



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

May 12 2020

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

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

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

Colerain Township

(Local Government Entity)

(Unit)

*[Handwritten Signature]*

Geoff Milz

Administrator

5-11-2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

513-385-7500

(Telephone Number)

4200 Springdale Road

Colerain Township

45251

Hamilton

(Address)

(City)

(Zip Code)

(County)

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

[Dunger@colerain.org](mailto:Dunger@colerain.org) ; [Jbaker@colerain.org](mailto:Jbaker@colerain.org)

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.

*[Handwritten Signature]*  
 Records Commission Chair Signature

5-7-20

Date

Daniel J Unger - President Board of TRUSTEES

**Section C: Ohio History Connection - State Archives**

Local Government Records Archivist

5/13/2020

Signature

Title

Date

**Section D: Auditor of State**

**Records Manager**

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*

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Agendas	2 Years	Electronic		<input type="checkbox"/>
	Certificates of Estimated Resources	5 Years	Electronic		<input type="checkbox"/>
AD 94-12	Budget Resolutions	Permanent	Electronic		<input checked="" type="checkbox"/>
	Annual Financial Reports to Auditor of State	25 Years	Multi		<input type="checkbox"/>
	Annual Inventory	3 Years	Electronic		<input type="checkbox"/>
AD 94-47	Applications for Employment	2 Years; if hired place with personnel record	Electronic		<input type="checkbox"/>
AD 94-5	Appropriations Ledgers	5 years, provided audited	Electronic		<input type="checkbox"/>
AD 94-5	Audit Reports	5 Years	Electronic		<input type="checkbox"/>
AD 94-31	Bank Deposit Slips	4 Years provided audited	Multi		<input type="checkbox"/>
AD 94-8	Bank Statements (Reconciliations)	4 Years provided audited	Electronic		<input type="checkbox"/>
AD 94-9; PD 94-8	Bids (Successful and Unsuccessful)	3 Years provided audited	Multi		<input type="checkbox"/>
	Bond Registers (Revenue Bonds)	20 Years after issue called	Multi		<input type="checkbox"/>
AD 94-10	Bonds (Record of Officials' Oaths and Bonds; Certificates of Oaths; Notices to Officers Elected or Appointed)	10 years after termination of the office or employee	Paper; Electronic		<input checked="" type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	<b>Bonds (Revenue Redemption Coupons)</b>	<b>2 years after redemption</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94-4</b>	<b>Budgetary and Fiscal Work Sheets</b>	<b>3 years provided audited</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Indigent Burial Permits</b>	<b>5 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>AD 94- 15; PW 94-10</b>	<b>Cemetery Burial Records; Cemetery Lot Sales; Cemetery Deeds; Cemetery Plats</b>	<b>Permanent</b>	<b>Multi</b>		<input checked="" type="checkbox"/>
<b>AD 94- 16</b>	<b>Canceled Checks</b>	<b>4 Years provided audited</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94 - 17</b>	<b>Cash Books</b>	<b>3 Years provided audited</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Cemetery Fund Account Records</b>	<b>10 Years provided audited</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>AD 94- 55</b>	<b>Certificates of Total Sources for Expenditures and Balances</b>	<b>5 Years provided audited</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Certifications of Published Legal Notices</b>	<b>2 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>AD 94- 18</b>	<b>Check Registers</b>	<b>4 Years provided audited</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Construction Files</b>	<b>15 Years after construction</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94- 26; AD 94-27</b>	<b>Contracts/Agreements</b>	<b>15 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>AD 94- 114</b>	<b>Employee Time Records</b>	<b>3 Years provided audited</b>	<b>Multi</b>		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Employments Reports for ODJFS	Permanent	Electronic		<input type="checkbox"/>
	Records of Equipment damaged	Life of equipment	Multi		<input type="checkbox"/>
FD 94-42	Gas Slips	1 Year	Electronic		<input type="checkbox"/>
AD 94-82	Insurance Policies	2 Years after expiration; provided all claims are settled	Electronic		<input type="checkbox"/>
AD 94-42; AD 94-85	Inventory; including fleet and title	1 Year until superseded	Electronic		<input type="checkbox"/>
AD 94-48	Lawsuits	5 Years, after decision	Electronic		<input type="checkbox"/>
	Leases	5 Years after expiration	Electronic		<input type="checkbox"/>
FD 94-45	Levy Files	10 Years	Multi		<input type="checkbox"/>
	Maintenance Need Studies	5 Years unless superseded	Electronic		<input type="checkbox"/>
AD 94-71	Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
	Pay-ins	4 Years provided audited	Multi		<input type="checkbox"/>
AD 94-54; AD 94-56	Payroll/Earnings/Employment Records	60 Years	Multi		<input type="checkbox"/>
	Permits and Licenses	1 Year after expiration	Multi		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	OPERS Monthly Reports	60 Years	Multi		<input type="checkbox"/>
AD 94-52	Plats and Maps	Until no longer of administrative value	Multi		<input checked="" type="checkbox"/>
	Publications	Until no longer of administrative value	Electronic		<input type="checkbox"/>
	Real Estate Data Records	Permanent; Update as available	Multi		<input type="checkbox"/>
	Committee Records	2 Years	Multi		<input type="checkbox"/>
	RC-1, RC-2, RC-3 forms and Records Commission Minutes	Permanent	Multi		<input type="checkbox"/>
AD 94-99	Resolutions	Permanent	Multi		<input checked="" type="checkbox"/>
	Semi-annual apportionments of Taxes	5 Years	Multi		<input type="checkbox"/>
	Sick and Vacation Leave Records	4 Years	Multi		<input type="checkbox"/>
AD 94-77	Statement of Account for Per Diem and Services (ORC 505.24)	3 Years provided audited	Electronic		<input type="checkbox"/>
PW 94-76	Subdivision Record Plans	Permanent	Multi		<input checked="" type="checkbox"/>
	Tape Recordings of Trustee Meetings	1 Year	Electronic		<input type="checkbox"/>
	Tax Settlements	5 Years	Electronic		<input type="checkbox"/>
	Wage and Salary Report sent to County Auditor	5 Years	Electronic		<input type="checkbox"/>
AD 94-24	Union Contracts	6 Years after expiration	Electronic		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	<b>Vehicle Maintenance Reports</b>	<b>Life of the vehicle</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94-63; AD 94-88; AD 94-92; AD 94-125</b>	<b>Vouchers, Invoices, and Purchase Orders</b>	<b>4 Years provided audited</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94-66</b>	<b>W-2 Forms</b>	<b>6 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>W-4 Forms</b>	<b>Until superseded or employee terminates</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Work Schedule</b>	<b>1 Year</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Workers Compensation Claims</b>	<b>10 Years after date of final payment</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>AD 94-130</b>	<b>Unsolicited transient correspondence, mail, email, and similar communications</b>	<b>Until no administrative value</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94-130</b>	<b>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public agency which are answered by standard form letters</b>	<b>6 months</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94-130</b>	<b>General Correspondence: Includes internal correspondence (letters, memos), also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).</b>	<b>1 Year</b>	<b>Multi</b>		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
AD 94-130	<b>Executive Correspondence: Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Includes information concerning agency policies, program, fiscal, and personnel matters.</b>	<b>2 Years</b>	<b>Multi</b>		<input type="checkbox"/>
AD 94-131	<b>Copies</b>	<b>Retain until no value</b>	<b>Multi</b>		<input type="checkbox"/>
AD 94-132	<b>Drafts &amp; Informal notes</b>	<b>Retain until no value</b>	<b>Multi</b>		<input type="checkbox"/>
AD 94-133	<b>Professional &amp; Trade Magazines, Catalogs, Reference Publications, and Directories</b>	<b>Retain until no value</b>	<b>Multi</b>		<input type="checkbox"/>
AD 94-136	<b>Insurance correspondence and plan information</b>	<b>Retain until no value or superseded by another plan</b>	<b>Multi</b>		<input type="checkbox"/>
AD 94-137	<b>Voice Mail, Text Messages, &amp; Electronic Images</b>	<b>Retain until no value</b>	<b>Multi</b>		<input type="checkbox"/>
AD 94-3	<b>Annexation Petition</b>	<b>Permanent</b>	<b>Multi</b>		<input checked="" type="checkbox"/>
AD 94-7	<b>Background Investigation Files</b>	<b>1 Year</b>	<b>Electronic</b>		<input type="checkbox"/>
AD 94-11	<b>Boundary Maps</b>	<b>Until Superseded</b>	<b>Multi</b>		<input checked="" type="checkbox"/>
AD 94-19; AD 94-20	<b>Chronological Records of Trustees, Clerks/Fiscal Officers</b>	<b>Permanent</b>	<b>Electronic</b>		<input type="checkbox"/>
AD 94-23; AD 94-35; AD 94-36	<b>Classification of Jobs, Organizational Chart, Roster, and Employee Census</b>	<b>Until Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>
AD 94-32; AD 94-83; FD 94-88	<b>Personnel Policy and Procedures Manual; SOP Manual</b>	<b>Until Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
AD 94-37	Expenditure and Encumbrance Journals	3 Years provided audit	Electronic		<input type="checkbox"/>
AD 94-39; AD 94-40	Financial Ledger and Reports	3 Years provided audit	Electronic		<input type="checkbox"/>
AD 94-41; AD 94-60; AD 94-61	Pension Information	60 Years	Electronic		<input type="checkbox"/>
AD 94-49	Lighting District	Until superseded	Electronic		<input type="checkbox"/>
AD 94-50; PD 94-46	Liquor Control	Until superseded	Multi		<input type="checkbox"/>
AD 94-62	Unemployment information	10 years after date of final payment	Electronic		<input type="checkbox"/>
AD 94-68	Media Information files, including social media	Until no administrative value	Electronic		<input type="checkbox"/>
AD 94-78	Personnel Records	60 Years	Multi		<input type="checkbox"/>
AD 94-79	Petitions	5 Years	Electronic		<input type="checkbox"/>
AD 94-95; AD 94-96	Receipts and Receipt Journals	3 Years	Electronic		<input type="checkbox"/>
AD 94-109	Statistical Data File	Until no administrative value	Electronic		<input type="checkbox"/>
AD 94-111	Tax Increment Files	5 Years	Multi		<input type="checkbox"/>
AD 94-113	Titles to sold or transferred vehicles	Until transferred	Multi		<input type="checkbox"/>
AD 94-115	Property Information (deeds, restrictions, titles, plans, blueprints)	Permanent	Multi		<input checked="" type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
AD 94-120	Unsolicited proposals	1 Year	Electronic		<input type="checkbox"/>
	Social Media Posts	Until no administrative value	Electronic		<input type="checkbox"/>
FD 94-1; PD 94-1; PD 94-2; AD 94-122	Accident Files	2 Years, provided no claims pending	Electronic		<input type="checkbox"/>
	Alarm Response Reports	5 Years, provided no action pending	Electronic		<input type="checkbox"/>
	Apparatus Check List; Equipment Maintenance Records	Life of the equipment	Multi		<input type="checkbox"/>
FD 94-5	Fire Arson Files	Permanent	Multi		<input checked="" type="checkbox"/>
	Civilian Casualty Reports	5 Years	Electronic		<input type="checkbox"/>
	Emergency Medical Squad Reports	7 Years, provided no action pending	Electronic		<input type="checkbox"/>
	Fire Code	Until Superseded	Paper		<input type="checkbox"/>
	Fire and Loss Records	5 Years	Electronic		<input type="checkbox"/>
	Fire Inspection Reports	Life of the structure	Multi		<input type="checkbox"/>
FD 94-46	Fire Reports/Run Records	5 Years, provided no action pending	Electronic		<input type="checkbox"/>
	Firework Permits	30 days after expiration	Electronic		<input type="checkbox"/>
FD 94-53	Fire Hose Records	Until Superseded	Electronic		<input type="checkbox"/>
FD 94-56	Hydrant Location Records	Permanent	Electronic		<input checked="" type="checkbox"/>
FD 94-57	Hydrant Maintenance Records	10 Years	Paper; Electronic		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	<b>Incident Reports</b>	<b>5 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-59</b>	<b>Insurance Claim Files</b>	<b>2 Years after settlement</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94-93</b>	<b>Radio/Phone Call Recordings</b>	<b>Until no administrative value</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-113</b>	<b>Truck Mileage and Repair Records</b>	<b>Life of the vehicle</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-117</b>	<b>Fire and EMS Violation Notices</b>	<b>1 Year after correction</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-6</b>	<b>Building Sprinkler Information</b>	<b>Life of the Structure</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-9; PD 94-9</b>	<b>Blotter Books</b>	<b>5 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-13</b>	<b>Burn Permits</b>	<b>1 Year</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-17</b>	<b>Fire Case Log – Address, Photos, Date, Owner, Cause, Type of Fire</b>	<b>5 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-18</b>	<b>Career Firefighter Test</b>	<b>Until Superseded; merge with personnel file when hired</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-21</b>	<b>Chemical Library, HazMat Materials, and MSDS</b>	<b>Until Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-26</b>	<b>Crisis Plan</b>	<b>Until Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-33</b>	<b>Drug Inventory</b>	<b>5 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-34</b>	<b>Drug License</b>	<b>Until Superseded</b>	<b>Multi</b>		<input type="checkbox"/>
<b>FD 94-36</b>	<b>Emergency Procedure Manual</b>	<b>Until Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>FD 94-40</b>	<b>FERMCO/Fernald Information</b>	<b>1 Year</b>	<b>Paper; Electronic</b>		<input type="checkbox"/>
<b>FD 94-41</b>	<b>Fire Pumper Tests/Stream Tables</b>	<b>Life of the Equipment</b>	<b>Multi</b>		<input type="checkbox"/>
<b>FD 94-55</b>	<b>House Burning Training Records</b>	<b>Permanent</b>	<b>Multi</b>		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FD 94-94	State Fire Reports	5 Years	Multi		<input type="checkbox"/>
FD 94-101	Hamilton County Arson Task Force	Permanent	Multi		<input checked="" type="checkbox"/>
PD 94-20; PD 94-55	Activity Sheets	2 Years	Paper; Electronic		<input type="checkbox"/>
PD 94-5	Arrest Cards	Until person is over 80 or deceased; unless expunged	Electronic		<input type="checkbox"/>
	Breathalyzer Records	7 Years	Paper; Electronic		<input type="checkbox"/>
	Child Abuse Case Reports	7 Years	Electronic		<input type="checkbox"/>
SR 94-8; PD 05-2; AD 94-25	Complaint Reports	2 Years, provided no action pending	Electronic		<input type="checkbox"/>
PD 94-11	Criminal Case Files & Offense Reports - Felonies	20 Years, provided no action pending; unless expunged	Electronic		<input type="checkbox"/>
PD 94-11; PD 94-36	Criminal Case Files & Offense Reports - Misdemeanors	3 Years, provided no action pending; unless expunged	Electronic		<input type="checkbox"/>
PD 94-24	Field Interrogation Cards	6 Years	Electronic		<input type="checkbox"/>
	Firearm Records and Inventories	3 Years	Electronic		<input type="checkbox"/>
PD 94-61	House Checks	1 Year	Electronic		<input type="checkbox"/>
PD 94-27	Incident logs (Police)	7 Years; unless expunged	Electronic		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	<b>Jail Log</b>	<b>7 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Juvenile Arrest Cards</b>	<b>7 Years; unless expunged</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Master Name Index</b>	<b>Permanent; unless expunged</b>	<b>Electronic</b>		<input checked="" type="checkbox"/>
<b>PD 12-10</b>	<b>Missing Person Report</b>	<b>20 Years or until found</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>PD 12-11</b>	<b>Pre-employment verification paperwork for Police hires</b>	<b>5 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b>Prisoner Booking Tapes</b>	<b>45 days</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>PD 94-49</b>	<b>Recovered Property Records</b>	<b>2 Years after disposal</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>AD 94- 126; PD 94-64</b>	<b>Subpoenas, Summonses, and Warrants</b>	<b>3 Years or Until Discharged</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>PD 12-1</b>	<b>Tow Tickets</b>	<b>3 Years after paid</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Traffic Crash Reports</b>	<b>Until no administrative value</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>PD 94- 12; PD 94-66</b>	<b>Traffic Citations</b>	<b>3 Years</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Vehicle Impound Records</b>	<b>3 Years</b>	<b>Multi</b>		<input type="checkbox"/>
<b>PD 94-17</b>	<b>Unofficial Juvenile Court</b>	<b>Until 18 Years of Age</b>	<b>Multi</b>		<input type="checkbox"/>
<b>PD 12-4</b>	<b>Court Notification Sheets</b>	<b>2 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>PD 94-21</b>	<b>Expungements</b>	<b>Until no administrative value</b>			<input type="checkbox"/>
<b>PD 94-60</b>	<b>UCR Reports</b>	<b>Until no administrative value</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>PD 12-2</b>	<b>Lockout Release Form</b>	<b>2 Years</b>	<b>Paper; Electronic</b>		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD 12-3	Humane Kill Forms notifying of wild animal kill	2 Years	Paper; Electronic		<input type="checkbox"/>
PD 12-5	Internal Dispatch Log	2 Years	Electronic		<input type="checkbox"/>
PD 12-8	CALEA Proofs	One addition accreditation cycle	Electronic		<input type="checkbox"/>
PD 12-12	Video Surveillance	30 Days	Electronic		<input type="checkbox"/>
PD 12-13	RMS Records	7 Years	Electronic		<input type="checkbox"/>
PD 12-14; PD 15-1	In Car Camera Video & Body Camera Video	30 Days	Electronic		<input type="checkbox"/>
	Property Room Entry Log	5 Years	Paper; Electronic		<input type="checkbox"/>
PD 19-16	Training Records	60 Years	Electronic		<input type="checkbox"/>
	Blacktopping and Resurfacing Records	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
AD 94-33	Easements	Until superseded	Paper; Electronic		<input checked="" type="checkbox"/>
AD 94-127; PW 94-35	Job Orders; Work Requests	3 Years after completion	Electronic		<input type="checkbox"/>
PW 94-39; PW 94-74	Road Improvement Records (ORC 5575.09; 507.05)	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
PW 94-43	Partial Depth Sheets	Until no administrative value	Multi		<input type="checkbox"/>
PW 94-36	Utility Permits	1 Year after expiration	Multi		<input type="checkbox"/>
PW 94-58	Road Pavement Study	Until no administrative value	Electronic		<input type="checkbox"/>
PW 94-65	Salt Tickets	Until no administrative value	Multi		<input type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PW 94-67	Sign Inventory	Until superseded	Electronic		<input type="checkbox"/>
AD 94-105; PW 94-58	Road Mileage/Log Reports	5 Years	Multi		<input type="checkbox"/>
	Road Tax Records	Until superseded			<input type="checkbox"/>
SR 94-7	Change Orders	15 Years	Multi		<input type="checkbox"/>
SR 94-15	Equipment Warranty Information	Life of the Equipment	Multi		<input type="checkbox"/>
SR 94-25; SR 94-27	Park Information, reservations, forms, and permits	1 Year	Multi		<input type="checkbox"/>
SR 94-30	Play Equipment Records & Inspections	Life of the equipment	Multi		<input type="checkbox"/>
SR 94-31	Public Spray Operator	2 Years	Multi		<input type="checkbox"/>
SR 94-75	Storm Drain Inspection Reports	Permanent	Multi		<input type="checkbox"/>
PW 94-77	Right of Way Requests	Permanent	Multi		<input type="checkbox"/>
PW 94-78	Storm Sewer Files	Permanent	Multi		<input type="checkbox"/>
PW 94-80	Tree Removal Requests	Until of no administrative value	Multi		<input type="checkbox"/>
PW 94-81	Utility Maps, Plans, street files	Permanent	Multi		<input checked="" type="checkbox"/>
	Applications for Condition Use	Permanent	Multi		<input checked="" type="checkbox"/>
	Applications for Variance	Permanent	Multi		<input checked="" type="checkbox"/>
	Board of Zoning Appeals Files	Permanent	Multi		<input checked="" type="checkbox"/>
	Board of Zoning Appeals Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
	Certificates of Approval and Plans	Permanent	Multi		<input checked="" type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	<b>Zone Change Requests</b>	<b>5 Years, provided no action pending</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94- 89</b>	<b>Zoning Complaint Forms</b>	<b>5 Years, provided no action pending</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Legal Opinions</b>	<b>Until of no administrative value</b>	<b>Electronic</b>		<input checked="" type="checkbox"/>
	<b>Nuisance Abatement Records</b>	<b>5 Years, provided no action pending</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94- 80</b>	<b>Permit Applications</b>	<b>1 Year after decision</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Permit Records</b>	<b>Permanent</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94- 13</b>	<b>Building Plans</b>	<b>Until of no administrative value</b>	<b>Multi</b>		<input type="checkbox"/>
<b>AD 94- 128</b>	<b>Land Use</b>	<b>Permanent</b>	<b>Multi</b>		<input checked="" type="checkbox"/>
<b>SR 94-22</b>	<b>Notices of Violation</b>	<b>Until of no administrative value</b>	<b>Multi</b>		<input type="checkbox"/>
<b>SR 94-32</b>	<b>Sign notices, permits, and Violations</b>	<b>1 Year after correction; 1 Year for permit</b>	<b>Multi</b>		<input type="checkbox"/>
	<b>Planning and Zoning Township Wide Plans – including Sidewalk plan, Comprehensive plan, etc.</b>	<b>Until Superseded</b>	<b>Digital Paper Multi</b>		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C