



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

JUNE 21 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

HARRISON TOWNSHIP, LICKING COUNTY <small>(local government entity)</small>	General Records/Township Wide <small>(unit)</small>
<i>Carolyn I. Elder</i> <small>(signature of responsible official)</small>	Carolyn I. Elder <small>(name)</small>
	Fiscal Officer <small>(title)</small>
	June 21, 2022 <small>(date)</small>

Section B: Records Commission

Harrison Township Records Commission <small>Records Commission</small>	740-927-3545 <small>(telephone number)</small>
6750 Outville Rd., S.W. <small>(address)</small>	Pataskala, Ohio <small>(city)</small>
	43062 <small>(zip code)</small>
	Licking <small>(county)</small>

To have this form returned to the Records Commission electronically, include an email address: celder@harrisantownship.net

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.

<i>Maui Jan Breen</i>	June 21, 2022
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	State Archivist	June 24, 2022
Signature	Title	Date

Section D: Auditor of State

	Date
Signature	Date

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

Section E: Records Retention Schedule

Harrison Township

Board of Trustees/General Records

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
GEN-1	Address Books/Business Cards/Rolodex <i>Listing of addresses and phone numbers of professional contacts</i>	Until superseded or obsolete	Paper and/or Electronic		<input type="checkbox"/>
GEN-2	Agendas <i>A list of items to be discussed during business meetings</i>	Two years	Paper and/or Electronic		<input type="checkbox"/>
GEN-3	Annexation Files <i>Petition for annexation and related files to change boundary lines of the township</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
GEN-4	Annual Inventory and Culvert Reports <i>Yearly listing of township property and underground water flow structures called culverts</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
GEN-5	Blank Forms <i>Obsolete and/or superseded forms stock</i>	Until Obsolete or Superseded.	Paper and/or Electronic		<input type="checkbox"/>
GEN-6	Cemetery Documentation and Records <i>Records pertaining to burials in cemeteries including but not limited to: burial certificates, deeds, death certificates, and cemetery registrations</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
GEN-7	Cemetery Price Information <i>A list of the current charges regarding burials</i>	Until superseded or obsolete	Paper and/or Electronic		<input type="checkbox"/>
GEN-8	Contracts <i>Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	Eight years after contract expires	Paper and/or Electronic		<input type="checkbox"/>
GEN-9	Correspondence-Transitive <i>Information of temporary importance such as thank you notes, standard form letters, and acknowledgements, including electronic mail.</i>	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN-10	Correspondence-Substantive <i>From internal and external sources documenting actions taken by the department, including electronic mail</i>	File with appropriate record series. Appraise for historical value if retention period of appropriate records series is greater than five years.	Paper and/or Electronic		<input type="checkbox"/>
GEN-11	Delivery and Packing Slips <i>Records received from carrier when accepting goods from a carrier or vendor</i>	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN-12	Directories/Rosters <i>List of individuals and/or their contact information</i>	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN-13	Drafts <i>Preliminary working documents</i>	Until draft is approved as official copy	Paper and/or Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
GEN-14	Duplicate Copies of Records <i>Internally duplicated records created for administrative convenience or reference</i>	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN-15	Fax Logs <i>Register of messages sent and received using fax machine</i>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-16	Grant Records-Federal and/or State (funded) <i>Records documenting the application, evaluation, awarding, monitoring, and tracking of grants received</i>	Five years, provided all state & federal audits have been conducted, audit reports released & all litigation, claims, or audit findings have been resolved	Paper and/or Electronic		<input type="checkbox"/>
GEN-17	Grant Records (not funded) <i>Applications for grants not chosen for funding</i>	One year from date of notification	Paper and/or Electronic		<input type="checkbox"/>
GEN-18	Land Deeds <i>Records of property owned by the township</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
GEN-19	Legal Advertisements/Notices <i>Announcements to inform the public of official meetings, actions, or other events</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
GEN-20	Legal Opinions <i>Formal guidance from legal counsel to clarify law and other rules that are applicable to functions</i>	Until superseded or obsolete	Paper and/or Electronic		<input type="checkbox"/>
GEN-21	Machinery and Equipment Records <i>Documentation of ownership and maintenance of township equipment</i>	Retain until sold or obsolete	Paper and/or Electronic		<input type="checkbox"/>
GEN-22	Manuals and Handbooks <i>Publication outlining policies, procedures, and general directives</i>	Until superseded or obsolete. Appraise for historical value. If historical, print out a paper copy if in electronic format.	Paper and/or Electronic		<input type="checkbox"/>
GEN-23	Maps <i>Blue prints, vellums, drawings, tracings, and mylars</i>	Appraise for historical value. If historical, retain permanently. If no historical value present, retain until superseded or obsolete.	Paper and/or Electronic		<input checked="" type="checkbox"/>
GEN-24	Minutes of Meetings <i>Official copy of proceedings of regular and special meetings</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
GEN-25	Photographs <i>Images documenting operations and events of the office</i>	Appraise for historical value. If historical, retain permanently. If no historical value present, retain until no longer administratively necessary.	Paper and/or Electronic		<input checked="" type="checkbox"/> (for historical images)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
GEN-26	Policy and Procedure Records <i>Publications outlining policies, procedures, and general directives</i>	Until revised, superseded, or obsolete	Paper and/or Electronic		<input type="checkbox"/>
GEN-27	Public Records Requests <i>Requests to review records not closed by law</i>	One year	Paper and/or Electronic		<input type="checkbox"/>
GEN-28	Records Retention and Disposition Form <i>Records and forms (RC-1, RC-2, and RC-3) documenting the retention and disposition of the records of an office.</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
GEN-29	Telephone Messages <i>Messages for township officials & staff received on telephones or mobile device</i>	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN-29.5	Text Messages <i>Messages sent or received via text messaging apps on a mobile device.</i>	Evaluate content & retain according to appropriate record series.	Paper and/or Electronic		<input type="checkbox"/>
GEN-30	Vehicle Titles <i>Ownership records for vehicles operated by the township</i>	Until vehicle is sold or obsolete	Paper and/or Electronic		<input type="checkbox"/>
GEN-31	Vendor Records <i>Records pertaining to services acquired from outside vendors</i>	Retain until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
GEN-32	Sign In Sheets <i>Attendance records for Board of Trustee, Zoning Commission and Board of Zoning Appeals meetings.</i>	Until recorded in meeting minutes.	Paper and/or Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

Harrison Township
(local government entity)Fiscal Officer
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FO-1	Accident/Illness Reports-Employee <i>Injury to employees not resulting in claims filed</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
FO-2	Accident Reports-Vehicle <i>Documentation of damage to or incident involving a township owned vehicle</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
FO-3	Appropriation Ledgers <i>Record of history of monies paid into township revenue</i>	Three years, provided audited	Paper and/or Electronic	Audited means: the years encompassed by the records have been audited by the	<input type="checkbox"/>
FO-4	Appropriation Resolutions <i>Directives received from the Board of Trustees authorizing expenditures by fund and account</i>	Two years	Paper and/or Electronic	Auditor of State and the audit report has been released pursuant to	<input type="checkbox"/>
FO-5	Bank Documentation and Records <i>Bank reconciliations, statements, and checks</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-6	Bids (Successful) <i>Records documenting publicizing, hearing, and awarding quoted bids to vendors for goods and services</i>	Eight years after expiration of contract	Paper and/or Electronic		<input type="checkbox"/>
FO-7	Bids (Unsuccessful) <i>Bids not selected for purchase</i>	Two years after letting of contract	Paper and/or Electronic		<input type="checkbox"/>
FO-8	BMV License and Permissive Tax Stats <i>Report of received revenue</i>	Three years provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-9	Board of Election Records <i>Documentation of township placing levy issues for vote</i>	Life of levy, plus one year	Paper and/or Electronic		<input type="checkbox"/>
FO-10	Carrier Billings <i>Invoices from medical, dental, vision, and life insurance companies for insurance claims</i>	Three years provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-11	Drug/Alcohol Test Results <i>Department of Transportation regulated and non-department of Transportation regulated drug and/or alcohol testing for employees that possess a CDL license</i>	Five years (49 CFR 382.40)	Paper and/or Electronic		<input type="checkbox"/>
FO-12	Employee Expense Records <i>Documentation of requests, authorizations, reimbursements claims, for travel and other related action</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-13	Employment Applications/Resumes- Successful <i>Application submission by individuals chosen for employment</i>	Place in corresponding personnel file and 1 year after termed.	Paper and/or Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FO-14	Employment Applications/Resumes- Unsuccessful <i>Application submissions by individuals for open job positions not chosen for employment</i>	One year	Paper and/or Electronic		<input type="checkbox"/>
FO-15	Identification and Eligibility to Work (I-9 Form) <i>Form used to verify employees are eligible to work in the United States</i>	Three years after hire or one year after termed, whichever is later	Paper and/or Electronic		<input type="checkbox"/>
FO-16	Insurance Enrollment Applications <i>Records used to enroll employee participation with township insurance</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
FO-17	Invoices (Paid) <i>Bill received for the payment of goods and services</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-18	Leave Requests <i>Records documenting an employee's request for use of sick, vacation, compensatory, or other form of leave</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
FO-19	OPERS Records <i>Documentation of employee participation & township contributions to pension fund</i>	75 years after separation (see FO-21)	Paper and/or Electronic		<input type="checkbox"/>
FO-20	Payroll Records <i>Records created for distributing pay to township employees</i>	Five years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-21	Personnel Files <i>Documentation of service throughout the duration of an individual's employment</i>	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation	Paper and/or Electronic		<input type="checkbox"/>
FO-22	Prevailing Wage <i>Payroll documentation provided during construction</i>	Four years	Paper and/or Electronic		<input type="checkbox"/>
FO-23	Purchase Orders <i>Documents authorizing spending for the purchase of supplies, equipment, and services</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-24	Records of Officials' Bonds/Insurance Coverage <i>-Surety bonds filed by township elected officials with amount and conditions of the bond. -Records of Faithful Performance of Duty Coverage (Insurance).</i>	Ten years after all bonds/coverage have expired, appraise for historical value. If historical value present, retain permanently	Paper and/or Electronic		<input type="checkbox"/>
FO-25	Renewal Quotes <i>Price offers from vendors for insurance plans and related services</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
FO-26	Tax Districts <i>Contracts creating a tax zone</i>	Seven years after dissolved	Paper and/or Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FO-27	Tax Documentation and Records <i>Tax settlements-Federal, Ohio, and School District</i>	Ten years	Paper and/or Electronic		<input type="checkbox"/>
FO-28	Timesheets and Timecards <i>Documentation completed by employees verifying hours worked and leave taken during a pay period</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
FO-29	Training Certificates <i>Documentation from training received by elected officials</i>	Until superseded	Paper and/or Electronic		<input type="checkbox"/>
FO-30	UAN Back-ups Log <i>Back up on CD's and flash drives</i>	Four years	Paper and/or Electronic		<input type="checkbox"/>
FO-31	Warrants (Paid) <i>An issued debt security that has been paid</i>	Until audited	Paper and/or Electronic		<input type="checkbox"/>
FO-32	Weather Related Emergency Documentation <i>Disaster relief reimbursement or paperwork support grants</i>	Five years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-33	Worker's Compensation Records <i>Claims for work related injuries/diseases filed with the Ohio Bureau of Workers Compensation</i>	Ten years since last activity	Paper and/or Electronic		<input type="checkbox"/>
FO-34	W-2 Forms	Four years	Paper and/or Electronic		<input type="checkbox"/>
FO-35	1099 Forms	Eight years	Paper and/or Electronic		<input type="checkbox"/>
FO-36	Receipts <i>Documentation of funds received</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-37	HRA Reports <i>HRA debit card and reimbursement records</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
FO-38	Amended Official Certificates of Estimated Resources	Five years	Paper and/or Electronic		<input type="checkbox"/>
FO-39	Annual Financial Reports to the Auditor of State	Twenty-five years	Paper and/or Electronic		<input checked="" type="checkbox"/>
FO-40	Audit Reports <i>Reports issued by the Auditor of State</i>	Five years	Paper and/or Electronic		<input type="checkbox"/>
FO-41	Resolutions by the Board of Trustees	Five years after incorporation into minutes	Paper and/or Electronic		<input type="checkbox"/>
FO-42	Employee Evaluations	Place in Employee's Personnel File (FO-21)	Paper and/or Electronic		<input type="checkbox"/>
FO-43	Township Insurance Policies	Two years after expiration, provided all claims settled & appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

Harrison Township

Road Records

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
RO-1	Annual Inventory and Culvert Reports <i>Annual list of township property and culverts.</i>	Three years (SEE GEN-4)	Paper and/or Electronic		<input type="checkbox"/>
RO-2	Estimates <i>Projection provided for paving and repairs in the township</i>	Until project is completed	Paper and/or Electronic		<input type="checkbox"/>
RO-3	Road Records <i>Petitions (Ditch) and related records for the establishment and vacating of township roads</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
RO-4	Township Road Documentation and Maintenance Records <i>Road Right-of-Way, permits, culvert and yard tiles, and easements</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
RO-5	Transportation Improvement Plan and Road Paving History <i>List of past actions and future plans for maintenance of roads within township boundaries</i>	Permanent (see Blacktopping & Resurfacing Records in Twp. Manual, pg. 18. LCATS also keeps TIP Project Files permanently)	Paper and/or Electronic		<input type="checkbox"/>
RO-6	Fuel Usage Records <i>Fuel used by township equipment</i>	Three years	Paper and/or Electronic		<input type="checkbox"/>
RO-7	Request for Engineering Documents <i>Forms submitted to the Licking County Engineer requesting service</i>	Retain until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
RO-8	Employee Daily Report Log <i>List of completed daily activities/tasks</i>	One year	Paper and/or Electronic		<input type="checkbox"/>
RO-9	Insect Control Records <i>Mosquito control records</i>	Two years	Paper and/or Electronic		<input type="checkbox"/>
RO-10	Township Road Mileage Reports	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>

Section E: Records Retention ScheduleHarrison Township
(local government entity)Zoning Records
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
Z-1	Fee Schedule <i>Zoning Fees</i>	Until updated, superseded or obsolete	Paper and/or Electronic		<input type="checkbox"/>
Z-2	Permits <i>Permissions granted to residents and business in conjunction with zoning regulations</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-3	Planned Unit Development <i>Documentation of regulations designated for a subdivision of land within township boundaries</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-4	Public Hearing Files <i>Case files from meetings of the Board of Zoning and Board of Zoning Appeals</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-5	Township Zoning Maps <i>Maps showing the zoning classification of property in the township</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
Z-6	Violations <i>Documentation of incidents where zoning regulations have not been followed</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-7	Zoning Administrator Reports <i>Reports provided to Board of Trustees regarding zoning activities</i>	Six years	Paper and/or Electronic		<input type="checkbox"/>
Z-8	Zoning Resolutions <i>Township zoning regulations</i>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
Z-9	Zoning Files <i>Records of zoning projects, including but not limited to: plats, permits, supplementary documentation, pre- construction, and street/utility plans</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
Z-10	Zoning Department Deposit Slip Books <i>Records of permits and fees collected</i>	Three years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
Z-11	Master Land Use Plan (Comprehensive Plan)	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>

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