



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

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MAY 30 2017

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

MUNSON TOWNSHIP (local government entity)	JUDITH TOTH (signature of responsible official)	JUDITH TOTH (name)	FISCAL OFFICER (title)	MAY 24, 2017 (date)
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Section B: Records Commission

MUNSON TOWNSHIP Records Commission 12210 AUBURN ROAD (address)	440-286-9255 (telephone number) CHARDON (city)	44024 (zip code)	GEAUGA (county)
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To have this form returned to the Records Commission electronically, include an email address: munson@munsonwp.com

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.

<u>Irene H. McMullen</u> Records Commission Chair Signature	IRENE H. McMULLEN	MAY 24, 2017
		Date

Section C: Ohio Historical Society - State Archives

<u>Amanda D. Rindfuss</u> Signature	Local Government Records Archivist Title	6/6/17 Date
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Section D: Auditor of State

<u>Martin E. Mee</u> Signature	6-14-17 Date
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**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**Munson Township**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-001	Accident Reports	2 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-002	Account Records (O.R.C. 507.04)	10 yrs after last entry provided audited	Multi		<input type="checkbox"/>
13-003	Agendas	2 years	Multi		<input type="checkbox"/>
13-004	Agreement for the Deposit of Public Funds	Until superseded	Multi		<input type="checkbox"/>
13-005	Amended Official Certificate of Estimated Resources	5 years	Multi	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.	
13-006	Animal Claims	3 years provided audited	Multi		
13-007	Annual Budget Resolution (July Document & Amendments)	Incorporate into minutes- retain copies 5 years	Multi		<input type="checkbox"/>
13-008	Annual Financial Report to Auditor of State	25 years	Multi		<input type="checkbox"/>
13-009	Annual Report (O.R.C. 5571.13)	Permanent	Multi		<input checked="" type="checkbox"/>
13-010	Applications A) Employment (Hired)	Retain with personnel record	Multi		<input type="checkbox"/>
	B) Employment (Unsuccessful/Not hired)	2 years	Multi		<input type="checkbox"/>
	C) Appointed Boards (successful)	Permanent	Multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	D) Appointed Boards (unsuccessful)	5 years	Multi		<input type="checkbox"/>
	E) Scholarship F) Other (credit cards, etc.)	2 years 2 years	Multi		<input type="checkbox"/>
13-011	Appropriation Journal/Ledger	5 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-012	Appropriations/Annual Permanent & Temporary	5 years	Multi		<input type="checkbox"/>
13-013	Audiovisual PR & Training Materials	Until information superseded or obsolete.	Multi		<input type="checkbox"/>
13-014	Audit Reports-Federal, State, Internal	5 fiscal yrs	Multi		<input type="checkbox"/> Audited means: the years
13-015	Bank Deposit Slips	5 fiscal yrs provided audited	Multi		encompassed by the records have been audited by the
13-016	Bank Statements and Reconciliations	5 fiscal yrs provided audited	Multi		Auditor of State and the audit report has been released pursuant to
13-017	Bids & Proposals (successful & unsuccessful)	3 fiscal yrs provided audited	Multi		Sec. 117.26 O.R.C. <input type="checkbox"/>
13-018	Bonds and Coupons Redeemed	2 fiscal yrs after redemption provided audited	Multi		<input type="checkbox"/>
13-019	Bonds, Officials	10 fiscal yrs after termination of officer or employee	Multi		<input checked="" type="checkbox"/>
13-020	Bond Register (Revenue Bonds)	20 fiscal yrs after issue called	Multi		<input type="checkbox"/>
13-021	Bulletins/Notices/Posters A) Event, Activity Notices	Destroy when no longer of admin. value	Multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	B) Transient Notes	Destroy when no longer of admin. value	Multi		<input type="checkbox"/>
	C) Job Postings	Destroy when no longer of admin. value	Multi		<input type="checkbox"/>
	D) Newsletters, periodicals, magazines, newspapers (other than Munson Township publications)	Destroy when no longer of admin. value	Multi		<input type="checkbox"/>
	E) Bulletins	Destroy when no longer of admin. Value	Multi		<input type="checkbox"/>
13-022	Cancelled Checks & Check Register (Stubs or Duplicate Copies of Checks)	5 fiscal yrs provided audited	Multi	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.
13-023	Cash Journal	5 yrs provided audited	Multi		
13-024	Cash Summary by Fund Journal	5 yrs provided audited	Multi		<input type="checkbox"/>
13-025	Cemetery A) Account Records – grave purchases, foundations, interments, headstones B) Burial/Cremation/Transit Permits C) Deed Records D) Cemetery Plats	Permanent 5 fiscal yrs Permanent Permanent	Multi		<input checked="" type="checkbox"/>
13-026	Certificates of Total Amounts from all sources available for expenditures and balances	5 yrs provided audited	Multi		<input type="checkbox"/>
13-027	Claims & Litigation Records	5 yrs after case closed & appeals are exhausted	Multi		<input type="checkbox"/>
13-028	Construction Files A) Structure	Life of structure	Multi		<input checked="" type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	B) Other	15 yrs after completion			
13-029	Contracts and Agreements	15 fiscal years	Multi		<input type="checkbox"/>
13-030	Copies	Destroy when no longer of admin. value	Multi		<input type="checkbox"/>
13-031	<p>Correspondence - messages sent and received by any media including letters, memoranda, faxes, email, texts, etc.</p> <p>A) Transient/Unsolicited Communications which convey information of temporary importance in lieu of oral communication.</p> <p>B) General/Routine Correspondence or publications provided to the township; informative in nature and not attempting to influence policy. To include copies of outgoing correspondence maintained for reference purposes.</p> <p>C) Substantive/Executive Correspondence dealing with significant aspects of administration of the office. Includes information concerning policies, procedures, fiscal and personal matters. Anything that requires a motion.</p>	<p>Until no longer of administrative value</p> <p>2 years</p> <p>5 years</p>	Multi		<input type="checkbox"/>
13-032	<p>Digital Backups & Computer Updates</p> <p>A) Fiscal Backups (excluding EOY)</p> <p>B) Fiscal End-of-Year Backups</p> <p>C) Computer Program Updates</p>	<p>Destroy when superseded or no longer of admin. value</p> <p>Permanent</p> <p>Destroy</p>	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	D) Computer File Backups	when superseded or no longer of admin. value Destroy when superseded or no longer of admin. value			
13-033	Ditch Applications	Permanent	Multi	<input checked="" type="checkbox"/>	
13-034	Ditch Plats & Profiles	Until superseded	Multi	<input checked="" type="checkbox"/>	
13-035	Drafts/Notes A) Minutes B) Resolutions, letters	Until approved Destroy when no longer of admin. value	Multi Multi		<input type="checkbox"/>
13-036	Drug & Alcohol Records A) Negative Test Results B) Records related to the drug and alcohol collection process C) Positive drug test results	2 years 2 years 60 years	Multi		<input type="checkbox"/>
13-037	Easements	Life of easement + 1 year	Multi		<input checked="" type="checkbox"/>
13-038	EMS Billing Records	10 years	Multi		<input type="checkbox"/>
13-039	Equipment A) Maintenance Records B) Fuel Usage	Life of Equipment	Multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-040	Expense Records	3 years provided audited	Multi		<input type="checkbox"/>
13-041	Fund Ledger	5 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-042	Grants	Permanent	Multi		<input checked="" type="checkbox"/>
13-043	Insurance Policies	2 fiscal yrs after expiration if all claims are settled	Multi		<input type="checkbox"/>
13-044	Inventory	5 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-045	Investment Journal	5 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-046	Investment Records	5 years after maturity	Multi	Audited means: the years encompassed by the records	
13-047	Invoices - drive pipe, cemetery, etc.	4 fiscal yrs provided audited	Multi	have been audited by the Auditor of State and the audit report has been	
13-048	Job Descriptions	Until superseded or job abolished	Multi	released pursuant to Sec. 117.26 O.R.C. <input type="checkbox"/>	
13-049	Leases	5 fiscal yrs after expiration	Multi		<input type="checkbox"/>
13-050	Legal Notices	4 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-051	Levy Files	Life of levy + 1 year	Multi		<input type="checkbox"/>
13-052	Mailing Lists	Until superseded or obsolete	Multi		<input type="checkbox"/>
13-053	Minutes of Township Meetings - including all committees and subcommittees	Permanent	Multi		<input checked="" type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-054	Payroll Records A) History Reports B) Retirement & Tax Deductions C) Employee Time Sheets	60 years 60 years 5 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-055	Permits & Licenses (i.e. gas, water)	1 fiscal year after expiration provided audited	Multi		<input type="checkbox"/>
13-056	Personnel Records	60 years	Multi		<input type="checkbox"/>
13-057	Plats & Maps	Appraise for historical value	Multi		<input type="checkbox"/>
13-058	Policies & Manuals A) Personnel & Procedure B) Handbooks	Permanent Until superseded	Multi		<input type="checkbox"/>
13-059	Poll Books & Tally Sheets	Appraise for historical value	Multi		<input type="checkbox"/>
13-060	Prevailing Wage Records A) Certificate of Compliance B) All other records, including certified payroll reports	Placed in project file 3 years from date project was completed	Multi		<input type="checkbox"/>
13-061	Publications of the Township (newsletters, brochures, etc.)	Retain until electronical- ly stored	Multi		<input type="checkbox"/>
13-062	Purchase Orders	5 fiscal yrs	Multi	Audited means: the years encompassed by the records	<input type="checkbox"/>
13-063	Receipts	5 fiscal yrs provided audited	Multi	have been audited by the Auditor of State and the	
					audit report has been released pursuant to Sec. 117.26 O.R.C.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-064	Rentals A) Township Grounds B) Pavilions & Community Room	5 years 2 years	Multi		<input type="checkbox"/>
13-065	Reports - Departmental	5 fiscal yrs	Multi		<input type="checkbox"/>
13-066	Revenue Ledger/Journal	5 fiscal yrs provided audited	Multi	Audited means: the years encompassed by the records have been audited by the	
13-067	Records Requests	2 years	Multi	Auditor of State and the audit report has been released pursuant to	
13-068	Resolutions (copies)	Retain copies 5yrs after incor- poration into minutes	Multi	Sec. 117.26 O.R.C.	<input type="checkbox"/>
13-069	Road Job Orders-contains date work requested, address of job, employees sent, work done, completion date, time spent on job	3 years after completion	Multi		<input type="checkbox"/>
13-070	Road Mileage/Log Reports	Permanent	Multi		<input checked="" type="checkbox"/>
13-071	Road Record	Permanent	Multi		<input checked="" type="checkbox"/>
13-072	Road Resurfacing Records A) Asphalt Tickets	Permanent 2 years	Multi		<input type="checkbox"/>
13-073	Rosters & Directories	1 year after superseded or obsolete	Multi		<input type="checkbox"/>
13-074	Schedule of Records Retention & Disposition A) Application for One Time Records Disposal (RC-1) B) Schedule of Records Retention & Disposition (RC-2) C) Certificate of Records Disposal (RC-3)	Permanent	Multi		<input type="checkbox"/>
13-075	Specifications	Incorporate one copy w/contracts	Multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-076	Subdivision Record Plans A) Preliminary Plat B) Final Plat ✓	Until superseded Permanent	Multi		<input type="checkbox"/> ✓(B)
13-077	Subject Files	10 yrs then appraise for historic value	Multi		<input type="checkbox"/>
13-078	Tax Settlements (semi-annual apportionment of taxes, license tax statistics reports, etc.)	5 fiscal years	Multi		<input type="checkbox"/>
13-079	Telephone Messages A) Written B) Voicemail C) Call Logs (to include cell phones used for Township business)	Until no longer of administra- tive value	Paper Electronic		<input type="checkbox"/>
13-080	Vouchers	5 fiscal yrs provided audited	Multi		<input type="checkbox"/>
13-081	Vendors A) Lists B) Affidavits (W-9's)	4 fiscal years	Multi		<input type="checkbox"/>
13-082	W-2 Forms	15 fiscal years	Multi		<input type="checkbox"/>
13-083	W-4 Forms	Until super- seded or employee terminated	Multi		<input type="checkbox"/>
13-084	IT-4	Until super- seded or employee terminated			<input type="checkbox"/>
13-085	Water Tests (Town Hall & Parks)	1 year	Multi		<input type="checkbox"/>
13-086	Workers Compensation Claims	10 yrs after date of final payment	Mutli		<input type="checkbox"/>
13-087	Worksheets, spreadsheets, analysis A) Budgetary & Fiscal	3 yrs provided audited			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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	B) Other	Destroy when no longer of administrative value			
13-088	Zoning A) Applications for Conditional Use B) Applications for Variance C) Board of Appeals Case Files D) Zoning Certificates & Plans E) Applications for Amendments F) Zoning Correspondence related to specific cases or projects G) Zoning Legal Opinions H) Zoning Nuisance Abatement Records (Active & Inactive) a. Demolitions b. Other I) Zoning Violations	Permanent Permanent Permanent Permanent Permanent If granted; otherwise, 5 yrs provided no action pending. Stored in case or project file & retained in accordance w/the Records Retention Policy regulations	Paper Multi Multi Multi		<input checked="" type="checkbox"/> (Permanent)