



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

SEPTEMBER 16 2025

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**

Perry Township, Franklin County

(Local Government Entity)

(Unit)

*[Handwritten Signature]*

Luke LaBuhn

Records & Information Manager

9/15/25

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

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

Perry Township, Franklin County

Records Commission

(614) 889-2669

7125 Sawmill Rd

Dublin

43016

(Telephone Number)

Franklin

(Address)

(City)

(Zip Code)

(County)

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

[recordsclerk@perrytp.org](mailto:recordsclerk@perrytp.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]*

*09.15.2025*

Records Commission Chair Signature

Date

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

Local Government Records Archivist

9/16/2025

Signature

Title

Date

**Section D: Auditor of State**

Records Manager

Signature

Title

Date

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

See instructions before completing this form.

Perry Township, Franklin County

(Local Government Entity)

(Unit)

**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

(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>GENERAL</b>					
G-01	ADMINISTRATIVE FILES - FINANCIAL INSTITUTIONS	6 years	Multi		<input type="checkbox"/>
G-02	ANNUAL INVENTORY Annual inventory of Township assets, equipment and supplies per ORC § 505.04	5 years	Multi		<input type="checkbox"/>
G-03	APPOINTMENT BOOKS, CALENDARS, SCHEDULES, AND PLANNERS Any document detailing appointment or meeting schedules and plans	Continually updated, revised, completed, superseded, or erased	Multi		<input type="checkbox"/>
G-04	AUCTION FILES Including auctions and sales via govdeals.com or via other mediums	6 years	Multi		<input type="checkbox"/>
G-05	AWARDS AND HONORS Given to Township employees in recognition of exemplary service	25 years. Merge with case files and personnel files	Multi		<input type="checkbox"/>
G-06	BOND BOOKS & OATHS OF OFFICE Including bonds for officials and oaths of office	10 years after separation	Paper		<input type="checkbox"/>
G-07	BULLETINS, POSTERS, GENERAL NOTICES, AND DISPLAYS Posted in the regular course of business, including safety signs, employee notices, legal disclaimers, etc.	May be destroyed in the normal course of business once they are no longer considered of value	Multi		<input type="checkbox"/>
G-08	COMPUTER GENERATED ADMINISTRATIVE & FISCAL REPORTS Non-specific and periodic reports that may be recreated. Does not include monthly and annual reporting required by local, state, or federal rules and/or laws	May be destroyed in the normal course of business once no longer of value	Multi		<input type="checkbox"/>
G-09	CORRESPONDENCE – GENERAL Examples include letters of referral, intergovernmental communications (including e-mails), and other communication that is neither transient nor vital for Township functions.	1 year, once no longer of administrative, fiscal, or legal value.	Multi		<input type="checkbox"/>

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G-10	CORRESPONDENCE – TRANSIENT Non-vital phone messages, sticky notes, and other records that convey information of temporary importance in lieu of direct oral communication.	May be destroyed in the normal course of business no longer of administrative, fiscal, or legal value.	Multi		<input type="checkbox"/>
G-11	CORRESPONDENCE - VITAL Examples include capital projects and purchases, land and building acquisitions & dispositions, decisions by public officials, legal counsel, personnel actions involving agency employees. Includes e-mails, voicemails, letters, etc.	Merge with relevant case files or personnel files. Otherwise, maintain for 1 year after relevant decisions made by agency or public officials	Multi		<input type="checkbox"/>
G-12	DEPARTMENT INVENTORY & INVENTORY INFORMATION Inventories of all equipment in the possession of each department and files recording inventory details. Department inventories are distinct from Township Annual Inventory (See G-03)	Continually revised and updated digitally. Until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
G-13	DIGITAL BACKUPS & BACKUP DATA Auxiliary support drives and devices for data preservation	Delete, erase, or destroy as new backups are created based on recommendations from IT	Digital		<input type="checkbox"/>
G-14	DRAFTS Preliminary working documents, sketches, outlines, or versions	Until no longer of administrative, fiscal, or legal value	Multi		<input type="checkbox"/>
G-15	EQUIPMENT CERTIFICATION, REPAIR, AND MAINTENANCE RECORDS Files documenting ownership, warranties, routine maintenance, and repair of township owned equipment	Until the equipment is sold, scrapped, or no longer the property of the Township	Multi		<input type="checkbox"/>
G-16					
G-17	GENERAL ADMINISTRATION FILES Miscellaneous records created while fulfilling administrative duties	Until no longer of administrative, legal, fiscal, value	Multi		<input type="checkbox"/>

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G-18	LEGAL CASE FILES Lawsuits and legal disputes involving the Township, including court proceedings and attorney correspondence.	Permanent	Paper		<input checked="" type="checkbox"/>
G-19	LEGAL OPINIONS Provided by Township attorneys, or county or state attorneys and/or agencies	5 years once no longer of legal value. Merge with appropriate case files as appropriate	Multi		<input type="checkbox"/>
G-20	LISTS, ROSTERS, AND INFORMATIONAL DIRECTORIES (NON-BOARD MEMBERS)	Continually updated, revised, completed, superseded, or erased	Multi		<input type="checkbox"/>
G-21	MATERIALS SAFETY DATA SHEETS MSDS or SDS used to provide information on the hazards of working with a chemical and procedures that should be used to ensure safety.	Until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
G-22	MUTUAL AID AGREEMENTS Agreements with other agencies and jurisdictions	5 years after expiration or modification if no claims pending	Paper		<input type="checkbox"/>
G-23	NEWS, PRESS RELEASES, AND PUBLIC POSTS Includes both physical mediums, such as magazines and newsletters, and digital mediums, such as social media, e-broadcasts, and online magazines	5 years, merge with relevant case files as necessary.	Multi		<input checked="" type="checkbox"/> (Historical)
G-24	ORGANIZATIONAL CHARTS AND TABLES (PERSONNEL AND FUNCTIONS) Includes chain-of-command and supervisory charts	Continually updated, revised, completed, superseded, or erased	Multi		<input type="checkbox"/>
G-25	PERRY TOWNSHIP EMPLOYEE AND ETHICS POLICY HANDBOOKS	20 years after revised, superseded, or discontinued	Multi		<input type="checkbox"/>

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G-26	PHOTOGRAPHS & PICTURES, NEGATIVES AND ELECTRONIC Includes electronic picture media	Merge with relevant case files as necessary. Retain images of legal, administrative, fiscal, or historical value	Multi		<input checked="" type="checkbox"/> (Historical)
G-27	POLICIES, PROCEDURES, RULES, AND REGULATIONS Both Township-wide and per department	20 years after revised, superseded, or discontinued	Multi		<input type="checkbox"/>
G-28	PRELIMINARY OR UNSOLICITED PROJECTS Such as plans, drawings, renderings, proposals, presentations, or reports	Retain until of no longer administrative value	Multi		<input type="checkbox"/>
G-29	PROFESSIONAL & TRADE MAGAZINES, CATALOGS, REFERENCE PUBLICATIONS & DIRECTORIES	May be destroyed in the normal course of business once they are no longer considered of value	Multi		<input type="checkbox"/>
G-30	PROFESSIONAL ORGANIZATION & ASSOCIATION FILES	1 year	Multi		<input type="checkbox"/>
G-31	PUBLIC RECORDS REQUESTS Log of all public records requests, per definition in ORC § 149.43	25 years	Multi		<input type="checkbox"/>
G-32	RECORD COMMISSION AGENDAS Agendas for record commission meetings	1 year, no legal or administrative action pending	Multi		<input type="checkbox"/>
G-33	RECORDS COMMISSION CASE FILES & RETENTION SCHEDULES RC-1s, RC-2s, RC-3s, and other locally developed forms documenting the retention and disposition of Township records	Permanent. Scan to make digital copies	Multi		<input type="checkbox"/>
G-34	RECORDS COMMISSION MINUTES Per ORC §§ 507.04 and 121.22. Minutes for records commission meetings	Permanent. Scan to make digital copies	Multi		<input checked="" type="checkbox"/>
G-35	RECORDS COMMISSION RECORDINGS Audio and/or video	Incorporate into official minutes, then 1 year	Digital		<input type="checkbox"/>
G-36	RECORDS DISPOSAL LOGBOOK Internal documentation of all records disposed of in accordance with RC-2	25 years	Multi		<input type="checkbox"/>

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G-37	REFERENCE MATERIALS AND DIRECTORIES Includes community, government, and business directories	Until updated, revised, or rescinded	Multi		<input type="checkbox"/>
G-38	SERVICE COMPLAINT FILE Complaints received against a Township department or a service contracted by the Township	1 year	Multi		<input type="checkbox"/>
G-39	SPEAKER SLIPS Submitted to the Township Administrator to speak at a public meeting	Until no longer of administrative value	Paper		<input type="checkbox"/>
G-40	SPECIAL EVENT APPLICATIONS Applications for events that will take place in a public right-of-way and need approval from the Road, Police, and Fire Departments	2 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
G-41	SURVEY RESULTS Both offline and online surveys	Until no longer of administrative, legal, fiscal, or value	Multi		<input type="checkbox"/>
G-42	TOWNSHIP PROJECT FILES Records of long-term projects occurring within Perry Township. This includes utility projects within Township jurisdiction	10 years	Multi		<input type="checkbox"/>
G-43	TOWNSHIP, MUNICIPAL, COUNTY, STATE, AND FEDERAL LAWS, REGULATIONS AND RULES Including any copies of legal texts	Until revised, superseded, or discontinued	Multi		<input type="checkbox"/>
G-44	VEHICLE & EQUIPMENT TITLES & REGISTRATION States issued titles and registration for Township vehicles and equipment	5 years after the vehicle or equipment is no longer in Township service	Paper		<input type="checkbox"/>
G-45	VENDOR FILES Contains correspondence, agreements, invoices, payments, and other files associated with a vendor for the Township	5 years, then until no longer of administrative, legal, or fiscal value	Multi		<input type="checkbox"/>
<b>BOARDS OF TOWNSHIP TRUSTEES</b>					
BOT-01	BOARD OF TRUSTEES MEETING AGENDAS	1 year if no legal or administrative action pending	Multi		<input 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
BOT-02	BOARD OF TRUSTEES MEETING MINUTES Per ORC §§ 507.04 and 121.22	Permanent. Scan all paper copies to digital archives	Multi		<input checked="" type="checkbox"/>
BOT-03	BOARD OF TRUSTEES MEETING RECORDINGS Audio and/or video	Incorporate into official minutes, then 1 year	Digital		<input type="checkbox"/>
BOT-04	CITIZEN BOARD MEETING AGENDAS Examples include community advisory board, past cemetery boards, etc. Excludes Zoning Boards	1 year if no legal or administrative action pending	Multi		<input type="checkbox"/>
BOT-05	CITIZEN BOARD MEETING MINUTES Per ORC §§ 507.04 and 121.22. Examples include community advisory board, past cemetery boards, etc. Excludes Zoning Boards	10 years if no legal or administrative action pending	Multi		<input checked="" type="checkbox"/>
BOT-06	CITIZEN BOARD MEETING RECORDINGS Examples include community advisory board, past cemetery boards, etc.	Incorporate into official minutes, then 1 year	Digital		<input type="checkbox"/>
BOT-07	TOWNSHIP RESOLUTIONS, REGULATIONS, AND ORDINANCES Includes local home rule resolutions	Permanent	Multi		<input checked="" type="checkbox"/>
<b>FINANCIAL (BUDGETS, FUNDS, ETC.)</b>					
FR-01	ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE May contain purchase orders, requisitions, receiving reports, packing slips, related invoices, statements, and receipt books	5 years provided audited	Multi		<input type="checkbox"/>
FR-02	ANNUAL BUDGET Annual budget documents prepared by the Township or by the County and Auditor's Office	50 years	Multi		<input type="checkbox"/>
FR-03	ANNUAL BUDGET MATERIALS AND PREPARATION	3 years	Multi		<input type="checkbox"/>
FR-04	ANNUAL FINANCIAL REPORTS Financial reports prepared documenting the expenses of the Township	50 years	Multi		<input checked="" type="checkbox"/>

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FR-05	APPROPRIATION REPORTS Monthly and yearly	5 years provided audited	Multi		<input type="checkbox"/>
FR-06	APPROPRIATIONS - TEMPORARY AND PERMANENT	5 years provided audited	Multi		<input type="checkbox"/>
FR-07	AUDITOR'S FILES – COUNTY AUDITOR	5 years if no legal or administrative action pending	Multi		<input type="checkbox"/>
FR-08	AUDITOR'S OFFICE FILES – STATE OF OHIO	5 years if no legal or administrative action pending	Multi		<input type="checkbox"/>
FR-09	AUDITS (FEDERAL, STATE, & INTERNAL) Per ORC § 117.26, financial examinations and reports issued by the federal government, Auditor of State, or independent auditing agencies	10 fiscal years once audited	Multi		<input type="checkbox"/>
FR-10	BANK STATEMENTS List of all transactions for a bank account over a set period of time	5 years provided audited	Multi		<input type="checkbox"/>
FR-11	BIDS (SUCCESSFUL) Records documenting awarded quoted bids from vendors for services or merchandise. Retention period shall abide to ORC § 2305.06 and shall be updated accordingly	6 years, provided audited	Multi		<input type="checkbox"/>
FR-12	BIDS (UNSUCCESSFUL) Quoted bids not awarded	3 years provided audited	Multi		<input type="checkbox"/>
FR-13	BLANKET CERTIFICATES	5 years provided audited	Multi		<input type="checkbox"/>
FR-14	CANCELLED CHECKS (PHOTOCOPIES OF CHECKS)	5 years provided audited	Multi		<input type="checkbox"/>
FR-15	CASH OF SUMMARY FUND	5 years provided audited	Multi		<input type="checkbox"/>
FR-16	CONTRACTS Legal agreements with individuals, organizations, or entities to procure goods and/or services. Retention period shall abide to ORC § 2305.06 and shall be updated accordingly	6 years, provided audited	Multi		<input type="checkbox"/>

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FR-17	COURT ORDERS FOR PAYROLL DEDUCTION	Merge with personnel files	Multi		<input type="checkbox"/>
FR-18	DEPARTMENT OF JOB AND FAMILY SERVICES REPORTS	5 years provided audited	Multi		<input type="checkbox"/>
FR-19	EMPLOYEE WITHHOLDING REQUEST	Merge with personnel files	Multi		<input type="checkbox"/>
FR-20	EXPENSE REPORTS Reports for expenses, ancillary functions and/or travel expenses	5 years	Mult		<input type="checkbox"/>
FR-21	FINANCIAL REPORTS Reports of Township finances not generated by the UAN or budgeting software	5 years provided audited	Multi		<input type="checkbox"/>
FR-22	GRANTS Funding typically provided by state or federal government	Maintain for the duration of the active grant period. Then, maintain for 5 years after date of grant expiration	Multi		<input type="checkbox"/>
FR-23	INSURANCE CLAIMS Claims from both the Township and its employees. Does not include workers' compensation claims	10 years after final settlement	Multi		<input type="checkbox"/>
FR-24	INSURANCE POLICIES & INFORMATION As described in ORC § 2305.10. Files can include both policies and supporting documentation in the creation and records of said policies, such as SERB reports	5 years after expiration, provided claims settled	Multi		<input type="checkbox"/>
FR-25	INVESTMENTS AND INVESTMENT JOURNAL All files pertaining to any investments made, including bank information	20 years, provided audited	Multi		<input type="checkbox"/>
FR-26	LEVY FILES Records related to the imposition of a tax assessed property for a specific Township service, operation, and/or function	5 years after expiration of levy	Multi		<input type="checkbox"/>
FR-27	NOTIFICATIONS OF PAY / PAY STEP INCREASES Notices sent to employees	Merge with personnel files	Multi		<input type="checkbox"/>

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FR-28	OPERS EMPLOYER ACCOUNT SUMMARY Employer Contribution System (ECS) data and summaries provided to the Township	5 years provided audited	Multi		<input type="checkbox"/>
FR-29	OPERS WITHHOLDING REPORTS Monthly records of amounts deducted from employees' salaries for PERS pension	Merge with personnel files as applicable; otherwise, 75 years	Multi		<input type="checkbox"/>
FR-30	PAYROLL RECORDS AND INFORMATION Township employees pay records, including Ohio PERS contribution reports, paid time off reports, retirement system payouts, etc.	5 years provided audited	Multi		<input type="checkbox"/>
FR-31	PERSONNEL LEAVE BALANCES PTO balances for employees, typically recorded in payroll software	Continually updated until employee is no longer with the Township	Multi		<input type="checkbox"/>
FR-32	PURCHASE ORDERS, INVOICES, AND RECEIPTS	5 years provided audited. Merge with accounts payable or accounts receivable as necessary	Multi		<input type="checkbox"/>
FR-33	RECEIPT BOOKS	5 years once completed / filled, provided audited	Multi		<input type="checkbox"/>
FR-34	REVENUE & APPROPRIATION STATUS REPORTS Reports generated by software or by hand for Township revenue and appropriation by Fund	5 years provided audited	Multi		<input type="checkbox"/>
FR-35	STATE AND FEDERAL GRANT APPLICATIONS - FUNDED Applications for state and/or federal funding which have been awarded	Life of grant plus 3 years	Multi		<input type="checkbox"/>
FR-36	STATE AND FEDERAL GRANT APPLICATIONS - NOT FUNDED Applications for state and/or federal funding which were not awarded	1 year after decision rendered	Multi		<input type="checkbox"/>

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FR-37	TAX REVENUE REPORTS Such as for gas, motor vehicles, the Clerk of Courts, etc.	5 years provided audited	Multi		<input type="checkbox"/>
FR-38	TAX REVENUE SETTLEMENT SHEETS Records of tax settlements with local, state and/or federal taxing authorities	5 years provided audited	Multi		<input type="checkbox"/>
FR-39	TOWNSHIP DEEDS AND MORTGAGES	Permanent	Multi		<input checked="" type="checkbox"/>
FR-40	UAN AND BUDGETING SOFTWARE GENERATED REPORTS Reports generated by auditing and budgetary software which can be generated again by the program.	5 years provided audited. Copies may be disposed of as appropriate.	Multi		<input type="checkbox"/>
<b>HR &amp; PERSONNEL RECORDS</b>					
HPR-01	BUREAU OF WORKER'S COMPENSATION FILES Per ORC § 4123, files covering claims made by employees for worker's compensation benefits, including claims, investigations, hearings, results, terms, conditions, etc.	10 years after final payment. May be merged with personnel files as appropriate	Multi		<input type="checkbox"/>
HPR-02	CDL SUBSTANCE ABUSE TESTING REPORTS Random testing throughout the year per CFR § 382.305	Merge with employee medical records	Multi		<input type="checkbox"/>
HPR-03	EMPLOYEE BENEFITS RECORDS Per 29 USC § 1027, documentation of benefits, insurance, and dependents. Can also include COBRA, transportation reimbursement, tuition reimbursement, etc.	6 years	Multi		<input type="checkbox"/>
HPR-04	EMPLOYEE DISPUTE CASE FILES (OCRC AND EEOC) Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission and Equal Employment Opportunity Commission	5 years after case is closed and claims exhausted	Multi		<input type="checkbox"/>
HPR-05	EMPLOYEE INSURANCE ENROLLMENT RECORDS	Merge with personnel files, 15 years after employee leaves Township service	Multi		<input type="checkbox"/>

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HPR-06	EMPLOYEE MEDICAL RECORDS Medical related documentation of service throughout the duration of an individual's employment. Must be maintained separate from personnel files. 29 CFR § 825.500, 29 USC § 1027	15 years after employee leaves Township service	Multi		<input type="checkbox"/>
HPR-07	EMPLOYEE QUARTERLY FEDERAL TAX RETURN Federal Form 941 and State Form IT-11 used to report income taxes, Social Security tax, or Medicare tax withheld from employee's paychecks	7 years 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	
HPR-08	EMPLOYEE STATUS FORMS Termination, resignation, dismissal, promotion, or hire	Merge with personnel files, 15 years after employee leaves Township service	Multi	Sec. 117.26 O.R.C	<input type="checkbox"/>
HPR-09	EMPLOYMENT APPLICATIONS (HIRED) May contain resumes, letters of reference, background investigations, polygraph examinations, controlled substance testing, pre-employment interviews, occupational health examinations and psychological examinations. 29 CFR §§ 1602.14 and 1627.3	Merge with personnel files, 15 years after employee leaves Township service	Multi		<input type="checkbox"/>
HPR-10	EMPLOYMENT APPLICATIONS (NOT HIRED) May contain resumes, letters of reference, background investigations, polygraph examinations, controlled substance testing, pre-employment interviews, occupational health examinations and psychological examinations. 29 CFR §§ 1602.14 and 1627.3	2 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
HPR-11	EMPLOYMENT CERTIFICATIONS OF APPOINTMENT AND OATHS	Merge with personnel files and/or bond books, 15 years after employee leaves Township service	Multi		<input type="checkbox"/>

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HPR-12	GARNISHMENT ORDERS Court orders to withhold wages for the payment of a debt	Merge with personnel files, 15 years after employee leaves Township service	Multi		<input type="checkbox"/>
HPR-13	INSURANCE PREPARATION FILES AND REPORTS Includes SERB reports and OTARMA files	6 years, no administrative or legal action pending	Multi		<input type="checkbox"/>
HPR-14	INTERNAL AFFAIRS AND DISCIPLINARY FILES – ORAL REPRIMAND RECORDS AND MINOR WRITTEN REPRIMANDS Includes IA files to conform to FOP collective bargaining contract	6 months, provided no further corrective action has occurred, and no legal or administrative action pending	Multi		<input type="checkbox"/>
HPR-15	INTERNAL AFFAIRS AND DISCIPLINARY FILES – SUSPENSIONS GIVEN Includes IA files to conform to FOP collective bargaining contract	3 years, provided no further corrective action has occurred, and no legal, administrative action pending	Multi		<input type="checkbox"/>
HPR-16	INTERNAL AFFAIRS AND DISCIPLINARY FILES – WRITTEN REPRIMANDS Includes IA files to conform to FOP collective bargaining contract	3 years, provided no further corrective action has occurred, and no legal or administrative action pending	Multi		<input type="checkbox"/>
HPR-17	JOB TASK ANALYSES AND POSITION DESCRIPTIONS	Until revised or rescinded. Copy to be placed in corresponding employees' personnel files	Multi		<input type="checkbox"/>
HPR-18	LEAVE REQUESTS	1 year	Multi		<input type="checkbox"/>
HPR-19	LETTERS OF APPRECIATION	1 year, merge with personnel awards and recognition file	Multi		<input type="checkbox"/>

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HPR-20	OPERS REFUND, EXEMPTION, OR WAIVER APPLICATIONS Copies of applications sent to OPERS and any and all correspondence sent to or receive from the agency	75 years	Multi		<input type="checkbox"/>
HPR-21	OSHA 300 COMPLIANCE FILE Record of work-related injuries and illnesses. Include forms OSHA 300, 300A, and 301 as applicable/required	25 years	Multi		<input type="checkbox"/>
HPR-22	PERFORMANCE EVALUATIONS Routine evaluations of employee performance in the line of duty	Merge with personnel files	Multi		<input type="checkbox"/>
HPR-23	PERSONNEL FILES May contain service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers, applications for employment, letters of reference, background investigations, polygraph examinations, controlled substance testing, pre-employment interviews, and psychological examinations.	15 years after employee leaves Township service. Follow retention period of individual content series as applicable	Paper		<input type="checkbox"/>
HPR-24	PHOTOGRAPHS AND FINGERPRINTS (HIRED) Photographs and fingerprints taken as part of the employee application and hiring process	If hired, merge with personnel files, dispose when employee leaves Township service. If not hired, 2 years	Multi		<input type="checkbox"/>
HPR-25	PUBLIC NOTICE OF JOB OPPORTUNITIES Posters, online postings, newspaper postings, etc., advertising open positions in the Township	Until positions is filled and/or no administrative action pending	Multi		<input type="checkbox"/>
HPR-26	REPORTS TO THE BUREAU OF EMPLOYMENT SERVICES	7 years	Multi		<input type="checkbox"/>
HPR-27	TRAINING PROGRAMS AND MANUALS Includes DTBs, procedure manuals, guides, etc.	Until revised, rescinded, or obsolete	Multi		<input type="checkbox"/>

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

Perry Township, Franklin County

(Local Government Entity)

(Unit)

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HPR-28	TRAINING RECORDS Includes training tests, materials, and certifications of training completion	Merge with employee training file, Dispose 15 years after employee leaves Township employment	Multi		<input type="checkbox"/>
HPR-29	TRAINING ROSTERS & SIGN-UP SHEETS	5 years	Multi		<input type="checkbox"/>
HPR-30	UNEMPLOYMENT COMPENSATION CASE FILES Individual files on each unemployment claim filed, copies; originals kept by State of Ohio	Merge with employee personnel files	Multi		<input type="checkbox"/>
HPR-31	UNION CONTRACTS AND AGREEMENTS Collective bargaining agreements and contracts resulting from negotiations with employee bargaining units, as described in ORC § 2305.06	15 years after suspended, if no legal or administrative action pending	Multi		<input type="checkbox"/>
<b>POLICE DEPARTMENT</b>					
PD-01	ABANDONED OR JUNKED VEHICLE AFFIDAVITS Affidavit complete to affirm the requirements of ORC § 4505.101 have been satisfied	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-02	AUDIT OF PROPERTY ROOM To be completed and maintained by the assigned Evidence Technician	5 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-03	BAC DATAMASTER RECORDS Per OAC § 3701-53-01, instrument check forms and other supporting documentation. Does not include BAC user certification and training	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>

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PD-04	BMV DATA AND RECORDS Information obtained from or provided by the Ohio Bureau of Motor Vehicles for department use	Merge with corresponding incident or crash reports; otherwise, dispose when no longer of administrative or legal value	Multi		<input type="checkbox"/>
PD-05	BODY-WORN CAMERA IMAGES & RECORDINGS Includes both edited and unedited footage	2 years, unless administrative or legal action is pending.	Digital		<input type="checkbox"/>
PD-06	CIVIL PROTECTION ORDERS AND TEMPORARY PROTECTION ORDERS Court orders for a defendant to stay away from a victim or plaintiff	Until served, discharged, stale dated, answered, or withdrawn by the court	Multi		<input type="checkbox"/>
PD-07	COMPUTER GENERATED POLICE DEPARTMENT STATISTIC REPORTS Non-specific and periodic reports that may be recreated	May be destroyed in the normal course of business once no longer of value	Multi		<input type="checkbox"/>
PD-08	CRIME / CRASH SCENE PROCESSING REPORT	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-09	CRIME ANALYSIS REPORTS Analysis of crime trends and patterns within the Township	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-10	CRUISER AND BAC ROOM IMAGES & RECORDINGS May be stored on tapes, CDs, DVDs, or server as required	2 years, no legal or administrative action pending	Digital		<input type="checkbox"/>
PD-11	CRUISER & BODY-WORN CAMERA VIDEO LOGS	1 year, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-12	DAILY INSPECTION REPORTS	Until no longer of administrative or fiscal value	Multi		<input type="checkbox"/>

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PD-13	DEPARTMENT OF YOUTH SERVICES ADULT FACILITY COMPLIANCE QUARTERLY SURVEYS Quarterly reports prepared for and submitted to the State	1 year	Multi		<input type="checkbox"/>
PD-14	DOMESTIC VIOLENCE MONTHLY REPORTS Monthly reports prepared for and submitted the State	1 year	Multi		<input type="checkbox"/>
PD-15	EVALUATION EFFECTIVENESS OF CRIME PREVENTION REPORT	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-16	EXPUNGED AND/OR SEALED RECORDS Records ordered sealed or destroyed by the court. Refer to ORC § 2953.32 for definitions of sealed and expunged records	Destroy or seal all files, references, and records as directed by the court. Refer to ORC § 2953.32 for exceptions	Multi		<input type="checkbox"/>
PD-17	FALSE ALARM FINE LETTERS Sent to residences and businesses for false security alarms	1 year	Multi		<input type="checkbox"/>
PD-18	FIELD IDENTIFICATION CARDS	1 year	Multi		<input type="checkbox"/>
PD-19	FIRE EQUIPMENT TESTING REPORT Prepared by the fire marshal and/or outside agency and documented	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-20	GENERAL AND SPECIAL ORDERS Collection of written policies that govern the day-to-day operations and actions of the Police Department	6 years after revised, superseded, or discontinued and no legal, administrative, or fiscal action pending	Multi		<input type="checkbox"/>
PD-21	GOLF CART & UNDER-SPEED VEHICLE INSPECTIONS Inspections to determine if vehicle meets State of Ohio standards	1 year, copy to be provided to applicant	Multi		<input type="checkbox"/>
PD-22	HUMAN TRAFFICKING MONTHLY REPORTS Monthly reports prepared for and submitted to the State	1 year	Multi		<input type="checkbox"/>

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PD-23	INVENTORY OF PROPERTY ROOM Per ORC § 505.105, logs itemizing stolen or other property recovered by members of an organized police department of a township, a township police district, a joint police district, or the office of a township constable.	5 years, no legal or administrative action pending. Inventory is continually updated	Multi		<input type="checkbox"/>
PD-24	JUVENILE HOLDING LOGS Quarterly reports prepared for and submitted to the State	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-25	K9 DEPLOYMENT REPORT Report of K9 unit usage for both the Township and mutual aid	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-26	KIDCARE ID DATA & FORMS Information processed for Kidcare IDs provided to parents	2 years. All data to be maintained on secure computer in police department	Digital		<input type="checkbox"/>
PD-27	LIDAR & RADAR DEVICE CERTIFICATIONS Affidavits that devices have been evaluated to meet or exceed the manufacturer's published specifications	2 years after expiration	Multi		<input type="checkbox"/>
PD-28	LIQUOR PERMITS (F-2 PERMIT) Copies maintained by township	2 years after expiration or revised	Multi		<input type="checkbox"/>
PD-29	OFFICER MONTHLY STATISTICS Includes log sheets, officer's copies of citations, and written warnings	1 year	Multi		<input type="checkbox"/>
PD-30	OTHER AGENCY ASSIST REPORT Reports for mutual aid runs	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-31	POLICE / WEAPONS PROFICIENCY REPORT	3 years, no legal or administrative action pending. Merge with training files as necessary.	Multi		<input type="checkbox"/>
PD-32	POLICE FORMS (OTHER) Forms on the police department forms index which are not identified as another record series and/or cannot be classified within another record series	2 years, no legal or administrative action. Merge with appropriate files as necessary.	Multi		<input type="checkbox"/>

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PD-33	POLICE ACTIVITY BLOTTER Log of police activity, published on website for public viewing	2 years	Digital		<input type="checkbox"/>
PD-34	PREVENTATIVE PATROL NOTIFICATIONS Issued by patrol officers to notify residents of security issues, such as open garage doors	1 year	Paper		<input type="checkbox"/>
PD-35	PROPERTY DESTRUCTION AFFADAVITS AND REQUESTS	3 years after disposal of property	Multi		<input type="checkbox"/>
PD-36	PUBLIC ASSISTANCE FORMS Record of assistance rendered to the public by sworn officers	1 year, no claims or legal actions pending	Multi		<input type="checkbox"/>
PD-37	PURSUIT ANALYSIS & EVALUATION REPORT Currently PD-40 – Vehicular Pursuit Form	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-38	REVIEW OF INTELLIGENCE REPORT Prepared by the Criminal Investigations Bureau	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-39	REVIEW OF SPECIALIZED ASSIGNMENTS	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-40	REPORT TO THE BOARD OF TRUSTEES (MONTHLY) Monthly report of police activity, events, statistics, etc.	5 years	Multi		<input type="checkbox"/>
PD-41	REPORT TO THE BOARD OF TRUSTEES (YEARLY) Annual report of police activity, events, statistics, etc.	25 years	Multi		<input checked="" type="checkbox"/>
PD-42	RIDE ALONG RELEASE FORMS Currently PD-35 – Ride-Along Program	1 year, no actions pending	Multi		<input type="checkbox"/>
PD-43	SECURITY CAMERA VIDEOS & IMAGES Township security cameras, NOT private residence or business footage	90 days, no legal or administrative action pending	Digital		<input type="checkbox"/>
PD-44	SPECIAL DUTY REQUEST FORMS File may include a copy of the invoice and correspondence sent to applicant.	1 year, no actions pending	Multi		<input type="checkbox"/>
PD-45	TASER CAMERA IMAGES Maintained on server	90 days, no legal or administrative action pending	Digital		<input type="checkbox"/>

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PD-46	TRAFFIC CITATIONS & WARNINGS Department copies of citations or warnings issued by patrol officers. This includes voided tickets	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-47	TRANSIENT VENDOR APPLICATIONS AND PERMITS Applications and permits created for transient vendors operating in the Township	3 years after permit expiration, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-48	UCR, NIBRS, AND OIBRS REPORTS	25 years	Multi		<input type="checkbox"/>
PD-49	USE AND DISPLAY OF FORCE REPORTS & ANALYSIS Prepared by the Police Department after a use or display of force	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-50	VACATION HOUSE CHECKS & BUSINESS CHECKS	1 year after end of duration of check	Multi		<input type="checkbox"/>
PD-51	VIDEO IN CAR HOLD FORMS Prepared by officers to ensure cruiser footage is saved and attached to a report	1 year, no legal or administrative action pending, or once requested footage has been saved and added to report	Multi		<input type="checkbox"/>
PD-52	WARRANT LETTERS	1 year, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-53	WARRANTS (CANCELLED)	1 year, no legal or administrative action pending	Multi		<input type="checkbox"/>
PD-54	WORKLOAD ASSESSMENT	3 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
<b>POLICE INCIDENT AND OFFENSE REPORTS</b>					
PIOR-01	INCIDENT REPORTS - MISSING PERSONS	20 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input type="checkbox"/>

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PIOR-02	INCIDENT REPORTS/NON-CRIMINAL REPORTS	5 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input type="checkbox"/>
PIOR-03	OFFENSE REPORTS AND CRIMINAL CASE FILES - FELONIES EXCEPT HOMICIDES, SEX CRIMES, RAPE AND ARSON	10 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input type="checkbox"/>
PIOR-04	OFFENSE REPORTS AND CRIMINAL CASE FILES – HOMICIDES, SEX CRIMES, RAPE AND ARSON	20 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input checked="" type="checkbox"/>
PIOR-05	OFFENSE REPORTS AND INVESTIGATIVE CASE FILES - MISDEMEANORS	5 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input type="checkbox"/>
PIOR-06	TRAFFIC CRASH REPORTS - FATAL	10 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input checked="" type="checkbox"/>
PIOR-07	TRAFFIC CRASH REPORTS - INJURY	5 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input type="checkbox"/>
PIOR-08	TRAFFIC CRASH REPORTS - PROPERTY DAMAGE	2 years after case closed provided no action pending. Reports are prepared electronically	Multi		<input type="checkbox"/>
<b>SROAD DEPARTMENT</b>					
RD-01	ADMINISTRATIVE FILES - COUNTY ENGINEER'S OFFICE Includes documents, studies, and maps received from the engineer's office	6 years	Multi		<input type="checkbox"/>

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RD-02	CEMETARY MAINTENANCE FILES Records of cemetery maintenance and upkeep as described in ORC §§ 3705.17, 517.06, 517.07	10 years, no legal or administrative action pending	Multi		<input type="checkbox"/>
RD-03	DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL RANDOM TESTING	Forward to admin to merge with personnel files	Multi		<input type="checkbox"/>
RD-04	ESTIMATES FOR TILE WORK Estimates for work performed on roadside open ditches	1 year	Multi		<input type="checkbox"/>
RD-05	INVOICES RECEIVED FOR TILE WORK Invoices prepared for work performed on roadside open ditches	2 years, no legal or administrative actions pending	Multi		<input type="checkbox"/>
RD-06	LEAK DETECTION ON UNDERGROUND DIESEL FUEL TANK	1 year	Multi		<input type="checkbox"/>
RD-07	MS4 ANNUAL REPORTS Reports prepared for the Franklin Soil & Water Conservation District and Ohio EPA for stormwater management	25 years after reporting period	Multi		<input checked="" type="checkbox"/>
RD-08	OHIO DEPARTMENT OF TRANSPORTATION FILES Documentation received from the Ohio Department of Transportation that require action by the Township Road Department	Until no longer of administrative value	Multi		<input type="checkbox"/>
RD-09	OHIO PUBLIC WORKS PROJECTS Copies of finished projects with copies of payment attached	10 years after completion of project	Multi		<input type="checkbox"/>
RD-10	RECORD OF TOWNSHIP ROADS AND ROAD MILEAGE REPORTS Annual report of miles of roads in the Township, per ORC § 5575.09	Permanent	Multi		<input checked="" type="checkbox"/>
RD-11	RIGHT-OF-WAY & EXCAVATION PERMITS & APPLICATIONS Applications to perform work in the Perry Township right-of-way	25 years	Multi		<input checked="" type="checkbox"/>
RD-12	ROAD RECORDS Contains information regarding the establishment, alteration, improvement, or vacation of public roads, per ORC §§ 507.05 & 5575.09	Permanent	Multi		<input checked="" type="checkbox"/>
RD-13	SPEED & TRAFFIC STUDIES Prepared or requested by the Township, County, or Department of Transportation for Township roads	1 year	Multi		<input type="checkbox"/>

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RD-14	SUPERINTENDENT'S MONTHLY REPORT TO THE BOARD OF TRUSTEES	5 years	Multi		<input type="checkbox"/>
RD-15	SUPERINTENDENT'S YEARLY REPORT TO THE BOARD OF TRUSTEES	25 years	Multi		<input checked="" type="checkbox"/>
<b>ZONING DEPARTMENT</b>					
ZD-01	ANNEXATION & DETACHMENT FILES	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-02	APPEALS ON ZONING Appeals submitted to contest decisions of the Zoning Department	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-03	APPLICATIONS FOR DEVELOPMENT MODIFICATION	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-04	CELL TOWERS AND TELECOMMUNICATION TOWER FILES Telecommunication towers within Township borders.	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-05	CENSUS MAPS AND DATA Information provided by the Census Bureau for Perry Township	Until revised, superseded, or obsolete	Paper		<input type="checkbox"/>
ZD-06	CONDITIONAL USE APPLICATIONS Contains original application, supporting documentation, BZA minutes, BZA decision rendered, and relevant correspondence.	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-07	EXTERIOR PROPERTY MAINTENANCE CODE Perry Township Exterior Property maintenance code outlining the exterior property standards in the Township	Until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
ZD-08	FRANKLIN COUNTY FLOOD PLAIN MAPS Prepared by the Franklin County Engineer's Office	Until revised, superseded, or obsolete	Paper		<input type="checkbox"/>
ZD-09	LOT SPLITS & LINE ADJUSTMENTS Applications submitted through Perry Township and/or Franklin County Economic Development & Planning	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-10	PERMITS (MINOR AND/OR TEMPORARY) Permits for dumpsters, bagsters, PODs, garage or yard sales, and contractor signs.	2 years after permit expiration	Multi		<input type="checkbox"/>
ZD-11	PERMITS REQUIRING COZC Includes permits for accessory structures, additions, fences, sidewalks, sheds, etc., requiring certificate of zoning compliance	Permanent	Multi		<input checked="" type="checkbox"/>

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ZD-12	REPORT TO THE BOARD OF TRUSTEES (MONTHLY) Zoning Department monthly statistics report	2 years	Multi		<input type="checkbox"/>
ZD-13	REPORT TO THE BOARD OF TRUSTEES (YEARLY) Zoning Department annual statistics report	25 years	Multi		<input checked="" type="checkbox"/>
ZD-14	VARIANCE APPLICATIONS Contains original application, supporting documentation, BZA minutes, BZA decision rendered, and relevant correspondence.	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-15	ZONING AMENDMENTS Contains application, Zoning Commission and/or BOT Minutes, and exhibits.	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-16	ZONING CODE Perry Township Zoning Resolution outlining the Township's zoning standards	Until revised, superseded, or obsolete	Multi		<input type="checkbox"/>
ZD-17	ZONING DISTRICT MAPS Maps showing the separate zoning districts and parcels within each district. Typically prepared by the County	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-18	ZONING LEGAL CASE FILES Contains notices and warnings, legal correspondence, resolutions, EPM minutes, BOT minutes, and legal proceedings.	Permanent	Multi		<input checked="" type="checkbox"/>
ZD-19	ZONING VIOLATION FILES Digitally Imaged to server. Contains written warnings, notices, and action taken.	2 years, no administrative or legal action pending	Multi		<input type="checkbox"/>
<b>ZONING BOARDS &amp; MINUTES</b>					
ZBM-01	AGENDAS FOR BZA, EPM BOARD, AND ZONING COMMISSION Agendas for meetings of zoning boards	1 year, no legal or administrative action pending. Agendas must be merged with relevant case files	Multi		<input type="checkbox"/>
ZBM-02	CASE FILES FOR BZA, EPM BOARD, AND ZONING COMMISSION For cases as described in ORC § 519.15	Permanent	Multi		<input checked="" type="checkbox"/>
ZBM-03	MINUTES FOR BZA, EPM BOARD, AND ZONING COMMISSION Per ORC §§ 507.04 and 121.22	Permanent. Copies must be merged with relevant case files	Multi		<input checked="" type="checkbox"/>

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ZBM-04	RECORDINGS OF BZA, EPM BOARD, AND ZONING COMMISSION Audio and/or video	Incorporate into official minutes, then 1 year	Digital		<input type="checkbox"/>
ZBM-05	ROSTERS FOR ZONING BOARDS AND COMMISSIONS Include letters of appointment, interest, and resignation	5 years	Multi		<input type="checkbox"/>
ZBM-06	ZONING BOARD AND COMMISSION MEMBER PERSONNEL FILES Contains member information such as payroll information	5 years after member leaves board or commission	Multi		<input type="checkbox"/>