



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

OCT 15 2014

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

(local government entity)

(unit)

Carolyn I. Elder
 (signature of responsible official)

Carolyn I. Elder
 (name)

Fiscal Officer
 (title)

September 15, 2014
 (date)

Section B: Records Commission

Harrison Township Records Commission

740-927-3545

Records Commission

(telephone number)

6750 Outville Road
 (address)

Pataskala, Ohio
 (city)

43062
 (zip code)

Licking
 (county)

To have this form returned to the Records Commission electronically, include an email address: celder2@columbus.rr.com

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.

E. R. Smith

Eric Smith

September 15, 2014

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred French
 Signature

State Archivist
 Title

10/23/14
 Date

Section D: Auditor of State

Martin E. Mueb
 Signature

11-5-14
 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	Until superseded or obsolete	Paper		<input type="checkbox"/>
GEN-2	Agendas <i>A list of items to be discussed during business meetings</i>	One year	Paper		<input type="checkbox"/>
GEN-3	Annexation Files <i>Petition for annexation and related files to change boundary lines of the township</i>	Permanent	Paper		<input checked="" type="checkbox"/>
GEN-4	Annual Inventory and Culvert Reports [Original Copy held by Licking County Engineer] <i>Yearly listing of township property and underground water flow structures called culverts</i>	Three years	Paper		<input type="checkbox"/>
GEN-5	Blank Forms <i>Obsolete and/or superseded forms stock</i>	Until no longer of administrative value	Paper		<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		<input checked="" type="checkbox"/>
GEN-7	Cemetery Price Information <i>A list of the current charges regarding burials</i>	Until superseded or obsolete	Paper		<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		<input type="checkbox"/>
GEN-9	Correspondence-Transitive <i>Inquiries and referrals answered by standard form letters, thank you notes, meeting notices, and acknowledgements, including electronic mail</i>	Until no longer of administrative value	Paper and 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 records series	Paper and 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-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		<input type="checkbox"/>
GEN-12	Directories/Rosters <i>List of individuals and/or their contact information</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-13	Drafts <i>Preliminary working documents</i>	Until is approved as official copy	Paper		<input type="checkbox"/>
GEN-14	Duplicate Copies of Records <i>Internally duplicated records created for administrative convenience or reference</i>	Until no longer of administrative value	Paper		<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>	Seven year, provided all state and federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper		<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		<input type="checkbox"/>
GEN-18	Land Deeds <i>Records of property owned by the township</i>	Permanent	Paper		<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		<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		<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		<input type="checkbox"/>
GEN-22	Manuals and Handbooks <i>Publication outlining policies, procedures, and general directives</i>	Until superseded or obsolete	Paper		<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-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 no longer of administrative value.	Paper		<input checked="" type="checkbox"/>
GEN-24	Minutes of Meetings <i>Official copy of proceedings of regular and special meetings</i>	Permanent	Paper		<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		<input checked="" type="checkbox"/>
GEN-26	Policy and Procedure Records <i>Publications outlining policies, procedures, and general directives</i>	Until revised, superseded, or obsolete	Paper		<input type="checkbox"/>
GEN-27	Public Records Requests <i>Requests to review records not closed by law</i>	One year	Paper		<input type="checkbox"/>
GEN-28	Records Retention and Disposition Forms <i>Records documenting the length of time records are kept by the township and legal documentation of records destruction</i>	Permanent	Paper and/or Electronic		<input type="checkbox"/>
GEN-29	Telephone and Text Messages <i>Messages for township officials and staff received on telephones</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-30	Vehicle Titles <i>Ownership records for vehicles operated by the township</i>	Until vehicle is sold or obsolete	Paper		<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		<input type="checkbox"/>
GEN-32	Sign in sheets <i>Attendance records for Board of Trustee, ZC and BZA meetings</i>	Until recorded in minutes	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

Harrison Township

Fiscal Officer

(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
FO-1	Accident/Illness Reports-Employee <i>Injury to employees not resulting in claims filed</i>	Three years	Paper		<input type="checkbox"/>
FO-2	Accident Reports-Vehicle <i>Documentation of damage to or incident involving a township owned vehicle</i>	Three years	Paper		<input type="checkbox"/>
FO-3	Appropriation Ledgers <i>Record of history of monies paid into township revenue</i>	Three years, provided audited	Paper		<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		<input type="checkbox"/>
FO-5	Bank Documentation and Records <i>Bank reconciliations, statements, and checks</i>	Until audited	Paper		<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		<input type="checkbox"/>
FO-7	Bids (Unsuccessful) <i>Bids not selected for purchase</i>	Two years after letting of contract	Paper		<input type="checkbox"/>
FO-8	BMV License and Permissive Tax Stats <i>Report of received revenue</i>	One year	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		<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		<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>	Three years	Paper		<input type="checkbox"/>
FO-12	Employee Expense Records <i>Documentation of requests, authorizations, reimbursements claims, for travel, etc.</i>	Until audited	Paper		<input 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.

FO-13	Employment and Appointment Applications/Resumes-Successful <i>Application submissions by individuals chosen for employment</i>	Place in corresponding personnel file	Paper		<input type="checkbox"/>
FO-14	Employment and Appointment Applications/Resumes-Unsuccessful <i>Application submissions by individuals for open job positions not chosen for employment</i>	One year	Paper		<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		<input type="checkbox"/>
FO-16	Insurance Enrollment Applications <i>Records used to enroll employee participation with township insurance</i>	Retain until no longer of administrative, legal, or fiscal value	Paper		<input type="checkbox"/>
FO-17	Invoices (Paid) <i>Bill received for the payment of goods and services</i>	Three years, provided audited	Paper		<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		<input type="checkbox"/>
FO-19	OPERS Records <i>Documentation of employee participation and township contributions to pension fund</i>	Sixty Years	Paper		<input type="checkbox"/>
FO-20	Payroll Records <i>Records created for distributing pay to township employees</i>	Five years, provided audited	Paper		<input type="checkbox"/>
FO-21	Personnel Files <i>Documentation of service throughout the duration of an individual's employment</i>	Seven years after no longer employed provided audited	Paper		<input type="checkbox"/>
FO-22	Prevailing Wage <i>Payroll documentation provided during construction</i>	Audited completed covering period of construction	Paper		<input type="checkbox"/>
FO-23	Purchase Orders and Blankets <i>Documents authorizing spending for the purchase of supplies, equipment, and services</i>	Three years, provided audited	Paper		<input type="checkbox"/>
FO-24	Records of Officials' Bonds <i>Surety bonds filed by township elected officials with amount and conditions of the bond</i> <i>Surety bonds filed by township employees with amount and conditions of the bond</i>	Ten years after all bonds have expired, appraise for historical value. If historical value present, retain permanently	Paper		<input checked="" type="checkbox"/>
FO-25	Renewal Quotes <i>Price offers from vendors for insurance plans and related services</i>	Three years	Paper		<input 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.

FO-26	Tax Districts <i>Contracts creating a tax zone</i>	Seven years after dissolved	Paper		<input type="checkbox"/>
FO-27	Tax Documentation and Records <i>Tax settlements-Federal, Ohio, and School District</i>	Seven years	Paper		<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, provided audited	Paper		<input type="checkbox"/>
FO-29	Training Certificates <i>Documentation from training received by elected officials</i>	Until superseded	Paper		<input type="checkbox"/>
FO-30	OTAS Back-ups Log <i>Monthly 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		<input type="checkbox"/>
FO-32	Weather Related Emergency Documentation <i>Disaster relief reimbursement or paperwork support grants</i>	Seven years, provided audited	Paper		<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		<input type="checkbox"/>
FO-34	W-2 Forms	Four years	Paper		<input type="checkbox"/>
FO-35	1099 Forms	Eight years	Paper		<input type="checkbox"/>
FO-36	Receipts <i>Documentation of funds received</i>	Three years, provided audited	Paper	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.	<input type="checkbox"/>
FO-37	HRA Reports <i>HRA debit card and reimbursement records.</i>	Three years, provided audited	Paper		<input type="checkbox"/>
FO-38	Amended Official Certificates of Estimated Resources	Five years	Paper		<input type="checkbox"/>
FO-39	Annual Financial Reports to the Auditor of State	Twenty-five years	Paper		<input type="checkbox"/>
FO-40	Audit Reports <i>Reports issued by the Auditor of State</i>	Five years	Paper		<input type="checkbox"/>
FO-41	Resolutions by the Board of Trustees	Retain copies for five years after incorporation into minutes	Paper		<input type="checkbox"/>

FO-42	Employee Evaluations	Three years following employment	Paper		<input type="checkbox"/>
FO-43	Township Insurance Policies	Two years after expiration, provided all claims are settled	Paper		<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>	Until superseded or obsolete	Paper		<input type="checkbox"/>
RO-2	Estimates <i>Projection provided for paving and repairs in the township</i>	Until project is completed	Paper		<input type="checkbox"/>
RO-3	Road Records <i>Petitions (Ditch) and related records for the establishment and vacating of township roads</i>	Permanent	Paper		<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		<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>	Until Superseded	Paper		<input type="checkbox"/>
RO-6	Fuel Usage Records <i>Fuel used by township equipment</i>	Retain until no longer of administrative value	Paper		<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		<input type="checkbox"/>
RO-8	Employee Daily Report Log	One year	Paper		<input type="checkbox"/>
RO-9	Insect Control Records <i>Mosquito Control records</i>	Two years	Paper		<input type="checkbox"/>

RO-10	Township Road Mileage Reports	Permanent	Paper		<input type="checkbox"/>
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Section E: Records Retention Schedule

Harrison Township

Zoning 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
Z-1	Fee Schedule <i>Zoning Fees</i>	Until superseded or obsolete	Paper		<input type="checkbox"/>
Z-2	Permits <i>Permissions granted to residents and business in conjunction with zoning regulations</i>	Permanent	Paper		<input checked="" type="checkbox"/>
Z-3	Planned Unit Development <i>Documentation of regulations designated for a subdivision of land within township boundaries</i>	Permanent	Paper		<input checked="" 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		<input checked="" type="checkbox"/>
Z-5	Township Zoning Maps <i>Maps showing the zoning classification of property in the township</i>	Permanent	Paper		<input checked="" type="checkbox"/>
Z-6	Violations <i>Documentation of incidents where zoning regulations have not been followed</i>	Permanent	Paper		<input type="checkbox"/>
Z-7	Zoning Administrator Reports <i>Reports provided to Board of Trustees regarding zoning activities</i>	Six years	Paper		<input type="checkbox"/>
Z-8	Zoning Resolutions <i>Township zoning regulations</i>	Permanent	Paper		<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		<input checked="" type="checkbox"/>
Z-10	Zoning Department Deposit Slip Books <i>Records of permits and fees collected</i>	Three years, provided audited	Paper		<input type="checkbox"/>
Z-11	Master Land Use ("Comprehensive") Plan	Permanent	Paper		<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.**