

# RECORD OF RESOLUTIONS

Dayton Legal Blanks, Inc., Form No. 35045

Resolution No. 3327

Passed December 20, 2007, 20\_\_

## CLEARCREEK TOWNSHIP WARREN COUNTY, OHIO

### A RESOLUTION ADOPTING AND AMENDING THE TOWNSHIP'S RECORDS AND DOCUMENT MANAGEMENT.

**WHEREAS**, the Clearcreek Township adopted a records and management policy for public record availability to the general public; and,

**WHEREAS**, the Clearcreek Township hired Robert W. Schultz & Associates, public administration consultants that specialize in public records management, to review our current policy and make recommendations; and,

**WHEREAS**, the State Legislatures have recently amended and / or revised the public record sections of the Ohio Revised Code; and,

**WHEREAS**, Robert W. Schultz & Associates has recommended a change in our current public records and document management policy; and,

**WHEREAS**, the new law requires all local governments to implement a public records policy; and,

**WHEREAS**, the Ohio Township Association (OTA) has contracted with the law firm of Isaac, Brant & Teeter to develop a public records policy specifically for township governments; and,

**WHEREAS** the proposed records and management policy will be reviewed for adoption by the Clearcreek Township Records Commission; and,

**WHEREAS** the Board of Clearcreek Township Trustees is desirous of establishing a new policy for the records and document management for Clearcreek Township; and,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Clearcreek Township Trustees to amend and adopt the new **Records and Document Management** policy as described and attached to this Resolution as **EXHIBIT "A"**.

Mr. Lamb moved to adopt the foregoing Resolution. Dr. McDonald seconded the motion and upon the call of the roll the following vote resulted:

Mr. Wade - Yea  
Dr. McDonald - Yea  
Mr. Lamb - Yea

Resolution adopted at a regular public meeting conducted on December 20, 2007.

### THE BOARD OF CLEARCREEK TOWNSHIP TRUSTEES

[Signature]  
[Signature]  
R. Dae J. G.

## PUBLIC RECORDS POLICY OF CLEARCREEK TOWNSHIP, WARREN COUNTY

### **Introduction:**

It is the policy of Clearcreek Township in Warren County that openness leads to a better informed citizenry, which leads to more transparent government and sounder public policy. It is our policy to strictly adhere to the state's Public Records Act as well as other state and federal laws.

Ohio's Public Records Act imposes two primary obligations upon public offices:

1. Provide prompt inspection of public records (R.C. 149.43(B) (1)); and
2. Provide copies of public records within a reasonable period of time (R.C. 149.43(B) (2)).

The Public Records Act evolved from the principle that Ohio's citizens are entitled to access the records of their government. We agree that to advance that principle, the Public Records Act should be interpreted liberally in favor of disclosure.

### **Section 1. Public records**

Under Ohio law, a public office may only create records that are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and for the protection of the legal and financial rights of the state and persons directly affected by the agency's activities. (R.C. 149.40).

In accordance with the Ohio Revised Code and court rulings, "records" are defined as those items that meet all of the following:

1. any document, device, or item, regardless of physical form or characteristic, including an electronic record (which includes but is not limited to e-mail or other record created, generated, sent, communicated, received, or stored by electronic means);
2. that is created or received by, or coming under the jurisdiction of a public office; and
3. that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. (R.C. § 149.011(G)).

The determination of whether a specific item constitutes a "record" will depend on the facts and circumstances surrounding the particular item requested. The Ohio Supreme Court has imposed an actual use standard in defining a "record," which means that an item is not automatically a "record" simply because the public office could (but did not) use a document it received to carry out its duties and responsibilities.

Furthermore, a public office is not required to create new records to respond to a public records request, even if it is only a matter of compiling information from existing records.

### **Section 1.1**

It is the policy of Clearcreek Township in Warren County that, as required by Ohio law, records will be organized and maintained so that they are made available for inspection to any person at all reasonable times during regular business hours. (R.C. 149.43(B) (1).

Copies will be made available upon request within a reasonable period of time. (R.C. 149.43(B) (1)).

A current record retention schedule will be readily available to the public upon request. (R.C. 149.43(B)(2))

### **Section 1.2**

Not all of Clearcreek Township's records are "public records." Certain records are exempt from the Public Records Act. Exempt records include records: (1) the release of which is *prohibited* by state or federal law, or (2) that are subject to an express exception set forth in Ohio's Public Records Act, which may be released only if Clearcreek Township decides to waive the express exception.

Examples of records, the release of which is *prohibited* by state or federal law, include, but are not limited to, the following:

Attorney-client privileged information;

Records of a Certified Public Accountant or public accountant in the performance of an audit of a public office (R.C. 4701.19(B));  
Federal tax returns (26 U.S.C. 6103(a));

Criminal background information and other law enforcement information on the LEADS/CCH/NCIC computer database (42 U.S.C. 3789g);

Records that have been sealed pursuant to a statutorily authorized court order (*i.e.* R.C. 2953.52);

Peace officer's home address during the pendency of a criminal case in which the officer is a witness or arresting officer (R.C. 2921.24(A)); and

Employees' and their family members records that were created for purposes of the Family Medical Leave Act or the Americans with Disabilities Act (29 CFR 825.500(g) and 1630.14(c)(1)).

Examples of records that are subject to an express exception set forth in Ohio's Public Records Act, which may be released only if Clearcreek Township decides to waive the express exception include, but are not limited to, the following:

Peace Officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, Residential and Familial Information (R.C. 149.43(A) (7));

Records that pertain to a patient's medical history, diagnosis, prognosis, or medical condition and that were general and maintained in the process of medical treatment (R.C. 149.43(A) (1) (a));

Records that contain information that was specifically compiled in reasonable anticipation of, or in defense of, a civil or criminal action or proceeding (R.C. 149.43(A) (1) (g)); and

Records that pertain to a law enforcement matter of a criminal, quasicriminal, civil, or administrative nature and that, if released, would create a high probability of disclosing any of the following (1) the identity of an uncharged suspect, (2) the identity of a confidential source, (3) specific confidential investigatory techniques or procedures; (4) specific investigative work product; or (5) information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential source (R.C. 149.43(A)(2)).

The exemptions to the Public Records Act will be narrowly construed by this office in the favor of disclosure. This office may seek a legal review prior to determining whether or not an exception applies.

## **Section 2. Record requests**

Each request for public records should be evaluated for a response using the following guidelines:

### **Section 2.1**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow this office to identify, retrieve, and review the records. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that this office cannot reasonably identify what public records are being requested, then this office may deny the request. In such case, this office will provide the requester with an opportunity to revise the request by informing him/her of the manner in which records are maintained by the office and accessed in the ordinary course of this office's duties. (R.C. 149.43(B) (2)).

### **Section 2.2**

The requester does not have to put a records request in writing, and does not have to provide his/her identity or the intended use of the requested public record. However, the records custodian may ask for a written request and may ask for the requestor's identity and/or intended use of the information requested if (1) it would benefit the requestor by helping the public office identify, locate or deliver the records being sought, and (2) the

requestor is informed that a written request and the requestor's identity and intended use of the information requested are not required. (R.C. 149.43(B) (5)).

#### **Section 2.21**

This office will permit a requester to choose to have the public record duplicated upon paper, upon the same medium which this office keeps it, or upon any other medium which this office determines that it reasonably can be duplicated as an integral part of the normal operations of this office. This office is not required to allow the requester to make the copies of the public record. (R.C. 149.43(B) (6)).

#### **Section 2.3**

Public records should be available for inspection at all reasonable times during regular business hours. Public records should be made available for inspection promptly. (R.C. 149.43(B) (1)). To the extent that an office may operate 24-hours-a-day, the records of that office will be made available for inspection during normal administrative hours.

Copies of public records should be made available within a reasonable period of time. (R.C. 149.43(B) (1)).

The determination of the terms "prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

#### **Section 2.4**

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), resolutions, budgets, etc.

#### **Section 2.5**

Upon request, this office will provide copies of public records to a requester by United States mail or by any other delivery means or transmission that this office deems reasonable. (R.C. 149.43(B) (7)).

This office will limit to ten the number of copies of public records provided per month to a requester by United States Mail, unless the requester certifies in writing that he/she does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. (The word "commercial" should be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research). (R.C. 149.43(B) (7)).

### **Section 2.6**

By Ohio law, this office is not required to permit a person who is incarcerated pursuant to a criminal conviction or a juvenile adjudication to inspect or to obtain a copy of any public record concerning a criminal investigation or prosecution or concerning what would be a criminal investigation if the subject of the investigation or prosecution were an adult, unless the judge who imposed the sentence or made the adjudication with respect to the person, or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justifiable claim of the person. R.C. 149.43(B) (8).

### **Section 2.7**

This office, in response to a written request made and signed by a journalist, which must include the journalist's name and title and the name and address of the journalist's employer and which states that the disclosure of the information sought would be in the public interest, will provide the address of the actual personal residence of anyone employed by this office as a peace officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, and, if such employee's spouse, former spouse, or child is employed by a public office, the name and address of that public office. (R.C. 149.43(B) (9)).

### **Section 2.8**

Any denial of public records requested, in part or in whole, should include an explanation, including legal authority, as to why the request was denied. If the initial request was provided in writing, the explanation for denial will be provided to the requester in writing. (R.C. 149.43(B) (3)).

If portions of a record are public and portions are exempt, the exempt portions should be redacted and the rest released. If there are redactions, the office will notify the requester of any redaction or make the redaction plainly visible. Each redaction should be accompanied by a supporting explanation, including legal authority, as to why the redaction was made. (R.C. 149.43(B) (1) and (2)).

### **Section 2.9**

This office has no duty to provide records acquired after a request for records is complete.

## **Section 3. Costs for Public Records**

Those seeking public records should be charged only the actual cost of making copies, unless the cost is otherwise set by statute. (R.C. 149.43(B) (1)). Employee time should not be calculated into the charge for copying a public record. However, in the event that circumstances make it reasonable for this office to hire an outside contractor to make copies of requested records, the requester will be charged the actual cost paid to the outside contractor for the copying service. (R.C. 149.43(F) (2)(a)). These circumstances may include but not be limited to a lack of in-house photocopying resources or labor.

This office has no duty to provide copies of public records free of charge to someone who indicates an inability or unwillingness to pay for them.

### **Section 3.1**

The charge for photocopies of either letter or legal size documents, the fees shall be as follows:

1. For the first through the twenty-fifth photocopy, requested monthly, there will be no charge.
2. For twenty-six or more photocopies, there is a fee of ten (10¢) cents per photocopy calculated from the first photocopy. (Two sided photocopies shall be charged at a rate of ten (10¢) cents per sheet)

### **Section 3.2**

This office may require a requester to pay in advance the cost involved in providing the copy of the public record, as requested. (R.C. 149.43(B)(6)).

### **Section 3.3**

Upon request, this office will provide copies of public records to a requester by United States mail or by any other delivery means or transmission that this office deems reasonable. This office may require such a requester to pay in advance the cost of postage or costs incurred for other supplies used in the mailing, delivery, or transmission. (R.C. 149.43(B) (7)).

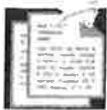
### **Section 3.4**

There may be instances when this office may be able to provide copies made in-house without disrupting its normal functions, but only over an extended period of time. In that instance, this office may offer the requester the options of (1) having the documents produced through a faster method by employing temporary personnel and equipment, (2) using an external private contractor, or (3) having the documents produced in-house by this public office's normal staff and equipment in a less efficient and more time consuming manner.

#### **Section 4. Failure to respond to a public records request**

This office recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, this office's failure to comply with a request may result in the requester commencing a mandamus action against this office in either the court of common pleas, in the court of appeals, or in the Supreme Court of Ohio. The court may order this office to comply with the Public Records Act, as well as order this office to pay statutory damages of one hundred dollars for each business day (beginning with the day the requester files the mandamus action) during which this public office failed to comply (up to a maximum of one thousand dollars), as well as court costs and the requester's reasonable attorney fees.





# GENERAL RECORDS LIST

## Administration

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	25 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Multi	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Paper	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Multi	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	Maintain until no longer of an Administrative or Legal Value
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Manuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Paper	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	Clearcreek Township Employee Handbook (Rules, Regulations, Policies & Procedures)		Multi	6 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value. ( RC-3 Not Required)
0900101	Township Municipal, County, State & Federal Laws, Regulations and Administrative Rules		Multi	Until revised, superseded or discontinued

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900102	Annual Department Budget Preparations Documents & Worksheets		Paper	3 Year(s) After final date of approval
0900103	Bi-Weekly Payroll Summary Report		Paper	1 Year(s) Provided Audited
0900104	Fixed Assets Inventory		Paper	Until revised or discontinued
0900105	Township Project Files		Paper	10 Year(s) After completion of project, provided audited
0900106	Audio & Video Tapes (Digital & Magnetic Tape)		Multi	Maintain until no longer of Administrative or Legal Value
0900107	Table or Organizational Charts		Paper	Until superceded
0900109	Reference Materials & Directories		Multi	Until updated, revised, rescinded (RC-3 Not Required)
0900110	Service Complaint File		Paper	1 Year(s) After complaint or service request resolved
0900111	Preliminary or Unsolicited Projects, Plans, Drawings, Renderings, Proposals, Presentations or Reports		Multi	Return to Submitter when no longer of an Administrative Value
0900200	Data Processing Policies & Operating Procedures		Paper	6 Year(s) After revised or rescinded
0900201	Data System Specifications		Paper	3 Year(s) After discontinuance of system and until all system data is destroyed or transferred to new operating system
0900202	Data Documentation / File Layout		Paper	3 Year(s) After discontinuance of system and until all system data is destroyed or transferred to new operating system
0900203	Data System / Hardware Documentation		Paper	3 Year(s) After discontinuance of system and until all system data is destroyed or transferred to new operating system
0900204	Data Processing Disaster Preparedness and Recovery Plan		Paper	Until revised, superseded or discontinued
0900205	System Backup Files		Multi	Retain for 2 System Backup Cycles then Erase & Reuse Electronic Storage Media. (RC-3 Not Required)
0900206	System User Access Records		Multi	Until no longer of Administrative Value. (RC-3 Not Required)
1300207	OPERS PEDACKN Form		Paper	5 Year(s) From date of service begining on or after January 7, 2103.



# GENERAL RECORDS LIST

## Personnel Management

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	25 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Multi	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Paper	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Multi	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	Maintain until no longer of an Administrative or Legal Value
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Manuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Paper	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	Applications for Employment - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900101	Applications for Employment - Hired		Paper	Place in Personnel File
0900102	Resumes - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900103	Resume - Hired		Paper	Place in Personnel File
0900104	Letters of Reference - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900105	Letters of Reference - Hired		Paper	Place in Personnel File
0900106	Background Investigation - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900107	Background Investigation - Hired		Paper	Place in Personnel File
0900108	Polygraph Examinations - Hiring Process - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900109	Polygraph Examinations - Hiring Process - Hired		Paper	Place in Personnel File
0900110	Controlled Substance Testing - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900111	Controlled Substance Testing - Hired		Paper	Place in Personnel File
0900112	Pre-employment Interviews - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900113	Pre-employment Interviews - Hired		Paper	Place in Personnel File
0900114	Occupational Health Examinations - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900115	Occupational Health Examinations - Hired		Paper	Place in Personnel File
0900116	Psychological Examination - Hiring Process - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900117	Psychological Examinations - Hiring Process - Hired		Paper	Place in Personnel File
0900118	Employment Certification of Appointment, Oath		Paper	Place in Personnel File
0900119	Photographs and Fingerprints - Not Hired		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900120	Photographs and Fingerprints - Hired		Paper	Place in Personnel File
0900121	Public Notice - Employment Opportunities		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900122	Job & Position Description		Paper	After revised or rescinded
0900123	Rules, Regulations, Policies & Procedures		Disk	7 Year(s) After revised or rescinded. Migrate records to DISK then destroy paper
0900124	Organizational Charts & Tables (Personnel & Functions)		Paper	Maintain until Revised or Rescinded
0900125	Employee Rosters		Paper	Maintain until Revised or Rescinded
0900126	Affirmative Action Plan		Paper	7 Year(s) After superseded
0900127	Employee Training Records		Paper	7 Year(s) After employee leaves township employment
0900128	Employee Training Programs & Manuals		Computer	7 Year(s) After revised or rescinded
0900129	Employee In-Service Training Examinations & Score Sheets		Disk	7 Year(s) Migrate records to DISK then destroy paper

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900130	Employee B.W.C. Claims Files		Paper	Place in Personnel File
0900131	Clearcreek Township On-Duty Accident Reports		Paper	Place in Personnel File
0900132	Employee Insurance Enrollment Records		Paper	7 Year(s) After employee leaves township employment
0900133	D.O.T. CDL Substance Abuse Program Files		Paper	Maintain until no longer of an Administrative or Legal value.
0900134	OSHA 300 Compliance File		Multi	25 Year(s)
0900135	Employee Assistance Program Files		Paper	7 Year(s) And no longer of an Administrative or Legal Value
0900136	Employee Performance Evaluation Files (To include orientation evaluations)		Paper	Place in Personnel File
0900137	Performance Evaluation Preparation Files		Paper	60 Day(s) After final date of approval
0900138	Letters of Appreciation		Paper	Place in Personnel File
0900139	Personnel Actions - Commendations, Discipline, Counseling, etc.		Paper	Place in Personnel File
0900140	Complaints of Employee Misconduct		Paper	Maintain until no longer of an Administrative or Legal value.
0900141	Complaints of Employee Misconduct - Findings		Paper	Place in Personnel File
0900142	Anonymous Complaints Against Employees		Paper	Maintain until no longer of an Administrative or Legal Value
0900143	Anonymous Complaints Against Employees - Findings		Paper	Place in Personnel File
0900144	Employee Standards of Conduct Reviews		Paper	7 Year(s) And no longer of an Administrative or Legal Value
0900145	Employee Standards of Conduct Review - Findings		Paper	Place in Personnel File
0900146	Employee Predisciplinary Hearing Case Files		Paper	Place in Personnel File
0900147	Grievance Hearing Files (Agencies)		Paper	Place in Personnel File
0900148	Arbitration and Mediation Reports		Paper	Place in Personnel File
0900149	Fact Finder Reports		Paper	Place in Personnel File
0900150	Union Contracts and Agreements		Paper	10 Year(s) After expiration
0900151	Employee Dispute Case Files (OCRC & EEOC)		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900152	Unsolicited Applications		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900153	Unsolicited Resumes		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900154	Employee Family Medical Leave (Required Documentation)		Paper	Place in Personnel File
0900155	Employee Unemployment Compensation Case Files		Paper	Place in Personnel File

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900156	Employee Leave Balances		Multi	Continually updated by fiscal office until employee terminates.
0900157	Reports to Bureau of Employment Services		Disk	7 Year(s) Migrate records to DISK then destroy paper
0900158	Employee Development Files (Departmental files for the performance evaluation process, copies of Personnel Actions for current year, copy of previous year Performance Evaluation, general information)		Paper	Maintain until no longer of an Administrative Value
0900159	Personnel Files - Service Time, Salary history, Leave balances, Taxes paid, Resignation letter, Retirement information and waivers		Paper	75 Year(s) Appraise for Historical Value
0900160	Personnel Files (All other information)		Paper	75 Year(s)
0900161	Retirement System Payments - Records & Waivers		Paper	75 Year(s)
0900162	Employee Status Forms - Termination, Resignation, Dismissal, Promotion, Hire		Paper	Place in Personnel File
0900163	Applications for OPERS Refund or Waiver		Paper	75 Year(s)
0900164	Court Orders for Payroll Deduction		Paper	Place in Personnel File
0900165	Employee Earning Record		Paper	Continually updated by fiscal office until employee terminates.
0900166	Employee Pay Record		Paper	Continually updated by fiscal office until employee terminates.
0900167	Employee Withholding Requests		Paper	Maintain until replaced or revoked by employee
0900168	Employee Quarterly Federal Tax Return		Paper	7 Year(s) Provided Audited
0900169	Garnishment Orders		Paper	Place in Personnel File
0900170	Notification of Pay / Pay Step Increases		Paper	Place in Personnel File
0900171	Employee Data Forms (Compiled from Employee Application Packets)		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)





# GENERAL RECORDS LIST

## Township Fiscal Officer

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	25 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Multi	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Paper	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Multi	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	Maintain until no longer of an Administrative or Legal Value
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Mannuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Paper	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	Annual Reports (Annual Status & Financial Report)		Paper	50 Year(s) Appraise for Historical Value
0900101	Annual Budget		Paper	50 Year(s) Appraise for Historical Value
0900102	Township Resolutions, Regulations & Ordinances		Paper	Retain Permanently

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900103	Minutes of Township Meetings		Paper	Retain Permanently
0900104	Audio Tapes - Township Meetings		Magnetic Tape	15 Year(s) After official written minutes approved and accepted
0900105	Appropriation Report (Yearly Report)		Paper	5 Year(s) Provided Audited
0900106	Revenue Journal & Bi-Monthly Status Reports		Paper	5 Year(s) Provided Audited
0900107	Cash Summary of Fund		Paper	5 Year(s) Provided Audited
0900108	Investment Journal		Paper	5 Year(s) Provided Audited
0900109	Bank Statements		Paper	7 Year(s) Provided Audited
0900110	Bank Deposit Slips		Paper	7 Year(s) Provided Audited
0900111	Bonds Register		Paper	2 Year(s) And no longer of an Administrative value
0900112	Bonds - Officials		Paper	10 Year(s) After separation
0900113	Appropriations, Temporary & Permanent		Paper	4 Year(s) Provided Audited
0900114	Cancelled Checks (Photo copies of checks)		Paper	7 Year(s) Provided Audited
0900115	Certification of Available Funds by Trustees & County Auditor		Paper	5 Year(s) Provided Audited
0900116	Levies		Paper	5 Year(s) After expiration or revised
0900117	Payroll Records / Time Sheets		Paper	3 Year(s) Provided Audited
0900118	Receipt Books (Completed)		Paper	5 Year(s) Provided Audited
0900119	Purchase Orders		Paper	5 Year(s) Provided Audited
0900120	Vendor Files		Computer	Until no longer of Admin. Value
0900121	Department of Jobs & Family Services Quarterly Reports		Computer	5 Year(s) Provided Audited
0900122	Blanket Certificates		Paper	5 Year(s) Provided Audited
0900123	Memos		Paper	4 Year(s)
0900124	Township Deeds & Mortgages		Paper	Retain Permanently
0900125	Administrative Files - Financial Institutions		Paper	6 Year(s)
0900126	Administrative Files - County Engineers Office		Paper	6 Year(s)
0900127	State of Ohio - Township Liquor Permits		Paper	2 Year(s) After expiration or revised
0900128	Legal Opinions - County & State		Paper	6 Year(s) No Legal Value
1700129	Payment Records: Invoices, Vouchers, Warrants		Paper	3 Year(s) Provided Audited

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
1700130	Payment Records: Invoices, Vouchers, Warrants		Computer	5 Year(s) Provided Audited
1700131	Payroll Records/Time Sheets		Computer	5 Year(s) Provided Audited



# GENERAL RECORDS LIST

## Fire District

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	25 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Computer	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Computer	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Computer	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	Maintain until no longer of an Administrative or Legal Value
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Manuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Computer	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	State and County Wide Emergency Operation Plan		Computer	Until revised or discontinued
0900101	ISO Submissions & Ratings		Multi	25 Year(s)
0900102	Mutual Aid Agreements		Multi	3 Year(s)

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900103	Contracts & Agreements		Multi	5 Year(s)
0900104	Fire District Budget		Computer	3 Year(s)
0900105	Annual Reports		Computer	10 Year(s)
0900106	General Operational Guidelines		Computer	3 Year(s)
0900107	Management / Labor Contracts		Computer	6 Year(s)
0900200	Preplans		Computer	3 Year(s) After Revised, Superseded or Discontinued
0900201	SARA / Right To Know		Computer	Until revised, superseded or discontinued
0900202	Fire Prevention Program		Multi	Until revised, superseded or discontinued
0900203	Knox Box Program		Multi	Until revised, superseded or discontinued
0900204	Fire Code / Building Code: Laws, Regulations - Local, State & Federal		Computer	Until revised, superseded or discontinued
0900205	Red Tag Program Log & Files		Multi	6 Year(s) and no claims or litigation pending
0900206	Juvenile Fire Setter Program		Multi	3 Year(s)
0900207	Above & Underground Storage Tanks		Multi	6 Year(s) After removal
0900208	Environmental Inspections		Multi	6 Year(s)
0900209	Operational Permits (Open Burning, Fireworks, & Blasting Permits)		Paper	3 Year(s)
0900210	Commercial Building Plans		Paper	3 Year(s)
0900211	Fire Inspection Files		Multi	3 Year(s)
0900212	Fire Investigation Files		Multi	10 Year(s)
0900300	Hose Testing Records		Multi	5 Year(s)
0900301	Ladder Testing Records - Ground		Multi	5 Year(s)
0900302	Ladder Testing Records - Aerial		Multi	5 Year(s)
0900303	SCBA Testing		Multi	5 Year(s)
0900304	Pump Testing		Multi	5 Year(s)
0900305	Personal Protective Equipment & Uniforms Records		Multi	3 Year(s) After replacement of equipment
0900306	Hydrant Testing & Maintenance Requests		Computer	6 Year(s)
0900307	Monthly Testing - Outdoor Warning Sirens		Computer	5 Year(s)
0900308	Maintenance Records - Outdoor Warning Sirens		Multi	5 Year(s)

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900309	EMS - Controlled Substance Inventory (Includes Sealed & Resealed)		Paper	4 Year(s)
0900310	EMS Protocols		Multi	6 Year(s) and no actions pending
0900311	ZONE Maps		Paper	Maintain until revised, superceded or discontinued
0900312	Daily Equipment Inspection Records		Multi	2 Year(s)
0900313	Apparatus & Equipment Maintenance Records		Paper	1 Year(s) And no longer the property of the Fire District
0900314	Apparatus & Equipment Repair Records		Paper	1 Year(s) And no longer the property of the Fire District
0900315	Apparatus & Equipment Manuals		Multi	1 Year(s) And no longer the property of the Fire District
0900316	Ride-A-Long Program Records		Paper	6 Year(s)
0900400	Accounts Payable & Accounts Receivable: Purchase Orders, Requisitions, Receiving Reports, Received Invoices, Statements & Receipt Book		Multi	3 Year(s) Provided Audited
0900401	EMS & MVA Cost Recovery Program		Computer	3 Year(s) Provided Audited, No Legal Claims
0900402	HIPPA Compliance - Log (Compliance Statement)		Computer	3 Year(s)
0900403	Grants - Unfunded		Computer	1 Year(s)
0900404	Grants - Funded		Multi	6 Year(s) After expiration of Grant
0900405	Station Facility Maintenance & Inventory Checks		Multi	3 Year(s)
0900406	Fire Reports		Computer	6 Year(s) and no actions pending
0900407	EMS Reports		Computer	6 Year(s) and no actions pending
0900408	EMS / Fire Reports - Fatalities		Paper	Retain Permanently
0900409	EMS / Fire Reports - Fatalities		Computer	10 Year(s) and no longer of admin. value
0900410	Inventory Control Records		Computer	2 Year(s)
0900411	Employee Time Sheets		Multi	3 Year(s) Provided Audited
0900412	Payroll Records		Multi	3 Year(s) Provided Audited
0900413	FCC License		Paper	5 Year(s)
0900414	D.E.A. Drug License		Paper	3 Year(s)
0900415	Monthly Reports		Computer	1 Year(s)
0900500	Training Schedules		Computer	3 Year(s)
0900501	Training Programs		Computer	3 Year(s)



Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900502	Training Certificates, Qualification Status Records		Multi	Until updated, revised, rescinded (RC-3 Not Required)
0900503	Physical Fitness & Wellness Program Records		Multi	7 Year(s) and no claims pending
0900504	Physical Agility - New (Selection process)		Multi	7 Year(s) and no claims pending
0900505	NFPA 1500 Compliance: Quality Assurance Records		Computer	3 Year(s)
0900506	BWC / OSHA Compliance Records		Multi	After final settlement
0900507	SCBA / PASS / Fit Testing		Computer	3 Year(s)



# GENERAL RECORDS LIST

## Roads and Parks

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	25 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Multi	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Paper	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Multi	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	Maintain until no longer of an Administrative or Legal Value
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Manuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Paper	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	Blueprints for Park Phases		Paper	Retain Permanently
0900101	Permits for Mound System Restrooms		Paper	Retain Permanently
0900102	Rules, Regulations, Laws (Federal, State, County, Township)		Multi	Until revised or rescinded

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900103	Park Shelter Rental Forms		Multi	3 Year(s)
0900104	Vehicle Inspection Records		Paper	Life of Equipment
0900105	Sign Inventory Records		Multi	Continually Updated
0900106	Warren County Engineer's Projects (New plans)		Paper	3 Year(s)
0900107	Auction Documentation		Multi	3 Year(s)
0900108	Photographs (Parks and Special Events)		Multi	Retain Images that have significant Administrative, Fiscal or Legal Value. Maintain according to content. (Refer to RC-2) Erase Images that have no significant Value
0900109	Road Project Videos		Video Tape	3 Year(s) After completion of project
0900110	Training Manuals / Certificates		Multi	Until revised or rescinded
0900111	Park Inspection Forms		Paper	6 Year(s)
0900112	Equipment Inventory		Paper	Until revised or rescinded
0900113	Cemetery Records		Computer	2 Year(s)
0900114	National Night Out Documents		Multi	2 Year(s)
0900115	Budget (Copy)		Paper	3 Year(s)
0900116	Budget Preparation Documents		Paper	3 Year(s)
0900117	Equipment Auction Files		Paper	7 Year(s)
0900118	Vendor Information Files		Paper	Until no longer of Admin. Value
0900119	Service Complaint Files		Multi	1 Year(s) After request resolved
0900120	General Administrative Files		Multi	Until no longer of Admin. Value
0900121	Road Tickets		Multi	3 Year(s) Provided Audited
0900122	Culvert Inspections		Multi	Life of Structure plus 4 years
0900123	Maintenance / Township Facility Maintenance		Multi	Life of Structure plus 4 years
0900124	ODOT - General Administrative File		Multi	Until revised or rescinded
0900125	Project Files (Resurfacing, Stripping, Contract Repairs, etc.)		Multi	Life of Structure plus 4 years
0900126	OUPS Files		Multi	1 Year(s)
0900127	Chemical Application Records (ORC 901:5-11-10)		Paper	3 Year(s) And no longer of Administrative or Legal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900128	Chemical Applicators License Records		Paper	3 Year(s) And no longer of Administrative or Legal Value
0900130	Records of Township Roads (O.D.O.T. Inventory)		Paper	Retain Permanently



# GENERAL RECORDS LIST

## Police Department

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	5 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Multi	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Paper	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Multi	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	1 Year(s) and no longer of an Administrative or Legal Value.
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Manuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Paper	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	Recognition / Accreditation Reports (CALEA) / Compliance / ISSR Files		Multi	3 Year(s) Incorporate into appropriate ISSR files or file separately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900101	Bias Based Pattern Reports		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900102	Use of Force Reports		Multi	6 Year(s) maintain separately and no longer of a Legal value and no Administrative actions pending
0900103	Use of Force Review Report		Multi	6 Year(s) maintain separately and no longer of a Legal value and no Administrative actions pending
0900104	Review of Use of Force Policy / Weapons Proficiency Report		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900105	Use of Force Analysis		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900106	Pursuit Evaluation Report		Multi	6 Year(s) maintain separately and no longer of a Legal value and no Administrative actions pending
0900109	Inspection of Adherance to Procedures in Property Room - Report		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900110	Inventory of Property Room Report		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900111	Audit of Property Room Report		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900112	Unannounced Inspection Report		Multi	Incorporate into appropriate ISSR files or file seperately and maintain for 3 years after most recent accreditation cycle and no Legal or Administrative actions pending.
0900113	Annual Reports		Multi	Retain Permanently
0900114	Monthly Reports (Monthly Trustees, UCR, etc.)		Multi	2 Year(s) Incorp. Into Annual Report
0900115	Daily Activity Reports (Includes Daily Activity Report, Roll Call, etc.)		Paper	1 Year(s) And no longer of an Administrative value
0900116	General orders, Policy and Procedure, Special Orders		Multi	6 Year(s) After revised or rescinded
0900117	Receipt Book		Paper	3 Year(s) Provided Audited



Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900118	Laws / Regulations / Administration Rules (Federal, State, County, Township)		Paper	1 Year(s) After revised or rescinded
0900119	Laws / Regulations / Administrative Rules (Federal, State, County, Township)		Computer	1 Year(s) After revised or rescinded
0900120	Inventory of Fixed Assets / Equipment		Paper	Until revised or rescinded
0900121	Equipment Training and Operation Manuals		Paper	Life of Equipment or revised or rescinded
0900122	Equipment Maintenance and Repair Records		Paper	Life of Equipment
0900123	Extra Duty / Off Duty Postings		Paper	Until Job assigned
0900124	Monthly Vehicle Inspection Reports		Paper	Life of Equipment or revised or rescinded
0900125	Administrative Project Files		Paper	Until no longer of Admin. Value
0900126	Sexual Predator / Habitual Sex Offender / Sexually Oriented Offender Notification		Paper	As directed by a Court of Record
0900127	Domestic Dispute Summary Reports (BCI & I)		Paper	2 Year(s) Incorp. Into Annual Report
0900128	Civil Protection Orders		Paper	Until Order expires
0900129	Solicitor Registry		Paper	Retain until permit expires
0900130	Liquor Establishment / Permit Holder Files		Paper	2 Year(s) After expiration of License
0900131	Critical Case Files - Homicides		Paper	Retain Permanently
0900132	Critical Case Files - Homicides		Computer	7 Year(s) and no actions pending
0900133	Critical Case Files - Felonies (except homicides)		Paper	6 Year(s) and no actions pending
0900134	Critical Case Files - Felonies (except homicides)		Computer	7 Year(s) and no actions pending
0900135	Critical Case Files - Misdemeanors		Paper	6 Year(s) and no actions pending
0900136	Critical Case Files - Misdemeanors		Computer	7 Year(s) and no actions pending
0900137	Incident Reports / Non-Criminal Reports		Paper	1 Year(s) and no actions pending
0900138	Incident Reports / Non-Criminal Reports		Computer	7 Year(s) and no actions pending
0900139	Traffic Crash Reports / Investigations		Paper	2 Year(s)
0900140	Traffic Crash Reports / Investigations		Computer	7 Year(s)
0900141	Traffic Citations / Officer Notes		Paper	2 Year(s)
0900142	Traffic Citations / Officer Notes		Computer	2 Year(s)
0900144	CCH Logs / Request Forms		Paper	3 Year(s) Provided Audited

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900145	LEADS / NCIC Report Entries		Paper	3 Year(s) Incorp. Into Case Files
0900146	LEADS Validation Files and Correspondence		Paper	3 Year(s)
0900147	LEADS Newsletters		Paper	3 Year(s)
0900148	Evidence Submission Requests (BCI, FBI & MVRCL)		Paper	Incorp. Into Case Files
0900149	Property / Evidence Records, Releases and Supplement Forms		Paper	7 Year(s) After disposal of property
0900150	Received and Found Property		Paper	Until disposed
0900151	Motor Vehicle Tow / Impound File		Paper	2 Year(s) Provided Audited
0900152	Vehicle Immobilization Orders		Paper	Provided Audited
0900153	Junk Vehicle Affidavits and Files		Paper	2 Year(s) Provided Audited
0900154	Photographic Logs / Photographic Negatives (Evidentiary and Administrative)		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900155	Audio Recordings		Multi	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)
0900156	Video Recordings		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900157	Warrant Books and Records		Paper	2 Year(s) No Administrative or Legal Value
0900159	Expunged Case Files		Paper	Return to Issuing Court or enclose in envelope with sealed Expunged Records (No RC-3 Required)
0900160	Master Name Index		Paper	Retain Permanently
0900161	In Service Training Programs		Paper	Until no longer of Administrative Value. (RC-3 Not Required)
0900162	State and Federal Grants		Paper	6 Year(s) After expiration of grant provided audited
0900163	Community Policing Administrative Records		Paper	6 Year(s) No Administrative or Legal Value
0900164	Civilian Observer Waiver Forms / Student Internship Files		Paper	2 Year(s) No actions pending
0900167	Traffic Warnings		Paper	Until entered in computer.
0900168	Traffic Warnings		Computer	30 Day(s)
0900169	Lockouts		Paper	1 Year(s) and no claims pending
0900170	Trip Tickets		Paper	3 Year(s) Provided Audited
0900171	Extra Patrol Cards		Multi	1 Year(s) and no claims pending

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900172	Vacation House Checks		Multi	1 Year(s) After owners return and no claims pending
1300173	Web Check Information Sheets		Paper	1 Year(s)
1300174	Child ID Information Sheets		Paper	1 Year(s)
1300175	Unclaimed Vehicle Affidavit/Records		Paper	3 Year(s) Provided Audited
1600176	Safety Town Records		Multi	1 Year(s) 1 Year and no longer of administrative value.
1700177	Payroll Records: Timesheets, Time Off Requests, Overtime Requests		Paper	3 Year(s) Provided Audited

**GENERAL RECORDS LIST****Zoning**

September 13, 2018

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900001	Vital Correspondence: Correspondence that documents or is related to Capital Projects & Purchases, Land & Building Acquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving the Township Personnel.		Paper	1 Year(s) Minimum after relevant decisions made by Township Trustees or the Township Administrator. In accordance with this schedule Vital Correspondence should be maintained within the related project or topic file and retained accordingly
0900002	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the Township.		Multi	30 Day(s) And no longer of an Administrative, Legal or Fiscal Value. Appraise for Historical Value. File according to content.
0900003	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited correspondence		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900004	Transient Correspondence & Communication Records		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900005	Drafts, Informational Notes, Reminder Notes. (Consisting of transitory information used to prepare the official record in any form)		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900006	Blank Forms		Multi	Retain until no longer of Administrative Value
0900007	Bulletins, Posters, General Notices and Displays		Multi	Retain until no longer of Administrative Value
0900008	Computer General Administrative and Fiscal Reports (Non-specific)		Paper	Maintain until no longer of an Administrative Value, then destroy. (RC-3 Not Required) (Reports may be reproduced)
0900009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging		Multi	Erase or delete when no longer of an Administrative Value
0900010	General Administrative Files		Multi	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value
0900011	Electronic Mail System (Email) {Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43}		Computer	Retain Email that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content. Refer to corresponding RC-2. Erase Email that has no significant value (RC-3 not required)
0900012	Backup Data (Not Duplicated) on Desktops, Laptops and PDAs		Computer	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.
0900013	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts		Multi	Maintain until no longer of an Administrative or Fiscal Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900014	Awards, Newspaper Articles and Clippings		Multi	25 Year(s) And no longer of a historical value.
0900015	Press and News Releases		Multi	3 Year(s) then appraise for Administrative or Historical Value
0900016	General Photographs, Negatives and Electronic Images		Multi	Retain images that have significant Administrative, Fiscal or Legal Value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.
0900017	Business Cards - Rotary, Rolodex and applicable software files		Multi	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel pads and Electronic Media		Paper	Continually Updated, Revised, Completed, Superseded or Erased
0900019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners		Multi	Maintain until no longer of an Administrative or Historical Value
0900020	Lists / Rosters / Informational Directories containing employee contact information		Multi	Continually Maintained, Purged and Updated
0900021	Material Safety Data Sheets		Paper	Maintain until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)
0900022	Anonymous or Unfounded Complaints		Multi	Maintain until no longer of an Administrative or Legal Value
0900023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories		Multi	Retain until no longer of Administrative Value
0900024	Professional Organization and Association Files		Multi	1 Year(s) And no longer of an Administrative value
0900025	Equipment Operating and Maintenance Manuals		Multi	Maintain until equipment sold, scrapped or no longer the property of the Township
0900026	Equipment Maintenance and Repair Records		Multi	1 Year(s) After equipment sold, scrapped or no longer the property of the Township
0900027	Laws, Regulations and Rules (Local, County, State and Federal)		Multi	Maintain until Revised or Rescinded
0900028	Policies, Procedures, Rules and Regulations		Paper	6 Year(s) After Revised, Superseded or Discontinued
0900029	Public Record Request Forms		Paper	1 Year(s)
0900030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 Forms)		Paper	25 Year(s) After Revised, Superseded or Discontinued
0900031	Copies - Reading, Informational & Reference		Paper	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)
0900100	Zoning Commission - Meeting Notices		Multi	3 Year(s)
0900101	Zoning Commission - Meeting Agendas		Multi	3 Year(s)
0900102	Zoning Commission - Written and Approved		Paper	50 Year(s) Appraise for Historical Value

Schedule Number	Record or Series Title	Description	Media Type	Retention Period
0900103	Zoning Commission & Board of Zoning Appeals - Audio recordings of commission meetings		Multi	5 Year(s)
0900104	Board of Zoning Appeals - Meeting Notices		Multi	3 Year(s)
0900105	Board of Zoning Appeals - Meeting Agendas		Multi	3 Year(s)
0900106	Board of Zoning Appeals - Written & Approved Summaries of Meetings		Paper	50 Year(s) Appraise for Historical Value
0900107	Committee - Written & Approved minutes of meetings		Paper	15 Year(s)
0900108	Township Zoning Code		Multi	Retain Permanently
0900109	Blue Prints / Black Lines / Construction Drawings		Multi	3 Year(s)
0900110	Zoning Commission Case Files (Amendments to Text) - Approved & Denied		Multi	Retain Permanently
0900111	Zoning Complaints & Violations Case Files		Multi	4 Year(s) after case closed and no actions pending
0900112	Board of Zoning Appeals Case Files - Approved & Denied		Multi	Retain Permanently
0900113	Geographical Index (Section, Town, Range) (Zoning Commission & Board of Zoning Appeals Case File)		Paper	Until no longer of an Admin. or Historical value, or until revised
0900114	Zoning Case Call Messages		Paper	Incorporate into Zoning Complaint Case File
0900115	Monthly Reports		Multi	10 Year(s)
0900116	Laws, Resolutions, Regulations & Administrative Rules (Township, County & State) - Copy		Multi	Until revised or rescinded
0900117	Site Plans (Subdivisions) / Commercial		Paper	Retain Permanently
0900118	Memos & Inter-Township Communications		Multi	6 Month(s) and no longer of Administrative. Value. (RC-3 Not Required)
0900119	Legal Opinions		Paper	10 Year(s)
0900120	Zoning Inspection Determination		Multi	Until revised or rescinded
0900121	Zoning Permit Files & Plot Plans		Multi	5 Year(s)
0900122	Regional Planning Commission (Recomendations, Correspondence, Inquiries, etc.)		Paper	3 Year(s) And no longer of an Administrative value