



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue Columbus,
Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JANUARY 03 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: Local Government Unit
ANDERSON TOWNSHIP

ADMINISTRATION DEPARTMENT

(Local Government Entity)

(Unit/Department)

Vicky L. Earhart

Township Administrator

1-2-2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Andeson Township Records Commission

513-688-8601

7850 Five Mile Road

Anderson Township, Ohio

45230

(Telephone Number)
Hamilton

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: bcowan@andersontownshipoh.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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.

1-2-2025

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

3/3/2025

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 retains a permanent copy of this form

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

See instructions before completing this form.

Anderson Township

Administration Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AD-24-01	Addendums – Insurance	Until Expired or Superseded	Paper/ Electronic		☐
AD-24-02	Advertisements	Until No Administrative Value	Paper/ Electronic		☐
AD-24-03	Agendas	5 Years	Paper/ Electronic		☐
AD-24-04	Agreements/Contracts	15 Years	Paper/ Electronic		☐
AD-24-05	Anderson Township Bicentennial	Appraise for Historical Value	Paper/ Electronic		☒
AD-24-06	Annexation (As Pertains to Township Boundaries)	Until No Administrative Value	Paper/ Electronic		☐
AD-24-07	Appeals	Permanent	Paper/ Electronic		☐
AD-24-08	Artwork	Until No Administrative Value	Paper/ Electronic		☐
AD-24-09	Backup Data – Computer generated backup Tapes and Data created, used and maintained for disaster recovery purposes	Retain for one System backup Cycle then delete or destroy data	Electronic		☐
AD-24-10	Certificate of Insurance	3 Years Provided	Paper/ Electronic		☐
AD-24-11	Classification of Jobs	Until Superseded	Paper/ Electronic		☐
AD-24-12	Collective Bargaining Files & Agreements	Until Superseded Or Obsolete	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Anderson Township

Administration Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AD-24-13	Complaints	2 Years No Action Pending	Paper/ Electronic		☐
AD-24-14	Correspondence, Transient -Communication Communication, which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices, etc. Referral letters, request for routing information or publications provided to the public by an agency which are answered by stand form letters	Until No Administrative Value	Paper/ Electronic		☐
AD-24-15	Draft/Transient Records – Preliminary Working documents and other documents Which serve to convey information of Temporary importance in lieu of oral communication	Until No Administrative Value	Paper/ Electronic		☐
AD-24-16	Deeds	Permanent	Paper/ Electronic		☒
AD-24-17	Drug Policy & Testing	Until Superseded	Paper/ Electronic		☐
AD-24-18	Easements Files (Township Ownership)	Permanent	Paper/ Electronic		☒
AD-24-19	Economic Development Division	Until No Administrative Value	Paper/ Electronic		☐
AD-24-20	Emails	7 Years No RC 3 Required	Electronic		☐
AD-24-21	Electronic Media Website & Facebook	2 Years	Electronic		☐
AD-24-22	Employees Benefit Plan	Until Superseded	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Anderson Township

Administration Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AD-24-23	Estimates	Until No Administrative Value	Paper/ Electronic		☐
AD-24-24	Events, Data, Contract, Payments, for All Event Locations	1 Year	Paper/ Electronic		☐
AD-24-25	Facilities Agreement	15 Years	Paper/ Electronic		☐
AD-24-26	Grants Awarded	Permanent	Paper/ Electronic		☐
AD-24-27	Historical Files	Permanent	Paper/ Electronic		☒
AD-24-28	Incident Reports	5 Years Provided No Action	Paper/ Electronic		☐
AD-24-29	Insurance Information	2 Years after Expiration	Paper/ Electronic		☐
AD-24-30	Job Applications & Resumes	1 Year	Paper/ Electronic		☐
AD-24-31	Job Classification & Descriptions	Until Superseded	Paper/ Electronic		☐
AD-24-32	Key Cards Records/ Photos (Active)	No Administrative Value	Paper/ Electronic		☐
AD-24-33	Lawsuits	5 Years After Decision	Paper/ Electronic		☐
AD-24-34	Leases	2 Years After Expiration Provided Audit	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Anderson Township		Administration Department			
(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AD-24-35	Legal Case Files	5 Years Provided No Action	Paper/ Electronic		☐
AD-24-36	Legal Advertisements/Notices – Legal Announcements to inform the public of Meetings, hearings, bids, auctions or other events	1 Year or Until Superseded	Paper/ Electronic		☐
AD-24-37	Legal Opinions	Until No Administrative Value	Paper/ Electronic		☒
AD-24-38	Levy Files	Life of Levy Plus 1 Year	Paper/ Electronic		☐
AD-24-39	Liquor Control	Until Superseded	Paper/ Electronic		☐
AD-24-40	Monthly Reports	1 Year	Paper/ Electronic		☐
AD-24-41	Newsletters, News Releases, Pamphlets, Brochures & Publications	Until No Administrative Value or Until Superseded	Paper/ Electronic		☐
AD-24-42	Offense Reports	2 Years or Until Superseded	Paper/ Electronic		☐
AD-24-43	Ohio Revised Codes	Until Superseded	Paper		☐
AD-24-44	Opioid Settlement Agreements	Life of Agreement	Paper/ Electronic		☐
AD-24-45	OSHA Information	Until Superseded	Paper/ Electronic		☐
AD-24-46	Parks & Recreation Records	Until No Administrative Value	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

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Anderson Township

Administration Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AD-24-47	Personnel Records (Employee Roster, Letter of Resignation, Medical Releases)	Permanent	Paper/ Electronic		☐
AD-24-48	Photographs	Until Superseded Appraise for Historical Value	Paper/ Electronic		☐
AD-24-49	Plats (Township Owned Property)	Appraise for Historical Value	Paper/ Electronic		☒
AD-24-50	Policies & Procedures (Fraud, Ethics, Employee Handbook)	Until Superseded	Paper/ Electronic		☐
AD-24-51	Public Records Request	3 Years	Paper/ Electronic		☐
AD-24-52	Quotes, Studies, Proposals (Committee Reports)	Until No Administrative Value	Paper/ Electronic		☐
AD-24-53	Recordings of Trustee Meetings	Incorporate in Minutes 1 Year	Electronic		☐
AD-24-54	Rental/Facility Information, Brochures Pamphlets & Publications	Until No Administrative Value	Paper/ Electronic		☐
AD-24-55	Reports	Until Superseded Or No Value	Paper/ Electronic		☐
AD-24-56	Resolutions	Permanent	Paper/ Electronic		☒
AD-24-57	Senior Center Files	Until No Administrative Value	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Anderson Township

Administration Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AD-24-58	Subpoenas	Until Disregarded	Paper/ Electronic		☐
AD-24-59	Surety Bonds	10 Years After Expired Provided Audit	Paper/ Electronic	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	☐
AD-24-60	Surveillance Videos	Use of 1 Cycle Then reuse provided No Action Pending	Electronic		☐
AD-24-61	Training Records	Until Expired or Superseded	Paper/ Electronic		☐
AD-24-62	Workers Compensation Claims	10 Years After Date of Final Payment	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Anderson Township

Administration Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
AD-24-63	Coronavirus Relief Fund Payment Records – The Coronavirus Relief Fund was established by the Coronavirus Aid, Relief, and Economic Security Act (“CARES” Act) of 2020. The fund is to be used by State and local governments to make payments for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Recipients of Coronavirus Relief Fund payments shall maintain and make available to the US Treasury’s Office of Inspector General upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Records that support compliance with subsection 601 (d) of the Social Security Act include, but are not limited to, the following: • 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 for 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 documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients; • All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards; • All internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and • All investigative files and inquiry reports involving Coronavirus Relief Fund payments	Retain for 5 years after final payment is made using Coronavirus Relief Monies (US Department of Treasury Memorandum OIG-CA-20-021)	Paper/ Electronic		☐
					☐



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OHIO HISTORY CONNECTION

JANUARY 03 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: Local Government Unit

Anderson Township, Hamilton County, Ohio

Finance Department

(Local Government Entity)

(Unit/Department)



Tammy Disque

Director of Finance

1-2-2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Anderson Township Ohio Records Commission

513-688-8400

7850 Five Mile Road

Cincinnati

45230

(Telephone Number)
Hamilton

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: bcowan@andersontownshipoh.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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.



1-2-2025

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

3/3/2025

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 retains a permanent copy of this form

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

See instructions before completing this form.

Anderson Township

Finance Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FI-24-01	Activity Reports (Reports Compiled to Detail Financial and Statistical Data)	2 Years	Paper/ Electronic		☐
FI-24-02	Amended Official Certificates of Estimated Resources	5 Years	Paper/ Electronic		☐
FI-24-03	Annual Budget Resolutions	5 Years/ Incorporate into Minutes	Paper/ Electronic		☐
FI-24-04	Annual Financial Reports	Permanent	Paper/ Electronic		☒
FI-24-05	Appropriation Ledgers (Receipts and Expenditures Records)	5 Years Provided Audit	Paper/ Electronic		☐
FI-24-06	Audit Reports (Prepared by State Auditor Representatives and Filed With State Auditor)	10 Years	Paper/ Electronic		☐
FI-24-07	Bank Statement (Reconciliation)	3 Years Provided Audit	Paper/ Electronic		☐
FI-24-08	Budget Preparation Documents (Working Documents)	2 Years	Paper/ Electronic		☐
FI-24-09	Certificates of Total Amount From Sources Available for Expenditures and Balances	3 Years Provided Audit	Paper/ Electronic		☐
FI-24-10	Correspondence, Transient -Communication Communication, which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices, etc. Referral letters, request for routing information or publications provided to the public by an agency which are answered by stand form letters.	Until No Administrative Value	Paper/ Electronic		☐
					☐

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

See instructions before completing this form.

Anderson Township		Finance Department			
(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FI-24-11	Draft/Transient Records – Preliminary Working documents and other documents Which serve to convey information of Temporary importance in lieu of oral communication	Until No Administrative Value	Paper/ Electronic		☐
FI-24-12	Emails	7 Years No RC3 Required	Electronic		☐
FI-24-13	Electronic Media Website & Facebook	3 Years	Electronic		☐
FI-24-14	Financial (Appropriation Adjustments, Transfers, Advances)	3 Years Provided Audit	Paper/ Electronic		☐
FI-24-15	Legal Advertisements/Notices – Legal Announcements to inform the public of Meetings, hearings, bids, auctions or other events	1 Year or Until Superseded	Paper/ Electronic		☐
FI-24-16	Levy Files	1 Year or The Life of Levy	Paper/ Electronic		☐
FI-24-17	Lighting Districts	Until Superseded	Paper/ Electronic		☐
FI-24-18	Investment Information (Bank Statements and CD Information)	3 Years Provided Audit	Paper/ Electronic		☐
FI-24-19	Public Records Request	3 Years	Paper/ Electronic		☐
FI-24-20	Tax Settlements (Semi-annual Apportionment of Taxes from County Auditor)	Until No Administrative Or Fiscal Value	Paper/ Electronic		☐
				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	☐
					☐

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

See instructions before completing this form.

Anderson Township

Finance Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FI-24-21	Coronavirus Relief Fund Payment Records – The Coronavirus Relief Fund was established by the Coronavirus Aid, Relief, and Economic Security Act (“CARES” Act) of 2020. The fund is to be used by State and local governments to make payments for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Recipients of Coronavirus Relief Fund payments shall maintain and make available to the US Treasury’s Office of Inspector General upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Records that support compliance with subsection 601 (d) of the Social Security Act include, but are not limited to, the following: • 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 for 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 documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients; • All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards; • All internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and • All investigative files and inquiry reports involving Coronavirus Relief Fund payments	Retain for 5 years after final payment is made using Coronavirus Relief Monies (US Department of Treasury Memorandum OIG-CA-20-021)	Paper/ Electronic		☐
					☐



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Local Government Records Program
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OHIO HISTORY CONNECTION

JANUARY 03 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: Local Government Unit

ANDERSON TOWNSHIP

FIRE AND RESCUE DEPARTMENT

(Local Government Entity)	(Unit/Department)
	C. Richard Martin, II
(Signature of Responsible Official)	(Name)
	Fire & Rescue Chief
	(Title)
	1/2/2025
	(Date)

Section B: Records Commission

Anderson Township Ohio Records Commission	513-688-8400		
	(Telephone Number)		
7850 Five Mile Road	Cincinnati	45230	Hamilton
(Address)	(City)	(Zip Code)	(County)

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	1/2/2025
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Amy Hissong	Digitally signed by Amy Hissong Date: 2025.03.03 16:23:02 -05'00'	Government Records Archivist	3/3/2025
Signature		Title	Date

Section D: Auditor of State

Martin E. Meeks	Digitally signed by Martin E. Meeks Date: 2025.03.11 10:14:12 -04'00'	Records Manager	
Signature		Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form.

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

See instructions before completing this form.

ANDERSON TOWNSHIP

FIRE AND RESCUE DEPARTMENT

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FD-24-01	Accident Crash Report	5 Years, No Claim Pending	Paper/ Electronic		☐
FD-24-02	Agenda and Minutes	2 Years	Paper/ Electronic		☒
FD-24-03	Agreements and Contracts	15 Years or Until Superseded	Paper/ Electronic		☐
FD-24-04	Arson Files	Permanent	Paper/ Electronic		☒
FD-24-05	Auction Documents	2 Years	Paper/ Electronic		☐
FD-24-06	Bids Awarded	15 Years	Paper/ Electronic		☐
FD-24-07	Bids Submitted	2 Years	Paper/ Electronic		☐
FD-24-08	Brochures, Pamphlets, Manuals, Handbooks, Guides, Fire Code, NFPA	Until Superseded or No Value	Paper/ Electronic		☐
FD-24-09	Building Plans, Permits	2 Years	Paper/ Electronic		☐
FD-24-10	Chemical Inventory List/Material Safety Data Sheet (OSHA)	Until Superseded	Paper/ Electronic		☐
FD-24-11	Civilian Casualty Part of Fire Reports	Permanent	Paper/ Electronic		☐
FD-24-12	CO Forms	3 Years, No Claim Pending	Paper/ Electronic		☐
FD-24-13	Complaint Forms	3 Years, No Claim Pending	Paper/ Electronic		☐

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

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ANDERSON TOWNSHIP

FIRE AND RESCUE DEPARTMENT

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FD-24-14	Correspondence, Transient -Communication Communication, which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices, etc. Referral letters, request for routing information or publications provided to the public by an agency which are answered by stand form letters.	Until No Administrative Value	Paper/ Electronic		☐
FD-24-15	Daily Log Reports	5 Years	Paper/Books Electronic		☐
FD-24-16	Disaster Plans (Continuity of Operations Plan Business Continuity Plan) – Documents Plans and procedures to protect and Re-establish township operations in the Event of a disaster	Until updated Or Superseded	Paper/ Electronic		☐
FD-24-17	Draft/Transient Records – Preliminary Working documents and other documents Which serve to convey information of Temporary importance in lieu of oral communication	Until No Administrative Value	Paper/ Electronic		☐
FD-24-18	Electronic Emails	7 Years – No RC Required	Electronic		☐
FD-24-19	Electronic Media Websites & Facebook	2 Years	Electronic		☐
FD-24-20	EMS/Squad/Run Reports	Adults 5 Years Juveniles 21 Years	Paper/ Electronic		☐
FD-24-21	EMS Billing Records	3 Years or No Administrative Value	Paper/ Electronic		☐
FD-24-22	EMS Drug Related Materials	5 Years	Paper/ Electronic		
FD-24-23	Equipment Records	Life of Equipment	Paper/ Electronic		☐

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

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ANDERSON TOWNSHIP

FIRE AND RESCUE DEPARTMENT

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FD-24-24	Fire and Loss Records	Permanent	Paper/ Electronic		☒
FD-24-25	Fire Inspections Reports	1 Year – No Action Pending	Paper/ Electronic		☐
FD-24-26	Fire Investigations, EPA, Burning Violations, Building Infringement	5 Years No Claims Pending	Paper/ Electronic		☐
FD-24-27	Fire Reports	Permanent	Paper/ Electronic		☒
FD-24-28	Grants Awarded	Permanent	Paper/ Electronic		
FD-24-29	HIPPA Compliance Files	Permanent	Paper/ Electronic		☐
FD-24-30	Hydrant Location Records	Permanent	Paper/ Electronic		☒
FD-24-31	Hydrant Maintenance Records	2 Years	Paper/ Electronic		☐
FD-24-32	Incident, Chief, Discipline Reports	5 Years Provided No Action	Paper/ Electronic		☐
FD-24-33	Insurance Claim Files	10 Years After Final Settlement	Paper/ Electronic		☐
FD-24-34	Lawsuits	5 Years After Verdict	Paper/ Electronic		☐
FD-24-35	Legal Opinions	Until No Administrative Value	Paper/ Electronic		☒
FD-24-36	Life Safety Documents	2 Years	Paper/ Electronic		☐
FD-24-37	Media Releases	Until No Administrative Value	Paper/ Electronic		☐

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

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ANDERSON TOWNSHIP

FIRE AND RESCUE DEPARTMENT

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FD-24-38	Meeting Sign in Sheets	2 Years	Paper/ Electronic		☐
FD-24-39	Personal Injury Waivers/Release from Liability Forms	Permanent	Paper/ Electronic		☐
FD-24-40	Personnel Records	60 Years	Paper/ Electronic		☐
FD-24-41	Photographs	Until Superseded Or No Historical Value	Paper/ Electronic		(Historical) ☒
FD-24-42	Physical Education	Until No Administrative Value	Paper/ Electronic		☐
FD-24-43	Policies and SOG's	Until Superseded	Paper/ Electronic		☐
FD-24-44	Public Education	Until No Administrative Value	Paper/ Electronic		☐
FD-24-45	Public Records Request	3 Years	Paper/ Electronic		☐
FD-24-46	Request for Proposals	Until No Administrative Value	Paper/ Electronic		☐
FD-24-47	Radio Phone Call Recordings and Tapes	10 Years or Until No Administrative Value	Paper/ Electronic		☐
FD-24-48	Reports Weekly and Monthly	1 Year	Paper/ Electronic		☐
FD-24-49	Reports Annual	Permanent	Paper/ Electronic		☒
FD-24-50	Shift Assignment/ Work Schedules	1 Year	Paper/ Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.***ANDERSON TOWNSHIP****FIRE AND RESCUE DEPARTMENT**

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FD-24-51	State/Co-op Purchasing	Until No Administrative Value	Paper/ Electronic		☐
FD-24-52	Training Classes, Agendas, Lesson Plans, Sign in Sheets and PowerPoints	3 Years	Paper/ Electronic		☐
FD-24-53	Underground Storage Tank Files	Permanent	Paper/ Electronic		☐
FD-24-54	Uniform Hazardous Waste Manifest	Until Superseded	Paper/ Electronic		☐
FD-24-55	Vehicle Materials and Reports	Life of Vehicle	Paper/ Electronic		☐
FD-24-56	Violations Notices	1 Year After Violations if Corrected	Paper/ Electronic		☐
FD-24-57	Work Orders	Until No Administrative Value	Paper/ Electronic		☐
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Local Government Records Program
800 E. 17th Avenue Columbus,
Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
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OHIO HISTORY CONNECTION

JANUARY 03 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: Local Government Unit

ANDERSON TOWNSHIP

(Local Government Entity)

FISCAL OFFICE

(Unit/Department)

Brian M. Johnson

Brian Johnson

Fiscal Officer

1-2-2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Anderson Township Ohio Records Commission

513-688-8400

7850 Five Mile Road

Cincinnati

45230

(Telephone Number)

Hamilton

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: bcowan@andersontownshipoh.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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.

[Signature]
Records Commission Chair Signature

1-2-2025

Date

Section C: Ohio History Connection - State Archives

Amy Hissong

Digitally signed by Amy Hissong
Date: 2025.03.03 16:27:44 -05'00'

Government Records Archivist

3/3/2025

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks

Date: 2025.03.11 10:35:09 -04'00'

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

See instructions before completing this form.

ANDERSON TOWNSHIP			FISCAL OFFICE		
(Local Government Entity)			(Unit/Department)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIS-24-01	Accident Reports	Until No Administrative Value	Paper/ Electronic		☐
FIS-24-02	Amended Official Certificates of Estimated Resources	5 Years	Paper/ Electronic		☐
FIS-24-03	Bank Deposit Information (Deposit Slips and Checks)	4 Years Provided Audit	Paper/ Electronic		☐
FIS-24-04	Bids Submitted	2 Years	Paper/ Electronic		☐
FIS-24-05	Bids/Contracts/Agreements Awarded	15 Years	Paper/ Electronic		☐
FIS-24-06	Budgetary/Fiscal Worksheets Preliminary/Permanent Detail & Summary	5 Years Provided Audit	Paper/ Electronic		☐
FIS-24-07	Burial Records/Cemetery Deed Records Cemetery Lot Sales & Plats ORC 517.06 & ORC 517.07	Permanent	Paper/ Electronic		☐
FIS-24-08	Cancelled Checks	4 Years Provided Audit	Paper/ Electronic		☐
FIS-24-09	Cash Receipt Books	3 Years Provided Audit	Paper/ Electronic		☐
FIS-24-10	Certificates of total amount from sources Available for expenditures and balances	3 Years Provided Audit	Paper/ Electronic		☐
FIS-24-11	Check Registers (Payroll & Accounts Payable)	4 Years Provided Audit	Paper/ Electronic		☐
					☐
					☐

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

See instructions before completing this form.

ANDERSON TOWNSHIP

FISCAL OFFICE

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FIS-24-12	Correspondence, Transient -Communication Communication, which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices, etc. Referral letters, request for routing information or publications provided to the public by an agency which are answered by stand form letters.	Until No Administrative	Paper/ Electronic		☐
FIS-24-13	Draft/Transient Records – Preliminary Working documents and other documents Which serve to convey information of Temporary importance in lieu of oral communication	Until No Administrative	Paper/ Electronic		☐
FIS-24-14	Emails	7 Years No RC3 Required	Paper/ Electronic		☐
FIS-24-15	Electronic Media Website & Facebook	3 Years	Electronic		☐
FIS-24-16	Employment Reports	Permanent	Paper/ Electronic		☐
FIS-24-17	Financial Reports	25 Years	Paper/ Electronic		☐
FIS-24-18	Franchise Information (Time Warner/Cincinnati Bell)	2 Fiscal Years Provided Audit	Paper/ Electronic		☐
FIS-24-19	Grants (Awarded)	Permanent	Paper/ Electronic		☐
FIS-24-20	Income Tax Returns (941, State Income Tax & School)	7 Years	Paper/ Electronic		☐
FIS-24-21	Inheritance Tax Information	2 Years Provided Audit	Paper/ Electronic		☐
					☐

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

See instructions before completing this form.

ANDERSON TOWNSHIP

FISCAL OFFICE

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIS-24-22	Investment (Bank Statements and CD's)	4 Years Provided Audit	Paper/ Electronic		
FIS-24-23	Invoices (Warrants paid)	3 Years Provided Audit	Paper/ Electronic		
FIS-24-24	Legal Advertisements/Notices – Legal Announcements to inform the public of Meetings, hearings, bids, auctions or other events	1 Year or Until Superseded	Paper/ Electronic		☐
FIS-24-25	Minutes	Permanent	Paper/ Electronic		☒
FIS-24-26	Payroll Records (Annual individuals Re: pay, vacation, sick, comp time, personal history)	60 Years	Paper/ Electronic		☐
FIS-24-27	Payroll Records (Bi-Weekly Records & Reports, Timecards, all associated documents	3 Years Provided Audit	Paper/ Electronic		☐
FIS-24-28	Personnel Records (Payroll and Insurance)	60 Years	Paper/ Electronic		☐
FIS-24-29	Photographs	Until Superseded or No Historical Value	Paper/ Electronic		(Historical) ☒
FIS-24-30	Pooled Assets and Collateral Summary	3 Years Provided Audit	Paper/ Electronic		☐
FIS-24-31	Public Records Request	3 Years	Paper/ Electronic		
FIS-24-32	Ohio New Hire Forms	4 Years or Until Superseded	Paper/ Electronic		☐
					☐

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

See instructions before completing this form.

ANDERSON TOWNSHIP

FISCAL OFFICE

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FIS-24--33	OPERS & Ohio Police & Fire Pension Monthly Reports	60 Years	Paper/ Electronic		☐
FIS-24-34	Quotes/Studies/Reports	Until No Administrative Value	Paper/ Electronic		☐
FIS-24-35	Requisitions	3 Years Provided Audit or completed	Paper/ Electronic	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.	☐
FIS-24-36	Tax Settlements (Semi Annual Appt. of Taxes from Hamilton County Auditor)	5 Years Provided Audit	Paper/ Electronic		☐
FIS-24-37	Vehicle Maintenance Reports	Life of Vehicle	Paper/ Electronic		☐
FIS-24-38	W-2 and 1099 Forms	7 Years	Paper/ Electronic		☐
FIS-24-39	W-4 Forms	Employee Terminates or Until Superseded	Paper/ Electronic		☐
FIS-24-40	W-9 Forms	4 Years or Until Superseded	Paper/ Electronic		☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.*

ANDERSON TOWNSHIP

FISCAL OFFICE

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIS-24-41	Coronavirus Relief Fund Payment Records – The Coronavirus Relief Fund was established by the Coronavirus Aid, Relief, and Economic Security Act ("CARES" Act) of 2020. The fund is to be used by State and local governments to make payments for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Recipients of Coronavirus Relief Fund payments shall maintain and make available to the US Treasury's Office of Inspector General upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Records that support compliance with subsection 601 (d) of the Social Security Act include, but are not limited to, the following: • 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 for 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 documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients; • All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards; • All internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and • All investigative files and inquiry reports involving Coronavirus Relief Fund payments	Retain for 5 years after final payment is made using Coronavirus Relief Monies (US Department of Treasury Memorandum OIG-CA-20-021)	Paper/ Electronic		☐
					☐



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue Columbus,
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614.297.2553
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OHIO HISTORY CONNECTION

JANUARY 03 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: Local Government Unit

ANDERSON TOWNSHIP

PLANNING AND ZONING DEPARTMENT

Local Government Entity)

(Unit/Department)

(Signature of Responsible Official)

Paul J. Drury, Jr.
(Name)

Director
(Title)

1-2-2025
(Date)

Section B: Records Commission

Anderson Township Ohio Records Commission

513-688-8400

(Telephone Number)

7850 Five Mile Road

Anderson Township, Ohio

45230

Hamilton

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: bcowan@andersontownshipoh.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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)

1-2-2025
Date

Section C: Ohio History Connection - State Archives

Amy Hissong

Digitally signed by Amy Hissong
Date: 2025.03.03 16:33:22 -05'00'

Government Records Archivist

3/3/2025

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2025.03.11 10:50:41 -04'00'

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

See instructions before completing this form.

ANDERSON TOWNSHIP

PLANNING AND ZONING DEPARTMENT

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
PZ-24-01	Adopted Plans	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-02	Agendas	2 Years	Paper/ Electronic		☐
PZ-24-03	Agreements and Contracts	15 Years or Superseded	Paper/ Electronic		☐
PZ-24-04	Board of Zoning Appeals Case Files	Permanent	Paper/ Electronic		☐
PZ-24-05	Brochures Pamphlets/Publications	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-06	Case Logs (ZC & BZA)	Permanent	Electronic		☐
PZ-24-07	Correspondence, Transient -Communication Communication, which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices, etc. Referral letters, request for routing information or publications provided to the public by an agency which are answered by stand form letters	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-08	Draft/Transient Records – Preliminary Working documents and other documents Which serve to convey information of Temporary importance in lieu of oral communication	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-09	Easements – Permanent Sidewalk	Permanent	Paper/ Electronic		☐
PZ-24-10	Easements – Temporary Sidewalk	5 Years After Construction is Complete	Paper/ Electronic		☐
PZ-24-11	Emails	7 Years No RC3 Required	Electronic		☐

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

See instructions before completing this form.

ANDERSON TOWNSHIP (Local Government Entity)			PLANNING AND ZONING DEPARTMENT (Unit/Department)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PZ-24-12	Electronic Media Website & Facebook	2 Years	Electronic		☐
PZ-24-13	Grants (Awarded)	Permanent	Paper/ Electronic		☐
PZ-24-14	Land Divisions	Permanent	Paper/ Electronic		☒
PZ-24-15	Lawsuits (After Decision)	5 Years	Paper/ Electronic		☐
PZ-24-16	Legal Advertisements/Notices – Legal Announcements to inform the public of Meetings, hearings, bids, auctions or other events	1 Year or Until Superseded	Paper/ Electronic		☐
PZ-24-17	Legal Opinions	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-18	Maps and Plats	Permanent or Until No Historical Value	Paper/ Electronic		☒ (Historical)
PZ-24-19	Minutes -Board of Zoning Appeals & Zoning Commission	Permanent	Paper/ Electronic		☒
PZ-24-20	Minutes – Committees	5 Years	Paper/ Electronic		☐
PZ-24-21	Miscellaneous Project Files	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-22	Non-Conforming Use Certificates	Permanent	Paper/ Electronic		☐
PZ-24-23	Notice of Refusals Board of Zoning Appeals	2 Years	Paper/ Electronic		☐
PZ-24-24	Nuisance Abatement Records	Permanent	Paper		☐

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

See instructions before completing this form.

ANDERSON TOWNSHIP (Local Government Entity)		PLANNING AND ZONING DEPARTMENT (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PZ-24-25	Photographs	Until Superseded No Historical Value	Paper/ Electronic		☐
PZ-24-26	Property Maintenance Code Violations	5 Years – No Action Pending	Paper/ Electronic		☐
PZ-24-27	Public Records Request	3 Years	Paper/ Electronic		☐
PZ-24-28	Quotes/Studies/Proposals	Until No Administrative Value	Paper/ Electronic		☐
PZ-24-29	Receipt Books	3 Years Provided Audit	Paper/ Electronic	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.	☐
PZ-24-30	Recordings of Minutes	Incorporate in Minutes 1 Year	Electronic		☐
PZ-24-31	Reports	Until Superseded or No Value	Paper/ Electronic		☐
PZ-24-32	Resolutions	Permanent	Paper/ Electronic		☒
PZ-24-33	Subdivisions Files	Permanent	Paper/ Electronic		☐
PZ-24-34	Verification Letters	2 Years	Paper/ Electronic		☐
PZ-24-35	Violations/Complaints	5 Years	Paper/ Electronic		☐
PZ-24-36	Zoning Certificates	Permanent	Paper		☒
PZ-24-37	Zoning Commission Files	Permanent	Paper/ Electronic		☒



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OHIO HISTORY CONNECTION

JANUARY 03 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

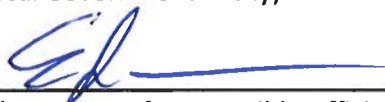
Section A: Local Government Unit

ANDERSON TOWNSHIP

PUBLIC WORKS DEPARTMENT

(Local Government Entity)

(Unit/Department)


(Signature of Responsible Official)

Eric Luginbuhl

(Name)

Director

(Title)

1/2/2025
(Date)

Section B: Records Commission

Anderson Township Ohio Records Commission

513-688-8400

7850 Five Mie Road

(Address)

Anderson township, Ohio

(City)

(Telephone Number)

45230

(Zip Code)

Hamilton

(County)

To have this form returned to the Records Commission electronically, include an email address: bcowan@andersontownshipoh.gov

hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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

1-2-2025
Date

Section C: Ohio History Connection - State Archives

Amy Hissong

Signature

Digitally signed by Amy Hissong
Date: 2025.03.03 16:41:09 -05'00'

Government Records Archivist

Title

3/3/2025

Date

Section D: Auditor of State

Martin E. Meeks

Signature

Digitally signed by Martin E.
Meeks
Date: 2025.03.11 12:47:46 -04'00'

Records Manager

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

See instructions before completing this form.

Anderson Township

Public Works Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
PW-24-01	Building Documents	Permanent	Paper/ Electronic		☒
PW-24-02	Construction Projects/Contracts/Binders/ Books RFP's, Advertisements, Addendum to Applications, Pre-Bids, Bids, Easements R-of-Entry, Construction Permits, Invoices, Change Order, Payroll, Minutes, Bonds Insurance, Statements of Compliances, Misc Specs, Correspondence/ Pictures	15 Years	Paper/ Electronic		☐
PW-24-03	Cemetery Maintenance	Permanent	Paper/ Electronic		☒
PW-24-04	Complaints	1 Years- No Action Pending	Paper/ Electronic		☐
PW-24-05	Correspondence, Transient -Communication Communication, which convey information of temporary importance in lieu of oral communication, i.e. drafts, meeting notices, etc. Referral letters, request for routing information or publications provided to the public by an agency which are answered by stand form letters	Until No Administrative	Paper/ Electronic		☐
PW-24-06	Draft/Transient Records – Preliminary Working documents and other documents Which serve to convey information of Temporary importance in lieu of oral communication	Until No Administrative	Paper/ Electronic		☐
PW-24-07	Easements	Permanent	Paper/ Electronic		☒
PW-24-08	Electronic Media – Website & Facebook	3 Years	Electronic		☐
PW-24-09	Emails	7 Years No RC Required	Electronic		☐

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

See instructions before completing this form.

Anderson Township

Public Works Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PW-24-10	Equipment/Records	Until Expired or Superseded	Paper/ Electronic		☐
PW-24-11	Grants Awarded	Permanent	Paper/ Electronic		☐
PW-24-12	Lawsuits	5 Years After Decision	Paper/ Electronic		☐
PW-24-13	Legal Opinions	Until No Administrative Value	Paper/ Electronic		☐
PW-24-14	OSHA Information	Until Expiration or Superseded	Paper/ Electronic		☐
PW-24-15	Photographs	Until Superseded or No Historical Value	Paper/ Electronic		☐
PW-24-16	Public Records Request	3 Years	Paper/ Electronic		☐
	Road Records (ORC 507.05; ORC 5575.09) Mileage/log reports, paving records. Contains information regarding the establishment, alteration, or vacation of public roads showing name, date, petition filed, petitioners, record of hearings on the petitions, surveys and reports, record of lands to be appropriated for the improvement showing owner, acres owned, quantity of land to be appropriated, and resolutions granting or rejecting the petition. May also include plats and maps, accounts, and names of citizens who worked on roads.	Permanent	Paper/ Electronic		☒ (Historical plat maps)
PW-24-17	State/Co-op Purchasing Information	Until No Administrative Value	Paper/ Electronic		☐

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

See instructions before completing this form.

Anderson Township

Public Works Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PW-24-18	Surveys	Until No Administrative Value	Paper/ Electronic		☐
PW-24-19	Training Records for PW Crew	Unti No Administrative Value	Paper/ Electronic		☐
PW-24-20	Vehicle Maintenance Reports	Life of Vehicle	Paper/ Electronic		☐
PW-24-21	Work Orders	No Administrative Value	Paper/ Electronic		☐
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