



Ohio History Connection State
Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

FEBRUARY 21 2023

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: Local Government Unit

Delaware County

Orange Township

(Local Government Entity)

(Unit)

Michele Boni

Township Administrator

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Orange Township

740.548.5430

(Telephone Number)

1680 E. Orange Road

Lewis Center

43035

Delaware

(Address)

(City)

(Zip Code)

(County)

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

vbunting@orangetwp.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.

2/15/23

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

3-9-2023

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.

(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
	Administrative Records				
ADM-01	Accident Reports/Files - Report of Personal or Property Damage Involving a County Vehicle or Occurring on County Property	Six Years	Paper and/or Electronic		<input type="checkbox"/>
ADM-02	Agendas – A List of Items to be Discussed and/or Acted Upon During a Public Meeting	Two Years	Paper and/or Electronic		<input type="checkbox"/>
ADM-03	Bids (Successful) – Records Documenting, Publicizing, Hearing, and Awarding Quoted Bids from Vendors for Services or Merchandise Including Bonding Information, Specification Sheets, Bid Forms and Amounts, References, etc. Incorporate into Contract File. O.R.C. 2305.06	Six Years After Termination of Contract	Paper and/or Electronic		<input type="checkbox"/>
ADM-04	Bids (Unsuccessful) – Bids Not Awarded	Two Years After Letting of Contract	Paper and/or Electronic		<input type="checkbox"/>
ADM-05	Contracts And Agreements – O.R.C. 2305.06 Legal Agreements with Individuals, Organizations, or Entities to Procure Goods and/or Services	Six Years After Termination of Contract or Agreement	Paper and/or Electronic		<input type="checkbox"/>
ADM-06	Correspondence - (Transient) Routine Communication Which Conveys Information of Temporary Importance in Lieu of Oral Communication	Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-07	Correspondence - (General) Documents the Operations of the Office and may Include Non-Routine Requests for Information. Informative and Does not Attempt to Influence Policy	One Year	Paper and/or Electronic		<input type="checkbox"/>
ADM-08	Correspondence - (Executive) Documents the Administration of the Office may Contain Information Concerning Agency Policies, Fiscal and Personnel Matters	Three Years; File with Related Records if Content Requires Longer Retention;	Paper and/or Electronic		<input checked="" type="checkbox"/>

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

See instructions before completing this form.

		Appraise for Historical Value			
ADM-09	Delivery Slips/Packing Slips – Documents Received when Accepting Goods from a Carrier	Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-10	Directories/Lists/Rosters – Lists Including Such Information as Employee Phone Numbers, E-mail Addresses, Staff Roster, Committee Membership, Assignments, Schedules	Until Suspended, Obsolete, or Replaced	Paper and/or Electronic		<input type="checkbox"/>
ADM-11	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) – Documents Plans and Procedures to Protect and Reestablish County Operations in the Event of Disaster	Until Updated or Superseded	Paper and/or Electronic		<input type="checkbox"/>
ADM-12	Designs, Blue Prints, Permits, Construction Files - Documents that Detail the Working Drawings, Project Information Containing Detailed Specifications and Supporting Documents that have been Approved by the Reviewing Authority for a Township Building	Retain as Long as Township Owns the Building. If the Building Sold, all Information Goes to New Owner	Paper and/or Electronic		<input type="checkbox"/>
ADM-13	Drafts, Informal Notes & Transient Records - Working Copies, Informal Notes, Telephone Messages, Duplicate Copies, Extra Copies for Temporary Convenience and Documents which Serve to Convey Information of Temporary Importance	Until no Longer of Administrative Value.	Paper and/or Electronic		<input type="checkbox"/>
ADM-14	Equipment Maintenance Records - Files Documenting Ownership, Warranties, Routine Maintenance and Repair to Township Owned Equipment	Life of Equipment, Sold or Destroyed	Paper and/or Electronic		<input type="checkbox"/>
ADM-15	Fee Schedules – Fees for Goods or Services Provided by the Township	Until Updated, Superseded, or Obsolete	Pater and/or Electronic		<input type="checkbox"/>
ADM-16	Grant Files (Not Funded) – Unsuccessful Applications for Grant Funding	One Year	Paper and/or Electronic		<input type="checkbox"/>
ADM-17	Grant Files – (Funded) Documents the Application, Evaluation, Awarding, Monitoring, and Tracking of Grants Received	Maintain Records as Required by Grant; if Retention Unspecified,	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

		Five Years Provided all State and Federal Audits have Been Conducted, the Audit Reports Released and all Litigation, Claims, or Audit Findings have Been Resolved			
ADM-18	Insurance Policies – Documents Listing Terms and Conditions Between Township and Insurance Providers	Two Years After Expiration, provided all Claims Settled and Appeals Exhausted (O.R.C. 2305.10)	Paper and/or Electronic		<input type="checkbox"/>
ADM-19	Insurance Records – Fiscal and Administrative Records Generated in the Administration of Insurance Policies	Two Years after the Expiration Provided all Claims Settled and Appeals Exhausted (O.R.C. 2305.10)	Paper and/or Electronic		<input type="checkbox"/>
ADM-20	Lawsuits, Claims & Litigation Records - Records Related to Legal Claims Against an Office and Subsequent Legal Actions and Court Proceedings	5 Years after the Decision(S). Settlement Listed in Township Journal	Paper and/or Electronic		<input type="checkbox"/>
ADM-21	Licenses, Permits, Certifications – Documents Affirming Requirements Being met as Prescribed by Issuing Agency	One Year after Expiration	Paper and/or Electronic		<input type="checkbox"/>
ADM-22	Logs – Listings of Action Taken by the Office. Can Include Fax Logs, Telephone Logs, Visitor Logs, etc.	One Year Provided no Action Pending	Paper and/or Electronic		<input type="checkbox"/>
ADM-23	Mailing Lists – List of Individuals and Addresses for Mail Distribution	Until Updated, Superseded or Obsolete			<input type="checkbox"/>
ADM-24	Meeting Notices – Notices Posted Publicly Showing the Time, Place, and Subject of Upcoming Meetings of Boards, Commissions, Agencies, etc.	One Year	Paper and/or Electronic		<input type="checkbox"/>
ADM-25	Meeting Records – Departmental/Internal – Records of	Destroy When no Longer	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

	Internal Agency or Department Meetings. Does not Include the Records of Public Meetings. Can Include Agendas, Notes, Minutes, Electronic Recordings, etc.	Administratively Necessary			
ADM-26	Meeting Records – Public Meetings – Records of Meetings that are Open to the Public per the ORC a) Minutes - Complete and Accurate Record of Public Meeting b) Recordings	a) Permanent b) Retain Until the Minutes are Approved	Paper and/or Electronic		<input checked="" type="checkbox"/> (for permanent)
ADM-27	Monthly Reports – Updates Status of Ongoing Projects, Events and Issues	Until Superseded and no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-28	Organizational Chart (Table of Organization) - A Diagram that Shows the Structure of an Organization and the Relationships and Relative Ranks of its Parts and Position/Jobs	Until Superseded. Review for Historical Value	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM-29	Photographs and Image Files – Visual Documentation of a Person, Place, or Event on Various Media. Media may Include but not Limited to Photographs Digital Files, Slides, Negatives, etc.	Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-30	Pool and Concession License and Permits – Documentation from the Health Department Stating the Township has the Proper Licensing/Permits to Operate the Concession and Pool	Three Years Provided Audited by the Auditor of State	Paper and/or Electronic		<input type="checkbox"/>
ADM-31	Press/News Releases – Information Disseminated to the Public through Media Outlets, Including social media	Until no Longer of Administrative Value. Appraise for Historical Value	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM-32	Public Records Requests – ORC 149.43 – Requests to Inspect and Review Public Records	Three Years	Paper and/or Electronic		<input type="checkbox"/>
ADM-33	Public Records Requests Logs – Listing of Public Records Requests Received by a Public Office and the Actions Taken to Respond to the Requests	Three Years	Paper and/or Electronic		<input type="checkbox"/>
ADM-34	Recordings of Meetings – Proceedings/Recording/Video of Township Trustees; (ORC 507.04)	Refer to Schedule ADM-26	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

	Proceedings, Audio Recordings that Capture the Discussions, Decisions, Action Items Assigned and the Results of any Voting, Election Data, Bonds, Settlements, Accounts and other Matters Pertaining to the Township's Jurisdiction				
ADM-35	Records Retention and Disposition Forms – RC1, RC2 and RC3 Forms, and other Locally Developed Forms Documenting the Retention and Disposition of the Records of the Office	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ADM-36	Research Records – Collected Information from a Variety of Sources to Learn About Events, Legislative Actions, Programs, or Compiled for the Purpose of Comparing and Contrasting Options, Equipment, and/or Plans of Action	Until no Longer of Administrative, Fiscal, or Legal Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-37	Resolutions – Resolution Number, Reason for Resolution, Date Passed, Description of Action, Person Introducing Resolution, Reference to Date Proposed, and Action of Board	Permanent Maintained in Township Journal. Copy Until Incorporated into Minutes and Approved in Open Session	Paper and/or Electronic		<input type="checkbox"/>
ADM-38	Security Camera Video Footage – Electronic Recording of Video from Security Cameras. The Footage/Surveillance Video is Used for the Protection of Township Property	Until Hard Drive is Full and Automatically Overridden. Footage Extracted if Needed for Legal, Administrative or Fiscal Actions	Electronic		<input type="checkbox"/>
ADM-39	Service Requests – Written Requests and Tracking Logs Seeking Services, Assistance, etc. May Include Response and/or Action Taken	Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-40	Sign-In-Sheets – Registers of Logs Used to Track Arrivals and Departures from Offices or Meetings. Includes Visitor Sign-In Sheets, Participant Sign-In Sheets, etc.	One Year Provided no Action Pending	Paper and/or Electronic		<input type="checkbox"/>
ADM-41	Specifications Books – Provides all Necessary Information of Design Intent	Maintain with Contract	Follow Contract Retention		<input type="checkbox"/>

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

See instructions before completing this form.

	and how to put Together Various Design Elements and Details				
ADM-42	Speeches/Presentations – Written and/or Recorded Materials Distributed when Speaking to a Group or Press Conference Concerning an Office and/or its operations	Until no Longer of Administrative Value/Appraise for Historical Value	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM-43	Surveys and Questionnaires – Records Collected from Employees or Public to Assess how an Event or Program is Perceived to Determine if Improvement or Changes Should be Made	Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
ADM-44	Statement of Qualifications – Submitted and Regularly Updated by Professional Design Firms Wishing to Provide Professional Design Services per ORC 153.66	Two Years	Paper and/or Electronic		<input type="checkbox"/>
ADM-45	Union Contracts –Legal Agreement(S) Between the Township and the Labor Union which Represents the Employees	Until Superseded and no Longer of Administrative Value SERB (State Employment Relations Board Maintains (ORC Chapter 4117 and OAC Chapter 4117)	Paper and/or Electronic		<input type="checkbox"/>
ADM-46	Vehicle Maintenance Reports – Records Noting Repairs to and Routine Maintenance of Township Owned Vehicles	Until Vehicle is Sold or Disposed of	Paper and/or Electronic		<input type="checkbox"/>
ADM-47	Vehicle Mileage Records – Log of Mileage and Expenses Incurred in Township-Owned Vehicles	Until Vehicle is Sold or Disposed of	Paper and/or Electronic		<input type="checkbox"/>
ADM-48	Work Orders – Requests Asking for Maintenance, Assistance and/or Services	One Year	Paper and/or Electronic		<input type="checkbox"/>
	Fiscal Office				
FO-01	Amended Official Certificates of Estimated Resources – From County Auditor. Certifies Revenue for the Township	Five Years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

FO-02	Annual Financial Reports to Auditor of State – A Comprehensive Report that Lists the Township’s Activities and Financial Performance Throughout the Prior Year	Twenty-Five Years	Paper and/or Electronic Electronic Until no Longer of Administrative Value		<input checked="" type="checkbox"/>
FO-03	Annual Budget Resolutions - Includes July Document and December Amendments	Incorporate Into Journal. Once Incorporated Retain for Three Year and Until Audited by the Auditor of State	Paper and/or Electronic		<input type="checkbox"/>
FO-04	Annual Inventories – O.R.C. 305.18 – Departmental Inventory of all the Materials, Machinery, Tools, and Other County Supplies Under the Jurisdiction of Each County Officer or Department.	Three Years	Paper and/or Electronic		<input type="checkbox"/>
FO-05	Audit Reports – Federal, State and Internal Financial Examinations and Reports Issued by the Federal Government, Auditor of State and Independent Auditing Agencies or Conducted Internally (ORC 117.26)	Five Years	Paper and/or Electronic		<input type="checkbox"/>
FO-06	Bond Documents – Records of Bonds Issued for Long-Lived Capital Projects, Such as for Roads, Bridges, etc.	IRS Rule 5.70. Retain for Three Years After the Last Bond Has Been Retired, or, If Applicable, Until Three Years After the Last Bond of the Refunding Issue Has Been Retired	Paper		<input type="checkbox"/>
FO-07	Bond Register – Register Containing Listing of Outstanding Bonds	Seven Years After Final Maturity of Notes and Bonds	Paper and/or Electronic		<input type="checkbox"/>
FO-08	Budgetary and Fiscal Work Sheets and Notes – Calculations, Requests or any Type of Information That Helps Determine the Township and Its Departments Budget	Three Fiscal Years Provided Audited by the Auditor of State	Paper and/or Electronic		

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

See instructions before completing this form.

FO-09	Burial Permits – Burial Transit Permit	Five Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>
FO-10	Burial Records - (Cemetery/Interment Records) May Include Name of Decedent, Age at Death, Sex, Place of Birth, Date of Birth, Marriage Date, Death Date, Cause of Death, Parent's Names, Military Service, Religion, Membership of an Organization/Lodge, Date of Interment, Lot Number, Location of Plot, Box or Vault Information, Cost of Digging, Name of Undertaker and Address, Permits, Headstone Information, Cost of Plot. Information Loaded into County Geographic Information System (GIS)	Permanent	Paper and/or Electronic Electronic: Until no Longer of Administrative Value		<input checked="" type="checkbox"/>
FO-11	Cemetery Account Records - (Investments of Cemetery Funds; ORC 507.04; ORC 517.17) Funds for the Care of the Cemetery Including Record of Investments, Receipts and Disbursements	Ten Years After Last Entry, Provided Audited by the Auditor of State	Paper and/or Electronic		<input type="checkbox"/>
FO-12	Cemetery Deed Records/Cemetery Lot Sales Records - (ORC 517.07) Lot Number, Section, Parties, Amount, Lot Description, Witnesses, Dates, Cemetery Blueprints, Deed to Township Property and Crypt/Mausoleum Descriptions/Records	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
FO-13	Cemetery Plots – (ORC 517.06) Plot of Township Cemetery Showing Roads and Pathways, with Lots Separately Defined and Numbered Consecutively	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>

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

See instructions before completing this form.

FO-14	<p>Coronavirus Relief Fund Payment Records: Records That Support Compliance with Subsection 601 (D) of the Social Security Act. As, amended (42 U.S.C. 801 (D)) Records Include, But are not Limited to the Following:</p> <ul style="list-style-type: none"> • General Ledger and Subsidiary Ledgers Used to Account For A) The Receipt of Coronavirus Relief Fund Payments and B) the Disbursements from Such Payments to Meet Eligible Expenses Related to the Public Health Emergency Due to Covid-19; • Budget Records From 2019 and 2020 • Payroll, Time Records, Human Resource Records to Support Costs Incurred for Payroll Expenses Related to Addressing the Public Health Emergency Due to Covid-19 • Receipts of Purchases Made Related to Addressing the Public Health Emergency Due to Covid-19 • Contracts and Subcontracts Entered into Using Coronavirus Relief Fund Payments and all Documents Related to Such Contracts • Grant Agreements and Grant Sub-Award Agreements Entered into Using Coronavirus Relief Fund Payments and all Documents Related to Such Awards • All Documents of Reports, Audits, And Other Monitoring of Contracts, Including Subcontracts and Grant Recipient and Sub-Recipients • All Documentation Supporting the Performance Outcomes of Contracts, Subcontracts, Grant 	<p>Retain Five Years</p> <p>Unlike Other Records Listed on This Rc2, This Retention Period Supersedes Any Retention Listed on An Approved Departmental Retention Schedule</p> <p>An Approved Certificate of Records Disposal (Rc3) Is Required in Order to Destroy Records Listed in This Record Series</p>	Paper and/or Electronic		
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

	<p>Awards and Grant Recipient Sub-Awards</p> <ul style="list-style-type: none"> All Internal and External Email/Electronic Communications Related to Use of Coronavirus Relief Fund Payments 				
	All Investigative Files and Inquiry Reports Involving Coronavirus Relief Fund Payments				
FO-15	Correspondences	Follow ADM-06, ADM-07, & ADM-08			<input type="checkbox"/>
FO-16	Legal Advertisements/Notices – Legal Announcements to Inform Public of Meetings, Hearings, Bids, Auctions or other Events	One Year or Until Superseded	Paper and/or Electronic		<input type="checkbox"/>
FO-17	Financial Records - Records Pertaining to Financial Transactions Including Accounts Receivable and Accounts Payable, Bank Statements, Requisitions, Warrants, Bill-Backs, Listing of Warrants to be Paid, Deposit Receipts, Detail Reports of Checks Written During Month, Current Line-Item Balances, Cash and Account Books, Receipts, Receipt Books, Canceled Checks, Vouchers, Invoices, Pay-In Forms, Purchase Orders, Check Registers, Appropriation Adjustments, Transfers. Encumbered and Unencumbered Amounts and Balances and Monthly Expenditure Statements, Used and Unused Parking Tickets	Three Years Provided Audited by the Auditor of State	Paper and/or Electronic		<input type="checkbox"/>
FO-18	Inventories – A Listing of the Types of Equipment and Location of Equipment Maintained by the Township and Departments. Also, can be a Listing of Supplies and Material Maintained by the Township and its Departments	Maintain Until Asset is Sold or Material and Supplies no Longer Needed	Electronic		<input type="checkbox"/>
FO-19	Levy Files	Life of Levy Plus One Year	Paper and/or Electronic		<input type="checkbox"/>
FO-20	Oaths of Office of Elected or Appointed Officials – Oaths of the Office Given and Sworn to by Elected	Ten Years After Leaving Office. Appraise for	Paper and/or Electronic		<input checked="" type="checkbox"/>

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

See instructions before completing this form.

	Official Upon Taking Office. (ORC 3.24)	Historical Value			
FO-21	Officials' Bonds – Surety Bond Filed by County Officials to help Ensure Responsible Execution of Job Duties	Ten Years after Expiration	Paper and/or Electronic		<input type="checkbox"/>
FO-22	Payroll Records – Individuals' Annual Records, Contains Information Regarding Township Employees' Earnings, Time Off, Deductions, Account Routing Numbers, and any other Documents Needed to Pay an Employee Correctly	Sixty Years Payroll Vendor Works with Fiscal Clerk	Paper and/or Electronic		<input type="checkbox"/>
FO-23	Publications of the Township – Written and Published Information Regarding the Township (Examples: Newsletter, Literature, Leaflets, Pamphlets and Scrapbooks)	Review for Historical Value. If has Historical Value Retain One Copy as Permanent. If no Historical Value Retains Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
FO-24	Tax Settlements – Semi-Annual Apportionment of Taxes from County Auditor	Five Years	Paper and/or Electronic		<input type="checkbox"/>
FO-25	Township Journals – Arranged by Meeting Date. Summary that has been Approved and Signed by the Trustees of the Proceedings (ORC 507.04) and Actions Taken in an Open Session. Proceedings may Contain Election Data, Bonds, Settlements, Accounts, Votes on Actions and Other Matters Pertaining to the Township's Jurisdiction	Permanent Historical	Paper and/or Electronic		<input checked="" type="checkbox"/>
FO-26	Travel Requests/Expense Reports – Requests for Reimbursement for Employee Travel	Three Years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

FO-27	W-9 Form – Verifies the Name, Address and Tax Identification Number of the Individual Receiving Income. W-9 can be used to Generate a 1099 Tax Form	Form Generated and Maintained by Vendor. Vendor Maintains Indefinitely. Office Copy Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
Fire Department Records					
FD-01	Above Ground Storage Tank Records – Records Documenting Installation, Modification or Removal of Regulated Storage Tanks	Ten Years After Removal	Paper		<input type="checkbox"/>
FD-02	Activity and Training Reports	Two Years Then Incorporate into Annual Departmental Report	All Media		<input type="checkbox"/>
FD-03	Arson Reports – Date of Fire, Address, Investigation, Pictures and Personnel Involved. Maintained by the Fire Dept. Prevention Office	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
FD-04	Business – Commercial Buildings Pre-Plans	Continually Maintained & Updated	All Media		<input type="checkbox"/>
FD-05	Business Files/Records - (Including Permits, Violations, Receipts, Etc.)	Until Structure Demolished	All Media		<input type="checkbox"/>
FD-06	Carbon Monoxide Activation Records	Three Years	All Media		<input type="checkbox"/>
FD-07	Chiefs Monthly Reports	Incorporate Into Annual Report Then Destroy	Electronic		<input type="checkbox"/>
FD-08	Commercial Plans & Drawings	Until No Longer of Admin Value	All Media		<input type="checkbox"/>
FD-09	DEA, Ohio Pharmacy Prescription Drug License	Five Years	All Media		<input type="checkbox"/>

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

See instructions before completing this form.

FD-10	Daily Fire Apparatus Inspection Records – Monthly Forms that Contain Daily Checks of Vehicles and Equipment	Three Years	All Media		<input type="checkbox"/>
FD-11	Dispatch Sheets	Three Years	All Media		<input type="checkbox"/>
FD-12	Efficiency Reports	Place in Personnel File	Electronic		<input type="checkbox"/>
FD-13	Emergency Plans	Continually Maintained and Updated	Paper and/or Electronic		<input type="checkbox"/>
FD-14	EMS Billing Statements – Fire Safety Services Billing	Five Years	Paper and/or Electronic		<input type="checkbox"/>
FD-15	EMS Billing Reconciliation Records	Two Years	Paper and/or Electronic		<input type="checkbox"/>
FD-16	EMS Certification & Re-Certification Lists	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>
FD-17	Employee Re-Certifications	Permanently Kept in Employee's Personnel File	Paper and/or Electronic		<input type="checkbox"/>
FD-18	EMS Monthly Statement – Documents Related to the Receipt of Money for Emergency Medical Services (EMS) Provided by the Fire Division and Forwarded to the Emergency Medical Service Provider for Payment	Three Years	Paper and/or Electronic		<input type="checkbox"/>
FD-19	EMS Incident Reports (Excluding Fatalities) – Documents Relating to Responses Where Medical Actions Were Needed/Taken, Including Patients Refusal of Treatment a) Daily, Monthly Logs b) Electronic Master File	a) Until Data is Incorporated into Database & Accuracy Verified b) Permanent	All Media		<input type="checkbox"/>
FD-20	EMS Incident Reports (Fatalities) a) Daily, Monthly Logs b) Electronic Master File	a) Until Data Is Incorporated into Database & Accuracy Verified b) Permanent	All Media		<input type="checkbox"/>
FD-21	Exchange of Time Agreements - Trades Filed With #110	Four Years	Paper and/or Electronic		<input type="checkbox"/>

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See instructions before completing this form.

FD-22	Fire Apparatus/Hose/Ladder/Aerial Ladder Testing Records	Ten Years	Paper and/or Electronic		<input type="checkbox"/>
FD-23	Fire Code – Current Edition of Various Adopted Code Reference Books and Standards	Continually Maintained and Updated	All Media		<input type="checkbox"/>
FD-24	Fire Detector/Detection Tests/Fire Safety - Inspection Reports for all Township Buildings	Ten Years, or After no Longer Township Property	Paper and/or Electronic		<input type="checkbox"/>
FD-25	Fire Prevention Bureau Application/Permits – Lists Applicant, Date Issued, Date Applied, Permit Number, Type of Business, Storage used and Applicants' Signature. Maintained by the Fire Department Prevention Office	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FD-26	Fire Prevention Bureau Monthly Consolidated Reports	Five Years	Paper and/or Electronic		<input type="checkbox"/>
FD-27	Fire Prevention & Safety Program Records	Five Years and Longer of an Admin Value	Paper and/or Electronic		<input type="checkbox"/>
FD-28	Hazardous Exposure Records - Departmental	Permanent	All Media		<input type="checkbox"/>
FD-29	Hazardous Exposure Records – Individual Employee	Place In Personnel File	Paper and/or Electronic		<input type="checkbox"/>
FD-30	Hospital Transport Totals	Incorporate into Annual Report, Then Destroy	Paper and/or Electronic		<input type="checkbox"/>
FD-31	Hydrant Inspection Records – Lists Repairs to Hydrant, Location, Cause of Damage and who Makes Repairs	Two Years	Paper and/or Electronic		<input type="checkbox"/>
FD-32	Hydrant Location & Information Files – Locations of Hydrant(s) Throughout the Township. DelCo Water Assigns Hydrant #'s and Location (Closest Address) Department Maintains a Copy	Permanent	Paper and/or Electronic		<input type="checkbox"/>
FD-33	Incident Reports (Arson, Fatalities) - Records Documenting Investigations Conducted into the Fire Cause Determination that are Found to be of a Criminal Nature or Where a Death Occurred. Records Include, but are not Limited to Correspondence, Fire Reports, Laboratory Reports, Photographs, Video Recordings, and Witness Statements.	Permanent	All Media		<input type="checkbox"/>

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

See instructions before completing this form.

	Contains Date of Fire, Address, Investigation, and Personnel Involved				
FD-34	Incident Reports - Company Run Reports (Excluding Arson & Fatalities) - Records Documenting Investigations Conducted by the Fire Division into the Cause Determination, Including but not Limited to Correspondence, Fire Reports, Laboratory Reports, Photographs, Video Recordings, and Witness Statements	Until Data Incorporated into Computer Database & Accuracy Verified, Then Destroy	All Media		<input type="checkbox"/>
FD-35	Interdepartmental Equipment Loans	Three Years	Paper and/or Electronic		<input type="checkbox"/>
FD-36	Fire Investigation: Files, Index, Evidence – Record of Fire Department Investigations of Suspicious or Incendiary Fires. May Include Reports (Fire, Rescue, Investigators' State Fire Marshall, Police, Casualty, Insurance), Photos, Memos Diagrams, or Other Documentation Relating to Investigation	Twenty Years	All Media		<input type="checkbox"/>
FD-37	ISO Rating & Documentation	Retain for the Two Previous ISO Ratings	All Media		<input type="checkbox"/>
FD-38	Medic Staffing Report	Three Years	Paper and/or Electronic		<input type="checkbox"/>
FD-39	Monthly Station Log	Twenty-Five Years	All Media		<input type="checkbox"/>
FD-40	Mutual Aid Agreements/AMAR	Five Years After Expiration	Paper and/or Electronic		<input type="checkbox"/>
FD-41	Notification Lists – All Types	Continually Maintained and Updated	All Media		<input type="checkbox"/>
FD-42	Off Duty & Duty Schedule Monthly	Four Years	Paper and/or Electronic		<input type="checkbox"/>
FD-43	OSHA Title 1583 Records	Thirty Years After Employee Leaves Township Employment	All Media		<input type="checkbox"/>
FD-44	Permits/Licenses All Types	Four Years	All Media		<input type="checkbox"/>

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

See instructions before completing this form.

FD-45	Reports, NFIRS	Until Data is Incorporated into Computer Database or Electronic Storage & Accuracy Verified, Then Destroy	All Media		<input type="checkbox"/>
FD-46	Reports NFIRS, Microfilmed/Electronic Storage	Permanent	Electronic		<input type="checkbox"/>
FD-47	S.A.R.A. “Right to Know” Records – Consists of Detailed Product/Chemical Identification Listings Supplied Annually by Individual Employers that Hold, Use, or Sell Products Considered Hazardous	Five Years and No Longer of An Admin. Value	Paper and/or Electronic		<input type="checkbox"/>
FD-48	SCBA Testing & Flow Testing	Until Sold, Scrapped or No Longer Owned by the Township	All Media		<input type="checkbox"/>
FD-49	Squad Changeover Records – Equipment	Until Revised, Updated or Superseded	Paper and/or Electronic		<input type="checkbox"/>
FD-50	Tactical Pre-Plans	Continually Maintained & Updated	Paper and/or Electronic		<input type="checkbox"/>
FD-51	Township Owned Buildings Pre Plans	Continually Maintained & Updated	Paper and/or Electronic		<input type="checkbox"/>
FD-52	Township Owned Buildings as Built	Until Structure Demolished	All Media		<input type="checkbox"/>
FD-53	Training Documentation for ISO Rating — Any Type of Documentation or Material Showing That an Employee Completed Training. ISO’s Done Every Ten Years	Retain For the Two Previous ISO Ratings	Paper and/or Electronic		<input type="checkbox"/>
FD-54	Waivers, Visitor Releases, Station Tour Records, Car Seat Inspection Release Records	Two Years and No Longer Admin. Value	Paper and/or Electronic		<input type="checkbox"/>
	Human Resources Records				

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

See instructions before completing this form.

HR-01	Application for Employment (Unsuccessful/Not Hired) Includes Resumes and Attachments	Two Years	Paper and/or Electronic		<input type="checkbox"/>
HR-02	Application for Employment (Successful/Hired) Includes Resumes and Attachments	Place in Personal File	Paper and/or Electronic		<input type="checkbox"/>
HR-03	Bulletins, Posters, and Notices to Employees – Announcements and Informational Notices Including Unsolicited Announcements Related to Job Functions	Until no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
HR-04	Correspondences	Follow ADM-06, ADM-07, & ADM-08	Paper and/or Electronic		<input type="checkbox"/>
HR-05	Employee Benefits – Benefit Enrollment/Change Form, Change of Address, Dependent Eligibility Forms, Direct Deposit Form, Healthcare Waiver Form, Insurance Enrollment Form, Jury Duty-Copy of Subpoena, Leave Conversion Forms, Tax Forms (Federal, State, City) Union Authorization Cards, Verification of Employment/Income	Six Years Following Termination of Plan	Paper and/or Electronic		<input type="checkbox"/>
HR-06	Employee Eligibility Verification Form (I9 Form) Paper Format may be Destroyed Upon the Creation and Storage of a Digital/Electronic Version	Three Years after Date of Hire or One Year after Employment Terminates, whichever is Later	Paper and/or Electronic		<input type="checkbox"/>
HR-07	Employee Grievances – Records of Grievances Filed by an Employee	Three Years after Case is Closed	Paper and/or Electronic		<input type="checkbox"/>
HR-08	Employee Handbook – Final Approved (Final Approved Copy in Digital Format with Approving Resolution or Signatures of Trustees)	Three Years after Superseded and no Longer of Administrative Value	Paper and/or Electronic		<input type="checkbox"/>
HR-09	Job Descriptions – Documents Detailing the Classification, Needed Experience/Education/Physical Requirements, and Duties by Position Title	Until Superseded or Classification Abolished	Paper and/or Electronic		<input type="checkbox"/>

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

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HR-10	Medical Records - Medical records can include disability application, doctor notes, medical reports, supplemental information, childbirth leave records, and doctor's notes for accommodating temporary medical circumstances. Utilized to track medical leave approval, status and hours, to establish patterns of abuse, and to prove that the AGO is fulfilling its legal requirements in giving access to disability and FMLA benefits (does not include ADA or Workers Compensation records)	Three Years from Last Instance	Paper and/or Electronic		<input type="checkbox"/>
HR-11	Personnel File – Which Includes Employment Application, Hiring Resolution, Performance Appraisals, Commendations, Discipline, Emergency Contact Information, Licenses & Certifications, Directive and/or Policy Acknowledgements	Permanent	Paper and/or Electronic		<input type="checkbox"/>
HR-12	Random Drug Screening Results- Negative Results Paper Format may be Destroyed Upon the Creation and Storage of a Digital/Electronic Version	Two Years from Testing Date	Paper and/or Electronic		<input type="checkbox"/>
HR-13	Random Drug Screening Annual Report Paper Format may be Destroyed Upon the Creation and Storage of a Digital/Electronic Version	Ten Years	Paper and/or Electronic		<input type="checkbox"/>
HR-14	Training Records by Employee, Continuing Education Certificates and Requests, Certifications, Seminars	Place in Personnel File	Paper and/or Electronic		<input type="checkbox"/>
HR-15	Workers Compensation Claims – Contains Names of Injured Worker, Date of Injury, Amount of Time off, Degree of Injury, Claim and Benefits Information	Ten Years after Last Activity	Paper and/or Electronic		<input type="checkbox"/>
HR-16	W-2 Form – (Office Copy) A Form that Reports Wage/Salary Information. Also Reports the Amount of Federal, State and Other Taxes Withheld from an Employees Paycheck	Form Generated and Maintained by Vendor Vendor Maintains Indefinitely	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

		Office Copy Until no Longer of Administrative Value			
HR-17	W-4 Form – A Tax Form Completed by an Employee that Indicates His or Her Tax Situation	Until Superseded or Employee Terminates	Paper and/or Electronic		<input type="checkbox"/>
	Zoning Department Records				
Z-01	Appeals on Code Interpretation	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-02	Applications for Conditional Use – Including Application, Parcel Information, Documentation Submitted by Applicant, Zoning Staff Report, Fee Paid Record, Public Hearing Notice, any Relevant Meeting Minutes Considering the Application, Record of the Decision Made and Conditions Applied, if any	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-03	Applications for Variance – Including Application, Parcel Information, Documentation Submitted by Applicant, Zoning Staff Report, Fees Paid Record, Public Hearing Notice, Any Relevant Meeting Minutes Considering the Application, Record of the Decision Made and Conditions Applied, if any	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-04	Board of Zoning Appeals Case Files	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-05	Certificates of Compliance – Arranged Numerically and/or chronologically, Maintained with Original Parcel Files	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-06	Comprehensive Plans – Contains Date, Legal Notices, Documentation in both Text and Map Form, List of Names and Entities Involved	Working Document. Maintain Current Plan & Two Prior Versions	Paper and/or Electronic		<input type="checkbox"/>
Z-07	Correspondences	Follow ADM-06, ADM-07, & ADM-08	Paper and/or Electronic		<input type="checkbox"/>
Z-08	Legal Opinions	Permanent	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Z-09	Meeting Minutes – Zoning Commission & Board of Zoning Appeals Meeting Minutes	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
Z-10	Nuisance Abatement Records (Active or Inactive) Using Building Codes, Fire Codes, and Zoning Codes to Improve the Quality of Life and Resolve Life Safety Issues within a Community	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-11	Permit Applications - Includes Parcel Information, Description, Owner Information, Contractor Information, Dimensions, etc., Date Received, Fee Paid, Certificate Issued, Number and if Denied, Reason	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-12	Plats and Maps of Subdivisions, Towns, and Villages Within the Township Showing Owners, Parcel Numbers, Streets, Alleys, Stream, Rivers and Railroads	Office Copy: Until no Longer of Administrative Value. County Auditor and Regional Planning Retain as Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-13	Subdivision Record Plans – Lot Numbers and Street Address Index	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-14	Zoning Commission Applications - Contains Date, Legal Description of Property, Change in Classification Requested, List of all Proposed Amendments in Map and Text Form, Street Address of Property, Owner's Name and Address, Signature, Date, Fee Paid and Receipt Number	Permanent Unless Application was Denied or Withdrawn then provided no action pending for withdrawn or denied applications	Paper and/or Electronic		<input type="checkbox"/>
Z-15	Zoning Complaints – Contains Name of Complainant, Date, by whom Referred, Address, Name of Offender and Address, Location and Nature of Violation, Investigation and Remarks, Date, Name of Investigator, Reference Code, Disposition and Date, Re-Inspection Information, Condition Found and Recommendations	Three Years Provided no Action Taken	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10-year retention periods be maintained in either paper or electronic formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within the Delaware County Orange Township retention schedule.

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