

TOWNSHIP FISCAL OFFICER		
ACCIDENT REPORTS, VEHICLE	4 fiscal years, provided audited	
ACCOUNT RECORDS (ORC 507.04)	10 years after last entry, provided audited	
AGENDAS	2 years	
AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURC	5 years	
ANIMAL BOUNTIES	Until audited. Appraise for historical value	
ANIMAL CLAIMS	3 years, provided audited	
ANNUAL BUDGET RESOLUTIONS	Incorporate into Minutes; retain copies 5 years	
ANNUAL FINANCIAL REPORTS (ORC 507.07)	Incorporate into Minutes	
ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE	25 years	
ANNUAL INVENTORIES (ORC 505.04)	3 fiscal years, provided audited	
ANNUAL REPORTS (ORC 5571.13)	Permanent	
APPLICATIONS FOR EMPLOYMENT	Retain with Personnel Record if applicant employed; Others, destroy after two years	
RESUMES RECEIVED IN RESPONSE TO ADS	Destroy after 6 Months	
APPROPRIATIONS LEDGERS	5 fiscal years, provided audited	
ASSESSORS' RECORDS OF FRUIT GROWERS	Appraise for historical value	
AUDIT REPORTS	5 fiscal years	
BANK DEPOSIT SLIPS	4 fiscal years, provided audited	
BANK STATEMENTS (Reconciliations)	4 fiscal years, provided audited	
BIDS (Unsuccessful)	3 fiscal years, provided once audited	
BOND REGISTERS (Revenue Bonds)	20 fiscal years after issue called	
BONDS, OFFICIALS	10 years after termination of office or employee. Appraise for historical value	

BONDS, REVENUE	2 years after redemption, provided audited	
BUDGETARY AND FISCAL WORK SHEETS	3 fiscal years, provided audited	
BURIAL PERMITS	5 fiscal years	
BURIAL RECORDS	Permanent	
CANCELLED CHECKS	4 fiscal years, provided audited	
CASH BOOKS	3 years, provided audited	
CEMETERY ACCOUNT RECORDS	10 years after last entry, provided audited	
CEMETERY DEED RECORDS/CEMETERY LOT SALES RECORDS	Permanent	
CEMETERY PLATS (ORC 517.06)	Permanent	
CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE	3 years, provided audited	
CERTIFICATIONS OF PUBLISHING LEGAL NOTICES	2 years	
CHATTEL MORTGAGE INDEXES	Obsolete, Appraise for historical value	
CHATTEL MORTGAGE RECORDS	Obsolete. Appraise for historical value	
CHECK REGISTERS	4 fiscal years, provided audited	
CIVIL DEFENSE RECORDS	Until no longer of administrative value	
CONSTRUCTION FILES	15 years after construction is complete	
CONTRACTS AND AGREEMENTS, SUCCESSFUL BIDS	15 fiscal years	
CORRESPONDENCE (INCLUDING E-MAILS)		
<i>General</i> (Internal memos, Requests for info re: twp dept interpretatio	2 fiscal years	
<i>Routine</i> (Referral letters, inquiries answered by a std. form letter)	6 months	
<i>Accounting</i> (Memos and Correspondence)	2 fiscal years	
<i>Transitory</i> (Convey info of temporary importance, e.g. telephone mes	When no longer of administrative value	
<i>Executive</i> (Twp Policies, Programs, Fiscal or Personnel Matters)	Permanent	
<i>Departmental</i> (Policies, procedures, unpublished studies)	Retain until superseded	
EMERGENCY FUND MINUTES	Permanent	

EMPLOYEE TIME RECORDS	3 years, provided audited	
EMPLOYMENT REPORTS	Permanent	
EQUIPMENT MISSED, DAMAGED, DESTROYED	2 years	
FEDERAL REVENUE SHARING RECORDS	Obsolete. Destroy if no longer of any administrative value	
FENCE DISPUTE FORMS	5 years after settlement	
FENCE PARTITION RECORDS	Appraise for historical value	
FENCE PROCEEDINGS	Appraise for historical value	
FRUIT COMMISSIONERS' MINUTES	Permanent	
GAS SLIPS	1 year, provided audited	
GRANTS	Permanent	
HUNTING AND FISHING LICENSE RECORDS	Until expired. Appraise for historical value	
INDENTURE AND APPRENTICESHIP RECORDS	Obsolete. Appraise for historical value	
INSURANCE POLICIES	2 years after expiration, provided all claims are settled	
INVENTORIES	3 years until superseded	
LANDFILL RECORDS	5 years after site ceases operation	
LAW SUITS (after Decisions)	5 years	
LEASES	5 fiscal years after expiration, provided audited	
LEVY FILES	Life of levy plus 1 year	
LIQUOR BLACKLISTS	Obsolete. Appraise for historical value	
MAINTENANCE NEEDS STUDIES	5 years after end of fiscal year	
MEMORANDUMS	Until no longer of administrative value	
MILITARY VOLUNTEER RECORDS	Obsolete. Appraise of historical value	
MINUTES	Permanent	

MONTHLY REPORTS (INCLUDES E-MAIL)		
Update status of ongoing projects, events, issues	1 year	
PAY-IN ORDERS	3 years, provided audited	
PAYROLL RECORDS (individuals' annual record)	60 years	
PAYROLL RECORDS (Biweekly records)	3 fiscal years, provided audited	
PERMITS AND LICENSES	1 year after expiration, provided audited	
P.E.R.S. MONTHLY REPORTS	60 years	
NON RECORD (PERSONAL) E-MAIL		
Family, friends, miscellaneous	Delete at will	
PERSONNEL RECORDS	60 years	
PLATS AND MAPS	Appraise for historical value	
POLL BOOKS AND TALLY SHEETS	Appraise for historical value	
POOR RECORD AND ACCOUNT BOOKS	Obsolete. Appraise for historical value	
POOR RELIEF RECORDS	Appraise for historical value	
PUBLICATIONS OF THE TOWNSHIP, NEWSLETTERS	Permanent, retain 2 copies	
PERSONAL NOTES AND RECORDINGS OF MEETINGS (Used for Notes by Fiscal Officer, Zoning and Park Board Secretaries)	Retain until Minutes Approved, then reuse or destroy	
RECORDS OF MARKS AND BRANDS (ORC 507.5)	Permanent	
REGISTRY OF LEGAL VOTERS	Appraise for historical value	
REQUISTIONS	3 fiscal years, provided audited	
SEMI-ANNUAL APPORTIONMENT OF TAXES	5 fiscal years	
SPECIFICATIONS BOOKS	Incorporate 1 copy with Contracts	
STATEMENTS OF ACCOUNT FOR PER DIEM AND SERVICES (O	3 fiscal years, provided audited	
SUBDIVISION RECORD PLANS	Permanent	

SURETY BONDS see BONDS		
TAPE RECORDINGS OF TRUSTEES MEETINGS	Incorporate into official Minutes, then retain 1 year	
TAX SETTLEMENTS	5 years	
TELEPHONE BILLS, TELEPHONE LONG DISTANCE LOGS	2 fiscal years, provided audited	
TELEPHONE MESSAGES	Until no longer of administrative value	
TIME SHEETS	3 years, provided audited	
TOTAL WAGE AND SALARIES REPORTS	5 years	
UNION CONTRACTS	5 years after expiration	
VEHICLE MAINTENANCE REPORTS	Life of vehicle plus 3 years	
VOUCHERS, INVOICES, AND PURCHASE ORDERS	4 fiscal years, provided audited	
W-2 FORMS	4 fiscal years	
W-4 FORMS	Until superseded or employee terminates	
WORK SCHEDULES	4 years after schedule Contains shift, change	
WORKERS COMPENSATION CLAIMS	10 years after date of final payment	
FIRE DEPARTMENT		
ACCIDENT FILES, VEHICLE	4 years, provided no claims pending	
ALARM RESPONSE REPORTS	5 years, provided no action pending	
APPARATUS CHECK LIST	Life of equipment plus 3 years	
ARSON FILES	Permanent	
BURNING COMPLAINT FILES	1 year	
CIVILIAN CASUALTY REPORTS	Permanent	

CORRESPONDENCE (INCLUDING E-MAILS)		
<i>General</i> (Internal memos, Requests for info re: twp dept interpretation)	2 fiscal years	
<i>Routine</i> (Referral letters, inquiries answered by a std. form letter)	6 months	
<i>Accounting</i> (Memos and Correspondence)	2 fiscal years	
<i>Transitory</i> (Convey info of temporary importance, e.g. telephone messages)	When no longer of administrative value	
<i>Executive</i> (Twp Policies, Programs, Fiscal or Personnel Matters)	Permanent	
<i>Departmental</i> (Policies, procedures, unpublished studies)	Retain until superseded	
EMERGENCY MEDICAL SQUAD (EMS) REPORTS		
	5 years, provided no action pending	
ENVIRONMENTAL PROTECTION AGENCY BURNING VIOLATIONS		
	5 years after violation corrected	
EQUIPMENT MAINTENANCE RECORDS		
	Life of equipment	
TRUCK MILEAGE RECORDS	Life of equipment plus 3 years	
FIRE PREVENTION APPLICATION PERMITS		
	Permanent	
FIRE CODE		
	Until superseded	
FIRE AND LOSS RECORDS		
	Permanent	
FIRE INSPECTION REPORTS		
	Life of structure	
FIRE REPORTS/FIRE RUN RECORDS		
	5 fiscal years	
FIREWORK PERMITS		
	30 days after expiration	
GAS AND OIL DISBURSEMENT RECORDS		
	1 year, provided audited	
HYDRANT LOCATION RECORDS		
	Permanent	
HYDRANT MAINTENANCE RECORDS		
	4 years after test date	
INCIDENT REPORTS		
	5 years, provided no action taken	
INSPECTION OF STRUCTURES RECORDS		
	Life of structure	
INSURANCE CLAIM FILES		
	10 years after final settlement	
MASTER RUN REPORTS		
	3 years	
MEDIC REPORTS		
	5 years	
PERSONAL INJURY WAIVERS		
	Merge with Clerk's accident files	

TRAINING MATERIALS FILES	Until superseded	
TRAINING RECORDS	Merge with personnel records	
VIOLATIONS NOTICES	1 year after violation corrected	
WORK SCHEDULES	3 years after schedule change	
ZONING DEPARTMENT		
APPLICATION FOR CONDITIONAL USE	Permanent	
APPLICATIONS FOR VARIANCE	Permanent	
BOARD OF ZONING APPEALS CASE FILES	Permanent	
BOARD OF ZONING APPEALS MINUTES (ORC 519.15)	Permanent	
CERTIFICATES AND PLANS	Permanent	
CHANGE REQUESTS	Permanent	
COMPLAINT FORMS, CORRESPONDENCE, E-MAIL	5 years, provided no action pending	
<i>General</i> (Internal memos, Requests for info re: twp dept interpretation)	2 fiscal years	
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LEGAL OPINIONS	5 years	
NUISANCE ABATEMENT RECORDS	Permanent	
PERMIT APPLICATIONS - BUILDING	Permanent	
PERMIT APPLICATIONS - SIGNS OR BILLBOARDS	Permanent	
PERMIT RECORDS	Permanent	
VIOLATION RECORDS	3 years after corrected	

ZONING COMMISSION MINUTES	Permanent	
ZONING PLANS, BOOKS	Permanent	