



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Jackson Township (local government entity)	Officer of (unit)	Fiscal Officer	
(signature of responsible official)	Judy A. Patton (name)	Fiscal Officer (title)	10/1/2014 (date)

Section B: Records Commission

JACKSON TOWNSHIP RECORDS COMMISSION

330-538-3093

Records Commission	(telephone number)
10613 Mahoning Avenue P.O. Box400 North Jackson	44451 50- Mahoning
(address)	(city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: judy309@yahoo.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.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	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**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

JACKSON TOWNSHIP

Office of Fiscal Officer

(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
14-001	Policies, Procedures, Rules & Regulations	6 Years after revised superseded or discontinued.	Multi		☐
14-002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	25 Year(s) after revised superseded or discontinued.	Paper		☐
14-003	General Correspondence: Subject manner may include information concerning the general administration of the township to include projects, fiscal and personnel matters that may be received from either an external or internal source.	2 Year(s) and no longer of an administrative, legal or fiscal value. (RC-3 Not Required)	Multi		☐
14-004	Transient Correspondence	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		☐
14-005	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and similar unsolicited communications	Retain until no longer of Administrative Value (RC-3 Not Required)	Multi		☐



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14-006	Copies – Reading, Informational and Reference.	Retain until no longer of administrative Value (RC-3 Not Required)	Multi		☐
14-007	Drafts, Informal Notes, Reminder Notes	Retain until no longer of administrative Value (RC-3 Not Required)	Multi		☐
14-008	Bulletins, Poster, General Notices and Displays	Retain until no longer of administrative Value (RC-3 Not Required)	Multi		☐
14-009	Blank Forms	Retain until no longer of administrative Value (RC-3 Not Required)	Multi		☐
14-010	Awards, Newspaper Articles & Clippings	Retain until no longer of administrative Value (RC-3 Not Required)	Multi		☐
14-011	Professional & Trade Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of administrative Value (RC-3 Not Required)	Multi		☐



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14-012	Professional & Organizations and Association Files	1 Year and no longer of an Administrative value. (RC-3 Not Required)	Multi		☐
14-013	Electronic Mail System (E-Mail)	Print E-Mail that has a significant Administrative, Fiscal or Legal Value. File paper according to content. Erase E-Mail When no longer of administrative Value (RC-3 Not Required)	Computer		☐
14-014	Equipment Maintenance & Repair Manuals	Until equipment sold, scrapped or no longer property of the Township. (RC-3 Not Required)	Multi		☐
14-015	Equipment Maintenance & Repair Records	1 Year(s) After Equipment sold, scrapped or no longer property of the Township. (RC-3 Not Required)	Multi		☐
14-016	Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic)	Until no longer of an Admin. Or Fiscal Value, then destroy (RC-3 Not Required)	Multi		☐
14-017	Voice Mail, Text Messages, Pagers, Activity Logs and related IT issues.	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi		☐



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14-018	Business Cards – Rotary, Rolodex and applicable software files	Until no longer of Administrative Value. (RC-3 Not Required)	Multi		☐
14-019	Planning/Scheduling/Calendar/Training information and Data on: Display Boards, Erasable, Dry-Erase boards, Chalkboards, Easel Pads and electronic media.	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi		☐
14-020	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Until no longer of Administrative Value. (RC-3 Not Required)	Multi		☐
14-021	Lists/Rosters/Informational Directories containing employee contact information	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi		☐
14-022	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Until no longer of Administrative Value. (RC-3 Not Required)	Multi		☐
14-023	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if Possible. (RC-3 Not Required)	Multi		☐
14-024	Anonymous or Unfounded Complaints	Until no longer of Administrative Value. (RC-3 Not Required)	Multi		☐
14-025	News Releases (From Township)	3 Year(s) then appraise for administrative or historical value	Multi		☐



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14-026	General Photographs, Negatives and Electronic Images	Maintain until no longer of a Admin. Or Historical Value.	Multi		☐
14-027	Material Safety Data sheets (MSDS)	Until Revised, superseded or Obsolete. (RC-3 not Required)	Paper		☐
14-028	Public Record Request Forms	1 Year	Paper		☐
14-029	Web Page Data & Layouts	Continually Maintained, Purged and Updated (RC-3 Not Required)	Computer		☐
14-030	Legal Advertisements or Notices	6 Year(s) and no longer of admin. Or legal value	Paper/ Electronic		☐
14-031	Legal Opinions (Township Legal Counsel)	Permanent	Paper		☐



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14-032	State & Federal Grants	6 Year(s) After expiration of Grant	Paper		☐
14-033	State & Federal Grants – Applications (Not Funded)	1 Year After Decision Rendered	Paper		☐
14-034	Hold Harmless Agreements	6 Year(s) and no claims or legal actions pending.	Paper		
14-035	Motor Vehicle Inspection Forms	Life of Equipment	Paper		
14-036	Township Road & Sign Checks	Permanent	Multi		
14-037	Accounts Payable and Accounts Receivable- Purchase Orders, Requisitions, Receiving Reports, Packing Slips, Related Invoice and Statements and Receipts & Receipt Books	3 Year(s) Provided Audited	Multi		
14-038	Invitations to Bid/Request for Proposals/Request for Information/Informal Bids	Incorporate and maintain with bid folder	Paper		



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14-039	Bid Tally Sheets – Bid Openings	Incorporate and maintain with bid folder	Paper		☐
14-040	Bid Bonds – Successful Bidder	Retain until acceptance of project performance bond	Paper		☐
14-041	Bid Bonds – Unsuccessful Bidder	Return after project awarded	Paper		☐
14-042	Performance Bonds	Return after project successfully complete and accepted	Paper		☐
14-043	Bids – Projects (Awarded)	Incorp. Into Project File of the Accepted Bid	Paper		☐
14-044	Bids – Projects (Not Awarded)	2 Year(s) After decision rendered	Paper		☐



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14-045	Bids – Capital Equipment (Awarded)	Incorp. with Purchasing Documents and retain accordingly	Paper		☐
14-046	Bids – Capital Equipment (Not Awarded)	2 Year(s) after decision rendered	Paper		☐
14-047	Specifications – Projects and Capital Equipment	Incorp. and maintain with bid folder	Paper		☐
14-048	Special Assessment (Lighting District)	7 Year(s) Provided Audited	Paper		☐
14-049	General Administrative Files	Maintain until no longer of an Admin, Fiscal, Legal or Historical Value	Paper		☐
14-050	Zoning Commission Case Files	Permanent	Paper		☐



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14-051	Sub-Division Records, Plans Plots and Maps	Permanent	Paper		☐
14-052	Cellular Phone Tower Files – Township	10 Year(s) After Expiration	Paper		☐
14-053	Gas Slips	1 Year, Provided Audited	Paper		☐
14-054	Account Records (ORC 507.04)	10 Year(s) After last entry, provided audited	Paper		☐
14-055	Agendas	2 Year(s)	Paper		☐
14-056	Amended Official Certificates of Estimated Resources	5 Year(s)	Paper		☐



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Office of Fiscal Officer

(local government entity)

(Unit)

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14-057	Annual Budget Resolutions	5 Year(s)	Paper		☐
14-058	Annual Financial Reports (ORC 507.07)	5 Year(s)	Paper		☐
14-059	Annual Financial Reports to Auditor of State	Permanent	Paper		☐
14-060	Annual Inventories	3 Year(s) Provided audited	Paper		☐
14-061	Annual Report	Permanent	Paper		☐
14-062	Appropriations Legers	5 Year(s) Provided Audited	Paper		☐



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14-063	Audit Reports	5 Fiscal Year(s)	Paper		☐
14-064	Bank Statements (Reconciliations); Bank Deposit Slips and Cancelled Checks	4 Year(s) Provided Audited	Paper		☐
14-065	Bonds – Officials (Record of Officials Oaths and Bonds; Certificates of Oaths; Notices to Officers Elected or Appointed; ORC 503.25; ORC 507.04; ORC 507.05; ORC 507.08)	10 Year(s) After termination of officer or employee.	Paper		☐
14-066	Budgetary and Fiscal Work Sheets	3 Year(s) Provided Audited	Paper		☐
14-067	Burial Records (Cemetery Records; Interment Records)	Permanent	Multi		☐
14-068	Burial Permits (Burial Transit Permits)	Permanent	Multi		☐



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14-069	CEMETERY ACCOUNT RECORDS (INVESTMENTS OF CEMETERY FUNDS; ORC 507.04; ORC 517.17) Funds for the care of the cemetery including record of investments and receipts and disbursements.	10 years after last entry, provided audited	Paper		
14-070	Cemetery Deed Records/Cemetery Lot Sales Records (ORC 517.07) Includes lot number, section, parties, amount lot description, witnesses, dates, cemetery blueprints, deed to township property, and mausoleum descriptions.	Permanent	Multi		☐
14-071	Cemetery Plats (517.06) Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.	Permanent	Multi		☐
14-072	Certificates Of Total Amount From Sources Available for Expenditures and Balances	3 Year(s) provided audited	Paper		☐
14-073	Certificate of Publishing Legal Notices	2 Year(s)	Paper		☐
14-074	Check Registers	3 Year(s)	Paper		
14-075	Contracts and Agreements	8 Year(s)	Paper		



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14-076	Equipment – Missed, Damaged, Destroyed Contains description of equipment, facts of incident, and date.	2 Year(s)	Paper		☐
14-077	Line Fence Forms/Disputes	5 Year(s) After Settlement	Paper		☐
14-078	Line Fence Proceedings	Appraise for Historical Value	Paper		☐
14-079	Insurance Policies	2 Year(s) After expiration provided all claims	Paper		☐
14-080	Inventories	1 Year(s) Until Superseded	Paper		☐
14-081	Law Suits (After Decisions)	5 Year(s)	Paper		
14-082	Leases	2 Year(s) After expiration, provided audited	Paper		



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14-083	Levy Files	Life of Levy plus one Year	Paper		☐
14-084	Minutes (Proceedings of Township Trustees; ORC507.04)	Permanent	Paper		☐
14-085	Resolutions – Incorporated into minutes	Permanent	Paper		☐
14-086	Semi-annual Apportionment of Taxes	5 Year(s)	Paper		☐
14-087	Surety Bonds	10 Year(s) After expiration, provided audited	Paper		☐
14-088	Tape Recordings of Trustees Meetings	Retain until written minutes approved by trustees then tape may be erased and reused (No RC-3 Required	Multi		
14-089	Tax Settlements	5 Year(s)	Paper		
14-090	Vehicle Maintenance Reports	Life of Equipment	Paper		



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14-091	Cash Book – Cash Journal	3 Year(s), provided audited	Paper		☐
14-092	Payroll Records (Individuals' Annual Records) Contains information about township employees' pay, vacation, sick time, comp time, application and personal history.	60 Years	Paper		☐
14-093	Payroll Records (Biweekly Records) Contains all payroll information, sick days, vacation, injury, social security number and dates.	3 Fiscal Year(s), provided audited	Paper		☐
14-094	OPERS Monthly Reports (Public Employees Retirement System Reports)	60 Years	Paper		☐
14-095	Personnel Records Contains history on current and past employees. Includes work information, memos, pay increases and worker's compensation.	60 Years	Paper		☐
14-096	Sick and Vacation Leave Records Contains time allowed, employee name, dates used and total time available	Permanent	Paper		
14-097	Time Sheets – Contains data concerning time, dates and running totals of time available	3 Year(s) Provided Audited	Paper		
14-098	W-2 Forms	4 Fiscal Year(s)	Paper		
14-099	W-4 Forms	Until Superseded or employee terminates	Paper		
14-100	Work Schedules – Hours of work, days off, employee assignments, dates and station.	1 year after schedule	Paper		



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14-101	Workers Compensation Claims- Contains name of injured, date of injury, amount of time off, degree of injury, how happened, claim number place of employment, amount of	10 Years after date of final payment	Paper		☐
14-			Paper		☐
14-			Paper		☐
14-			Paper		☐
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