

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

Miami Township – Clermont County, Ohio

Administration

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
AD-00007	Bulletins, Posters, General Notices and Displays	Retain until no longer of an Administrative Value, then destroy	Multi		☐
AD-00008	Computer Generated Administrative Reports (Non-Specific)	Retain until no longer of an Administrative Value, then destroy	Multi		☐
AD-00009	Voicemail, Text Messages, Caller I.D. Logs and Pager Messaging	Delete after 24 hours	Multi		☐
AD-00010	General Administrative Files	Retain until no longer of Administrative Legal, Fiscal or Historical Value.	Multi		☐
AD-00011	Electronic Mail System (E-Mail)	Retain Email that has significant Administrative Legal, Fiscal or Historical Value. Maintain according to content (Refer to RC-2). Erase Email that has no significant value.	Multi		☐
AD-00012	Backup Data (Not Duplicated) on Personal Computers, Lap Tops and PDA's	Retain for 2 Systems Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Multi		☐

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AD-00013	Facsimile Logs\ Cover Sheets \ Confirmation Notices\ Buffer Printouts	Retain until no longer of an Administrative or Fiscal Value	Multi		☐
AD-00014	Awards, Newspaper Articles\ Clippings, Photographs, Negatives & Scrapbooks	25 Year(s) And no longer of an Historical Value	Multi		☒ <i>(Historical) Photos/nap.</i>
AD-00015	Press Releases	2 Year(s) Then Appraise for Administrative or Historical Value	Multi		☐
AD-00016	General Photographs, Negatives and Electronic Images	Retain Images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images <u>according to</u> <u>content.</u> Refer to (corresponding RC-2). Erase images that have no significant value	Multi		☐
AD-00017	Business Cards\Contact Information	Retain until no longer of an Administrative Value, then destroy	Multi		☐
AD-00018	Planning / Scheduling / Calendar / Training Information and data on: Display Boards, Erasable and Dry-Erase Board, Chalkboards, Easel Pads, and Electronic Media	Retain until no longer of Administrative or Historical Value	Multi		☐

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AD-00019	Hourly/ Daily/ Weekly/ Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planners	Retain until no longer of Administrative or Historical Value	Multi		☐
AD-00020	Lists/ Rosters/ Informational, Directories containing employee contact information	Continually Maintained and Updated	Multi		☐
AD-00021	Material Safety Data Sheets (MSDS)	Continually Maintained, Purged and Updated.	Multi		☐
AD-00022	Anonymous or Unfounded Complaints	Retain until no longer of Administrative or Historical Value	Paper		☐
AD-00023	Professional Magazines, Publications and Reference Materials	Retain until no longer of Administrative or Historical Value	Multi		☐
AD-00024	Professional Organizations & Association Files	1 Year(s) And no longer of an Admin value	Multi		☐
AD-00025	Equipment Operating & Maintenance Manuals	Retain until equipment sold, scrapped or no longer the property of the Township	Multi		☐
AD-00026	Equipment Maintenance & Repair Records	2 Year(s) after equipment is sold, scrapped or no longer the property of the Township	Multi		☐

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AD-00027	Laws, Regulations & Rules (Local, County, State & Federal)	Until revised or rescinded	Multi		☐
AD-00028	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued.	Multi		☐
AD-00029	Public Records Request Forms (RC101 & RC102)	1 Year(s)	Multi		☐
AD-00030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3)	25 Year (s) after Revised Superseded or Discontinued	Multi		☐
AD-00031	Copies- All Media (Reading, Informational & Reference)	Retain until no longer of Administrative or Historical Value	Multi		☐
AD-00032	Web Page Data & Layout	Continually Maintained, Purged & Updated	Digital		☐
AD-00033	Township Publications - Newsletters, handouts and other communications	Retain 5 years then assess Administrative and Historical Value	Multi		☐
AD-00035	Social Media Communications	Continually Purged & Updated	Digital		☐
AD-00035	Around Miami Township Videos	Retain 5 years then assess Administrative and Historical Value	Digital		☒
AD-00036	Invitations to Bid / Request for Proposals/ Request for Information / Informal Bids /Legal Advertisement or Notices	Incorporate & maintain with bid folder	Paper		☐

(Historical)

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AD-00037	Tally Sheets- Bid Openings	Incorporate & maintain with bid folder	Paper		☐
AD-00038	Bid Bonds- Successful	Retain until acceptance of project performance bond	Paper		☐
AD-00039	Bid Bonds- Unsuccessful	Return after project awarded	Paper		☐
AD-00040	Performance Bonds	Return after project successfully completed & accepted	Paper		☐
AD-00041	Bids- Projects (Awarded)	Incorporate into Project File of the Accepted Bid	Paper		☐
AD-00042	Bids- Projects (Not Awarded)	2 Year(s) after decision rendered	Paper		☐
AD-00043	Bids- Capital Equipment (Awarded)	Incorporate with Purchasing Documents & retain accordingly	Paper		☐
AD-00044	Bids- Capital Equipment (Not Awarded)	2 Year(s) After decision rendered	Paper		☐
AD-00045	Specifications- Project and Capital Equipment	Incorporate & maintain with bid folder	Paper		☐
AD-00046	Grants – Applications (not funded)	1 Year(s) After decision rendered	Paper		☐
AD-00047	Grants – State and Federal (funded)	7 Year(s) After expiration of Grant	Paper		☐
AD-00048	Commercial Tax Abatement Program	7 Year(s) After expiration	Paper		☐

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AD-00049	Tax Abatement Program Receipts (Tax Abatement)	7 Year(s) After project completed, provided audited	Paper		☐
AD-00050	TIF (Tax Increment Financial Records)	7 Year(s) After project completed, provided audited	Paper		☐
AD-00051	Township Public Meetings Sign-In Sheets	1 Year	Paper		☐
AD-00052	Property & Casualty Insurance Policies, Policy Amendments and Additional Declarations	7 Years After expiration provided all claims settled.	Paper		☐
AD-00053	Insurance Claims Notifications & Disposition of Claims	7 Years and no claims or legal actions pending	Paper		☐
AD-00054	Backup Data (Not Duplicated) on: Computer Systems & Servers, Desk Top & Laptop	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if Possible	Digital		☐
AD-00055	Computer System – Security Protocols	Until revised, Superseded, Discontinued and no longer of an Admin. Value.	Digital		☐
AD-00056	Computer System – Disaster Recovery Policies & Procedures	Until revised or Superseded or Discontinued	Digital		☐

**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.**