	Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years; File with related records if content requires longer retention
Correspondence-Substantive	Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; File with related records if content requires longer retention; Appraise for historical value
Delivery Slips / Packing Slips	Documents received when accepting goods from a carrier or vendor.	Until no longer of administrative value
Directories / Lists / Rosters	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced
Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)	Documents plans and procedures to protect and reestablish township operations in the event of a disaster.	Until updated or superseded
Disciplinary Hearings	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.	
	A) Audio and video recordings	1 year
	B) Report of proceedings	Place in personnel file
	C) Transcripts	5 years
Drafts / Transient Records	Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value

General Records		
Record Series	Description	Retention
Equipment Maintenance Records	Files documenting ownership, warranties, routine maintenance and repair of township owned equipment.	Life of the equipment
Fax	A) Documentation-Fax machine generated cover sheets, confirmation notices and buffer printouts.	Until no longer of administrative value
	B) Logs- Register of fax messages sent and received	1 year
	C) Messages- Communications sent and received using a fax machine	Treat as correspondence
Fee Schedules	Fees for goods or services provided by the township.	Until updated, superseded, or obsolete
Fuel Usage Records	Charge slips and receipts for township vehicles. Contains date, care, amount, and cost.	3 years
Grant Application (Not Funded)		1 year
Grant Files	Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved
Image File	Visual documentation of a person, place, or event.	Until no longer of administrative value; Appraise for historical value
Insurance Policies	<a href="#">ORC 2305.10</a> . Documents listing terms and conditions between township and insurance providers.	2 years after expiration, provided all claims settled and appeals exhausted

General Records		
Record Series	Description	Retention
Insurance Records	Fiscal and administrative records generated in the administration of insurance policies.	2 years after expiration of associated policy, provided all claims settled and appeals exhausted
Legal Advertisements / Notices	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	1 year or until superseded
Licenses, Permits, Certifications	Documents affirming requirements being met as prescribed by issuing agency.	1 year after expiration
Litigation Records	Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted
Mailing Lists	List of individuals and addresses for mail distribution.	Until updated, superseded, or obsolete
Management and Operations Reports	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	5 years
Manuals, Handbooks	Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced; Appraise for historical value
Material Safety Data Sheets	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded
Meeting Notices	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	1 year
Organizational Chart (Table of Organization)	A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded
Plats And Maps	Renderings noting locations and/or boundary lines. Contains plats of subdivisions, towns, and villages within the township showing owners, parcel numbers, streets, alleys, streams and rivers, and railroads.	Permanent
Press / News Releases	Information disseminated to the public through media outlets.	Until no longer of administrative value; Appraise for historical value

General Records		
Record Series	Description	Retention
Professional Association Records	Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value
Project Plans / Drawings	Written plan or pictorial diagrams for a work related project or program.	Life of project or until obsolete; Appraise for historical or operational value
Public Hearings	A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue.	
	A) Audio and video recordings	1 year
	B) Report of proceedings	Permanent
	C) Transcripts	5 years
Publications (created by the local government)	Brochures and promotional material created by township agencies to inform the public of services and functions.	Until superseded or obsolete; Retain one copy permanently
Records Inventory	A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Until superseded
Records Requests	<a href="#">ORC 149.43</a> . Requests to inspect and review public records.	2 years
Records Retention And Disposition Forms	Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent
Research Records	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Until no longer of administrative, fiscal, or legal value
Scrapbooks	Compilation of materials for retention of institutional memory.	Appraise for historical value
Service Requests	Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value

General Records		
Record Series	Description	Retention
Speeches / Presentations	Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value; Appraise for historical value
Statements of Qualifications	<a href="#">ORC 153.66</a> . Submitted and regularly updated by professional design firms wishing to provide professional design services.	2 years
Surveillance Tapes / Videos	Footage documenting daily actions of employees and visitors within an office and omits grounds for security purposes.	Use for one cycle then reuse provided no action pending
Surveys & Questionnaires	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value
Telephone Bills and Logs	Records related to tracking incoming and outgoing calls, including telephone logs, charges and bills.	2 fiscal years, provided audited
Telephone Messages	Messages for recipients received via telephone.	Until no longer of administrative value
Training Files	Documentation of employee training.	Until no longer of administrative value
Travel Requests / Expense Reports	Requests for reimbursement for employee travel.	3 years
Uniform Record	Records tracking the management of uniforms provided by the township.	3 years
Vehicle Maintenance Records	Records noting repairs to and routine maintenance of township-owned vehicles.	Until vehicle sold or disposed of
Vehicle Mileage Records	Log of mileage and expenses incurred in township-owned vehicles.	Until vehicle sold or disposed of
Visitors' Log or Sign-In Sheets	Registers or logs used to track visitors visiting an office.	1 year
Work Orders	Requests asking for maintenance, assistance and/or services.	1 year
Work Schedules	Schedules noting working hours for employees.	Until no longer of administrative value



Township Fiscal Officer		
Record Series	Description	Retention
Amended Official Certificates of Estimated Resources	From County Auditor of township for yearly budget.	5 years
Annual Budget Resolutions (July document and December amendments)	Annual fiscal allocation to offices and departments. July document and December amendments.	Incorporate into Minutes; retain copies 5 years
Annual Inventory	<a href="#">ORC 505.04</a> . Annual inventory of township equipment and supplies.	3 years
Annual Financial Reports	Financial reports summarizing detailed accounting of receipts and expenditures for Township and report prepared and sent to Auditor of State.	Permanent
Annual Reports	Report containing substantive information of operations, policies, procedures, and planning.	Permanent
Appropriations Ledgers (Receipts and Expenditures Records)	Contains who the funds are for, for what purpose, when available, year available, amount, and from where funds came.	5 fiscal years, provided audited
Audit Reports (Federal, State & Internal)	<a href="#">ORC 117.26</a> . Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	10 years
Bond Register	Register of all bonds issued and redeemed.	7 years after final maturity of notes or bonds
Bonds, Officials (Record Of Officials' Oaths And Bonds; Certificates Of Oaths; Notices To Officers Elected Or Appointed)	<a href="#">ORC 503.25</a> , <a href="#">ORC 507.04</a> , <a href="#">ORC 507.05</a> , <a href="#">ORC 507.08</a> . Arranged by official's title and therein chronologically. Contains a record of surety bonds filed by township officials to help ensure responsible execution of job duties and oath of office, given and sworn to by elected official upon taking office, includes township rosters, notices of appointment and certificates of election.	10 years after termination of office or employee; Appraise for historical value
Bond Records	Contains records of long-term, interest-bearing debt instruments issued to provide for a particular financial need.	<a href="#">IRS rule 5.70</a> . Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the refunding Issue has been retired

Township Fiscal Officer		
Record Series	Description	Retention
Budget Preparation Documents (Working Papers)	Preparation documents used to create annual budgets.	2 years
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
Construction Files	Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories, and contracts.	15 years after construction is complete
Employment Reports (Ohio Bureau of Employment Reports)	Quarterly payroll reports.	2 years
Equipment Missed, Damaged, Destroyed	Contains description of equipment, facts of incident, and date.	2 years
Fence Dispute Forms (Line Fence Dispute Forms)	Forms filed with trustees to settle building of fences.	5 years after settlement
Fence Partition Records	Arranged chronologically. Contains description of property, names of owners, and date.	Permanent
Fence Proceedings	Arranged chronologically. Contains complaints over fences, border repairs, and other minutes.	Permanent
Financial Records	Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / bill backs; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	3 years provided audited
Income Tax Returns		6 fiscal years
Leases	Agreements between vendors and township to allow use of equipment and/or real estate property.	5 years after expiration, provided audited

Township Fiscal Officer		
Record Series	Description	Retention
Levy Files	Records related to the imposition of a taxassessed property for a specific township service, operation and/or function.	Life of levy plus 1 year
Maintenance Needs Studies	Arranged chronologically. Contains equipment type, percent expected, annual depreciation, and replacement needs.	5 years after end of fiscal year
Minutes	<a href="#">ORC 507.04</a> , <a href="#">ORC 121.22</a> . Includes proceedings, of township trustees, emergency fund, and commissions. Also includes election data, bonds, settlements, accounts, and other matters pertaining to the township's jurisdiction. 19th century records may contain Poor Records, Marks and Brands, Estray Records, Chattel Mortgages and Deeds, and other information not listed in separate volumes or files.	Permanent
	A) Official Copy	Permanent
	B) Audio and video recordings	Incorporate into official Minutes, then retain 1 year
Oaths of Office Of Elected Officials	Oaths of office given and sworn to by elected official upon taking office.	10 years after leaving office
Officials' Bonds	Surety bond filed by township officials to help ensure responsible execution of job duties.	10 years after expiration
Personnel Payroll Files (Individuals' Annual Records)	Contains information about township employees' pay, vacation, sick time, comp time, application, and personal history throughout the duration of an individual's employment.	60 years
Payroll Records (Biweekly Records)	Contains all payroll information, sick days, vacation, injury, social security number and dates.	5 years, provided audited
Public Employees Retirement System Reports (PERS) Monthly Reports	Records of amounts deducted from employees' salaries for Public Employee Retirement (PERS) pension.	75 years after separation
Records of Marks And Brands	<a href="#">ORC 507.05</a> . Arranged chronologically by filing. Contains a record of earmarks and brands used by farmers showing name and address of owner, description of brand or earmark used, type of livestock, and date filed.	Permanent
Resolutions	Written motions officially documenting policy development and decisions. Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board.	Permanent

Township Fiscal Officer		
Record Series	Description	Retention
Semi-Annual Apportionments of Taxes	Disbursement of tax receipts received in the semi-annual tax settlement disbursed throughout township funds.	5 years
Specifications Books	References the specifications that are included with a bid request and the specifications returned by potential bidders.	Incorporate 1 copy with Contracts
Statements of Account for Per Diem and Services	<a href="#">ORC 505.24</a> . Contains overview of work performed by trustee(s) and the fund to which pay would be allocated.	3 fiscal years, provided audited
Subdivision Records	Records related to the division of property into small divisions including engineering and construction plans and plats, final approved plans, final approved "as-built" plans and record plats.	Permanent
Tax Settlements	Semi-annual apportionment of taxes from County Auditor.	5 years
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
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
IRS W-2 Forms	Statement of earnings and taxes withheld, including federal, state and local income taxes and FICA tax, during a given tax year, prepared by the employer and provided to each employee.	6 years
IRS W-4 Forms	Form to document amount to withhold for federal income tax from pay.	Until superseded or employee terminates
IRS W-9 Forms	Form to request taxpayer identification number and certification to properly establish vendors.	Until superseded or abolished

Human Resources		
Record Series	Description	Retention
Accident Reports	Used to report employee accidents. Records may include accident reports, occupational injury report and investigation, and employee identification and physical assessment form.	6 years
Applications For Employment	<a href="#">29 CFR 1602.14</a> , <a href="#">29 CFR 1627.3</a> . Employment application process records. Can include recruitment files and notes, interview questions, testing results and background checks.	Retain with Personnel Record if applicant employed; others destroy after 2 years
Claims and Litigation Files	Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission (OCRC), Equal Employment Opportunity Commission (EEOC) and Worker's Compensation.	5 years after case is closed and claims exhausted
Classification Files	<a href="#">29 CFR 1602.14</a> , <a href="#">29 CFR 1627.3</a> . Records evaluating the duties, responsibilities tasks and authority level of a job. Used to determine pay or salary.	2 years
Collective Bargaining Agreement Contracts	<a href="#">ORC 2305.06</a> . Agreements and contracts resulting from negotiations with employee bargaining units.	8 years after superseded
Collective Bargaining Agreement Negotiation Files	Records concerning the negotiations of various union contracts.	Until no longer of administrative value
EEO Data Sheets	Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics.	3 years
EEO-4 Report	<a href="#">29 CFR 1602.30</a> , <a href="#">29 CFR 1602.31</a> . Periodic report required by the federal government that indicates the position of the township workforce by sex and race/ethnicity.	3 years
Employee Assistance Program	Records related to employees sent to participate in an employee assistance program (EAP), which seeks to address unacceptable job performance or conduct. Can include formal referrals, updates, status reports, appointments, recommendations and completion records.	6 years
Employee Benefits Records	<a href="#">29 USC 1027</a> . Documentation of benefits, insurance and dependents selected by each township employee. Can also include COBRA, transportation reimbursement, tuition reimbursement, etc.	6 years

Human Resources		
Record Series	Description	Retention
Employee Time Records (Accruals)	Tracks vacation, sick, and compensatory time used by employees. Final accrual report kept in permanent personnel file.	3 years
Ethics Forms	Disclosures, verification of licenses, registrations or certification or financial disclosures required for employment.	3 years
FMLA	<a href="#">29 CFR 825.500</a> . Disclosure and correspondence to employees utilizing leave under FMLA	3 years
Grievances	Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or the employer (Union & Non-Union).	3 years after union contract expires or resolution or final response
Health & Wellness Records	Comprehensive health program designed to maintain a high level of employee well-being. Includes program activity details and employee participation.	2 years
Immigration Forms & I-9s	<a href="#">8 CFR 274a.2</a> . Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States, per Dept. of Homeland Security regulation.	3 years after date of hire or one year after termination whichever is later
Intern Files	Records of students who served paid internships.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation
Job Descriptions	Descriptions of employee positions and job classes. May also include supporting documentation and Fair Labor Standards Act (FLSA) test files.	Until revised, superseded or obsolete
Job Postings	<a href="#">29 CFR 1602.14</a> , <a href="#">29 CFR 1627.3</a> . Records created during recruitment process. May contain employment applications, resumes, background checks of applicants not hired or interview notes.	2 years

Human Resources		
Record Series	Description	Retention
Layoff Records/Employee Retention Points	<a href="#">ORC 124.321</a> to <a href="#">124.328</a> , <a href="#">OAC 124-7-01</a> , and <a href="#">OAC 123:1-41</a> . Documents required by the DAS rules in ranking of employee to determine potential layoffs and displacement rights into other positions	6 years
Personnel Files- Short-Term Retention	File maintained for each employee which may include, but is not limited to, items such as application/resume, new hire documentation, position descriptions, personnel actions, training records, emergency contact information, letters of commendation, policy and procedure acknowledgements, performance evaluations, disciplinary documents and separation records.	Purge and destroy 6 years after employment termination
Personnel Files- Long-Term Retention	Portion of file maintained for each employee which can be used to verify employment, retirement, or OPERS contributions. Records may include, but are not limited to, service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers.	75 years after employment termination
Personnel Files - Discipline	Records documenting investigations of personnel for violations of laws, rules and/or policies that result in the issuance of an oral or written reprimand, suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination.	6 years after termination of employment or case closed, whichever is later
Personnel Files - Medical	<a href="#">29 CFR 825.500</a> , <a href="#">29 USC 1027</a> . Medical related documentation of service throughout the duration of an individual's employment.	6 years after termination
Tuition Reimbursement Files	Acknowledgement of tuition reimbursement policy, request to participate in program, and documentation of courses completed or cancelled.	3 years
Unemployment Files	Individual files on each unemployment claim filed, copies; Originals kept by State of Ohio.	3 years after closed
Volunteer Files	Records of those who worked as volunteers or who served as unpaid interns. Can include applications, waiver forms or background checks.	3 years after termination of service
Worker's Compensation	<a href="#">ORC 4123</a> . Files covering claims made by employee for Worker's Compensation benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc.	10 years after final payment

<b>Cemetery Records</b>		
Record Series	Description	Retention
Burial Permits (Burial Transit Permits)	<a href="#">ORC 3705.17</a> . Consents authorizing the burial of a decedent in the township owned cemetery. Contains decedent, location, date, permit number, and authorizing signatures.	5 years
Burial Records (Cemetery Records; Interment Records)	<a href="#">ORC 3705.17</a> . 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.	Permanent
Cemetery Account Records (Investments Of Cemetery Funds)	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	<a href="#">ORC 517.07</a> . Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, and mausoleum descriptions.	Permanent
Cemetery Plats	<a href="#">ORC 517.06</a> . Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.	Permanent
Crypt Records (Mausoleum Records; See Cemetery Records)	Arranged chronologically. Contains owners' names at mausoleum, mapping, and statistics.	Permanent



<b>Fire Department</b>		
Record Series	Description	Retention
Alarm Response, Fire, Fire Run, and Emergency Medical Services (EMS), Medic, and Incident Reports	Records documenting information on runs and action taken, equipment dispatched, time, date, type of run, location, time return, and address of run. May also include patient information, disposition, injury squad sent, and officer in charge. Arranged by type of report and chronologically.	5 years, provided no action pending
Apparatus Check List	Contains name of item, condition of item, location, and when last inspected.	Life of equipment
Civilian Casualty Reports	Contains name, address, date, degree of injury, disposition, and officer in charge.	Permanent
Complaint Files	Records documenting citizen complaints to fire department and any action taken.	2 years
Emergency Medical Services (EMS) Billing	Documents related to the receipt of money for emergency medical services (EMS) provided by the fire division and forwarded to the emergency medical service provider for processing.	3 years, provided audited
Emergency Scene Video Recordings	Footage documenting daily actions of fire and rescue personnel for performance and fire investigation purposes.	90 days, provided no action pending
Environmental Protection Agency Burning Violation Records		5 years after violation corrected
Fire Code (Copies)	Department copies of Ohio Fire Code.	Until superseded
Fire Inspection Reports	Contains address, date, inspector, violations, findings, and suggestions.	Life of structure
Fire Investigation Files (No Arson or Death)	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.	50 years; Appraise for historic value
Fire Investigation Files (Involving Arson or Death)	Records documenting investigations conducted into the fire cause determination that are found to be of a criminal nature or where a death occurred. Records include, but are not limited to correspondence, fire reports, laboratory reports, photographs, video recordings, and witness statements. Contains date of fire, address, investigation, and personnel involved.	Permanent

<b>Fire Department</b>		
Record Series	Description	Retention
Firework Permits	Records include permit, insurance application, MSDS, safety checklist, description of display, investigation paperwork, and payroll records for coverage of fireworks.	1 year after expiration
Fire Prevention Permits and Application	Lists applicant, date issued, date applied, permit number, type of business, storage used, and applicants' signature.	Permanent or until razed
Hydrant Location Records		Permanent
Hydrant Maintenance and Inspection Records	Records document locations, specifications, maintenance, testing, and repair of water hydrants.	3 years
Insurance Claim Files		10 years after final settlement
Dispatch Recordings	Records document communications made through dispatch. Recordings of major events may be pulled from the rotation and used for litigation, training, or other purposes.	90 days, provided no action pending
Violation Notices	Contains address, date, owner, violation, time allowed to correct, re-inspection date, and inspector.	1 year after violation corrected

Police Department		
Record Series	Description	Retention
Accreditation files	Records compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA).	3 years
Activity Sheets	Records include, but are not limited to reporting activity, officer activity, and case closure activity.	2 years provided no action pending
Arrest Records	Contains all information on arrest including date, time, offense, officer, name of subject, location, and disposition.	65 years or until deceased
Arrest Records- Juvenile	Contains all information on arrest including date, offense, officer, charge, disposition, name of subject, address, and social security number.	Until age 18 years
Breathalyzer Records	<a href="#">OAC 3701-53-01</a> . Records documenting the calibration and use of a device made to estimate blood alcohol content for a breath sample.	3 years
Canine Records	Records documenting training and performance of dogs involved in law enforcement operations.	3 years
Community Education Records	Records related to public safety educational and outreach programs including Drug Abuse Resistance Education records.	2 years
Citations (Parking and Traffic)	Department copies of citations or warnings issued for parking, traffic, motor vehicle, or other violations.	3 years, provided no action pending
Crash Reports (Traffic)	Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued.	2 years, provided no action pending
Dispatch Logs (Police Logs)	Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run.	5 years, provided no action pending
Federal Bureau of Investigation Reports	Uniform Crime Reports (UCR) submitted to the Federal Bureau of Investigation (FBI).	3 years
Field Interrogation Cards	Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement.	5 years
Fingerprints	Records documenting fingerprints collected as part of law enforcement activity.	Until age 80 years or deceased

Police Department		
Record Series	Description	Retention
Firearm Records And Inventory	Inventory of township firearms.	3 years, provided audited
House Check Records	Records documenting the inspection of homes and other properties while the occupants are away, including but not limited to address, date leaving, date back, cars, and lights.	30 days after return
Incident Files/ Criminal Case Files/ Offense Reports – Homicides and Deaths	Incident Report Records documenting homicide investigations or other death-related incidents.	Permanent
Incident Files/ Criminal Case Files/ Offense Reports – Felonies	Incident Report Records including but not limited to felony offenses such as kidnapping; rape; sexual battery; unlawful sexual contact with minor; gross sexual imposition; compelling prostitution; aggravated arson; treason; nuclear and chemical weapon violations; robbery; burglary; inciting a riot; felonious or aggravated assault; assault against a police officer; or conspiracy or attempt to commit any of above.	20 years after case closed, provided no action pending
Incident Files/ Criminal Case Files/ Offense Reports – Misdemeanors	Misdemeanor Report Records.	5 years after case closed, or after statute of limitations ends, whichever is longer, provided no action pending
Incident Files- Non-Criminal and Civil Cases	Case files not fitting into other case file categories that document complaints or other actions or incidents investigated by the department May include attempts at service, actual service information, tax sales, foreclosures, and documentation of enforcement action taken under provisions of the order.	5 years after case closed, provided no action pending
Incident Logs (Police Logs)	Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run.	7 years
Impound Immobilization Files	Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, or other reasons. Can include vehicle towing records.	3 years

Police Department		
Record Series	Description	Retention
Master Name Index	Records document information on each individual who has had a call for service, been interrogated, arrested suspects or accomplices, victims, complainants, and witnesses.	Permanent
Missing Person Reports		20 years, or until found
Pawnshop Cards		1 year, providing no action
Polygraph Records		6 years
Prison Records	Logs or other records documenting the confinement and release of individuals held in holding cells.	5 years
Recordings- Body Camera Video	Footage documenting daily actions for law enforcement personnel for performance and evidentiary purposes.	90 days, provided no action pending
Recordings- Radio, Telephone and Prisoner Booking	Audio files or tapes recording incoming calls, law enforcement dispatches, and radio activity among law enforcement units and between law enforcement units and dispatch. May include prisoner booking video if applicable.	90 days, provided no action pending
Recovered Property Records		2 years after disposal of property
Property Logs	<a href="#">ORC 505.105</a> . Logs itemizing incoming items recovered by members of the organized police department, township police district, a joint police district, or the office of township constable. Includes the name of the owner, if ascertained, the person from whom it was taken, the place where it was found with general circumstances, the date of its receipt, and the name of the officer receiving it.	25 years
Rules and Regulations		Until superseded
Subpoenas, Summonses, And Warrants		Until discharged
Type Of Crime Files		Permanent

Road Department		
Record Series	Description	Retention
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
Property Deeds/Easements	Instruments of the purchasing and selling of parcels of land and right-of-ways owned by the township.	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	<a href="#">ORC 507.04</a> , <a href="#">ORC 5543.05</a> . 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	<a href="#">ORC 5575.09</a> . 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	<a href="#">ORC 507.05</a> , <a href="#">ORC 5575.09</a> . 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.	Permanent

Road Department		
Record Series	Description	Retention
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.	Permanent

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Zoning Department		
Record Series	Description	Retention
Board of Zoning Appeals Case Files (Appeals, Conditional Uses, Special Exceptions & Variances)	<a href="#">ORC 519.15</a> . 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.	Permanent
Board of Zoning Appeals Minutes and Agendas	<a href="#">ORC 519.15</a> . Arranged chronologically by date of proceeding.	Permanent
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.	Permanent
Complaint Forms	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.	5 years, provided no action pending
Legal Opinions	Arranged by date and topic. Written opinions from contracted legal counsel or County Prosecutor regarding zoning related topics and enforcement for general inquiries or site specific inquiries. Includes nature of the request for opinion, location of the request (if applicable) legal counsel's response, Ohio Revised Code references or zoning resolution references, course of action to be taken.	Permanent



Zoning Department		
Record Series	Description	Retention
Nuisance Abatement Records (Active and Inactive)	Arranged by address. Contains address, name of offender and address, location and nature of violation, date issued, investigation remarks, date and name of investigator, reference code, disposition and date, re-inspection information, condition found and recommendations, timeframe for correction and penalties. Also includes notifications to offender, lien holders and Board of Trustees Resolution declaring the nuisance and request for County Tax or Auditor's Department to assess the property.	Permanent
Permit Applications - Buildings or Fences (Applications for Zoning Approval)	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.	1 year after final decision rendered
Permit Applications - Ponds (Applications for Zoning Approval)	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.	1 year after final decision rendered
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.	1 year after final decision rendered

<b>Zoning Department</b>		
Record Series	Description	Retention
Permit Records	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 building, building dimensions and construction, yard dimensions, setbacks, lot coverage, signature and date. Also includes date received, fee paid, certificate issued, to whom and what approval is granted, number and whether application denied and reason.	Permanent
Plans (Studies)	Long-term studies prepared and adopted by the Trustees for the purpose of guiding future development in the township.	Permanent
Zoning Commission Case Files- Map Amendments (Re-zonings/Change Requests) & Text Amendments	Arranged by address. Contains name or applicant and/or representing agent, mailing address, property address, home and/or business telephone numbers; location description, subdivision name, lot number, legal description, zoning district, change in classification requested, plans showing dimensions and shape of lot, dimensions and shape of requested area to be rezoned, existing and proposed use(s); description of text to be changed; fee paid date of notice sent to interested parties, newspapers and date of hearing, decision of the Regional Planning Commission, Zoning Commission and Board of Trustees; conditions and safeguards prescribed; whether denied and reasons.	Permanent
Zoning Maps and Resolutions	Arranged chronologically by date of updates.	Permanent
Zoning Verification Letters	Arranged by date and topic. Written opinions from Zoning Inspector regarding zoning related topics, interpretation of the zoning resolution, verification of zoning classifications and use of property, enforcement, general inquiries or site specific inquiries. Includes nature of the request for opinion, location of the request, Zoning Inspector's response, Ohio Revised Code references or zoning resolution references.	Permanent

Obsolete Records		
Record Series	Description	Retention
Animal Bounties (Chicken Hawk, Ground Hog, Sparrow, Wolf, and Panther Bounties)	Arranged by number. Receipts for payment of bounties. Show name and address of applicant, date filed, and amount due.	Until audited; Appraise for historical value
Animal Claims	<a href="#">ORC 955.51</a> . Arranged by date of filing. Contains original claims filed for compensation for animals killed and injured by predators, showing date filed with trustees, number, breed, and value per head, total value of animals killed and injured, and amount of claim.	3 years, provided audited
Animal Control Records		2 years
Annual Financial Reports (Proceedings)		Incorporate into Minutes
Assessors' Records of Fruit Growers	Arranged chronologically. Contains name, address, owner or agent; number of peach trees, plum trees, cherry trees, prune trees, apricot trees, and almond trees.	Appraise for historical value
Bicycle License Receipts		3 years, provided audited
Bicycle License Registers		7 years after last entry
Bicycle Theft Logs		3 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
Civil Defense Records		Until no longer of administrative 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

Obsolete Records		
Record Series	Description	Retention
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
Federal Revenue Sharing Records		Obsolete; Destroy if no longer of any administrative value
Hunting And Fishing License Records	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.	Until expired; Appraise for historical value
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.	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.	Obsolete; Appraise for historical value
Justice of the Peace Cash Books	Arranged chronologically by date of entry.	Obsolete; Appraise for historical value
Justice of the Peace 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.	Obsolete; Appraise for historical value
Justice of the Peace 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.	Obsolete. Appraise for historical value
Liquor Blacklists (Notices to Liquor Dealers)	Arranged chronologically. Notices to tavern owners and liquor establishments not to sell liquor to individuals.	Obsolete; Appraise for historical value
Marriage Certificates, Licenses, and Record		Obsolete; Appraise for historical value

<b>Obsolete Records</b>		
Record Series	Description	Retention
Military Volunteer Records	Arranged chronologically. Contains names, company, regiment, and marital status.	Obsolete. Appraise for historical value
Ministerial Land Records		Appraise for historical value
Poll Books and Tally Sheets	Poll Books arranged alphabetically by elector showing date of election, precinct, ward, and names and addresses of electors. Tally Sheets arranged by offices, therein alphabetically by candidate, showing votes cast for each candidate, proposal, or amendment.	Appraise for historical value
Poor Record and Account Books	Arranged chronologically by date of case. Contains case description, date, items of expense, amount, date of trustee's services, name of trustee, and what service rendered.	Obsolete; Appraise for historical value
Poor Relief Records (Certificates For Relief; Infirmary Certificates)	Arranged chronologically by date of certificate. Includes name, case, date, items of expense, amount, date of trustees' services, what services rendered, and may contain other data on the individual seeking relief.	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 addresses of person holding the stray, justice of the peace's appraisal, and date claimed or sold at auction.	Obsolete; Appraise for historical value
Registry of Legal Voters	Shows full name, address, and party of all registered voters.	Appraise for historical value
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

Obsolete Records		
Record Series	Description	Retention
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.	Appraise for historical value

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