
TOWNSHIP PUBLIC RECORDS POLICY

I. PURPOSE:

Deerfield Township, Warren County, Ohio, hereafter referred to as the Township, acknowledges that it maintains many records that are used in the administration and operation of the Township. In accordance with state law, the Township has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These schedules identify records that are stored on a fixed medium that are created, received, or sent under the jurisdiction of the Township and document the organization, functions, policies, decisions, procedures, operations, or other activities of the Township. The records maintained by the Township and the ability to access them are a means to provide trust between the public and the Township.

II. SCOPE:

Each office, department or function that maintains records has a designated employee who serves as the custodian of all records maintained by the office, department or function.

The period of time for which the Township stores or maintains records was determined by assessing the administrative, legal, fiscal, and/or historical value of the records to the Township, efficient business practices, and by reviewing the suggested retention periods developed by the Local Government Records Program for the Ohio Historical Society.

III. DEFINITIONS:

- A. "Records." The Township uses the definition of "records" contained in Ohio Rev. Code § 149.011(G).
- B. "Public Record." The Township uses the definition of "public records" contained in Ohio Rev. Code § 149.43(A)(1).
- C. "Redaction." The Township uses the definition of "redaction" contained in Ohio Rev. Code § 149.43(A)(11).
- D. "Confidential law enforcement investigatory record." The Township uses the definition of "confidential law enforcement investigatory record" contained in Ohio Rev. Code § 149.43(A)(2).
- E. "Medical record." The Township uses the definition of "medical record" contained in Ohio Rev. Code § 149.43(A)(3).
- F. "Trial preparation record." The Township uses the definition of "trial preparation record" contained in Ohio Rev. Code § 149.43(A)(4).
 1. "Peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or EMT residential and familial information." The Township uses the definition of "peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, or EMT

residential and familial information” contained in Ohio Rev. Code § 149.43(A)(7).

- G. “Firefighter” means any regular, paid or volunteer, member of a lawfully constituted fire department of a municipal corporation, township, fire district, or village.
- H. “EMT” means EMTs – basic, EMTs-I, and paramedics that provide emergency medical services for a public emergency medical service organization. “Emergency medical service organization,” “EMT – basic, EMT – I, and “paramedic” have the same meanings as in section 4765.01 of the Revised Code.

IV. FEES:

- A. The Township, in accordance with Ohio Rev. Code § 149.43(B)(6), may require that the requester pay in advance the cost involved in providing the copy of the public record, and has established the following fees for providing copies or reproductions of public records maintained by the Township:
 - 1. For photocopies of either letter or legal size documents, the fees shall be as follows:
 - a) For the first through the twenty-fifth photocopy, there will be no charge.
 - b) For twenty-six or more photocopies, there is a fee of five (5) cents per photocopy calculated from the first photocopy.
 - c) Two-sided photocopies shall be charged at a rate of five (5) cents per sheet.
 - d) For videotapes, CDs, DVDs, cassette tapes or for any other type of media, the fee shall be the replacement cost of the blank media or the reproduction (copying) cost. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the copy. If the Township creates the copy, a reproduction fee may not be charged.
 - e) Established costs/fees under this policy shall be clearly posted and visible to the public.
 - 2. There may be instances when the Township may be able to provide copies made in-house without disrupting its normal functions, but only over an extended period of time. In that instance, the Township may offer the requester the options of: (1) having the documents produced through a faster method by employing temporary personnel and equipment; (2) using an external private contractor; or (3) having the documents produced in-house by this public office’s normal staff and equipment in a less efficient and more time-consuming manner. Should the requester select option one or two, the requester must pay the costs incurred by the Township for such service.

V. AVAILABILITY:

- A. All public records maintained by the Township shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours, with the exception of published holidays.
1. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the requested records.
 2. Township records are organized and maintained so that they are readily available for inspection and copying.
 3. Record retention schedules will be updated regularly and posted wherever the Township posts its Public Records Policy.
 4. No record shall be removed, changed, modified or destroyed except by a Township employee in the performance of his or her official duties and as authorized under state or federal law.
- B. Individuals requesting access to inspect public records and/or to receive copies of public records are not required to reveal their identity or the reason for their request.
1. The requester must at least identify the records requested with sufficient clarity to allow the Township to identify, retrieve, and review the records.
 - a) The Township may ask the requester to voluntarily complete a written request explaining or identifying the records they wish to inspect and/or receive copies of, particularly if it would enhance the ability of the Township to identify, locate, or deliver the requested public records. The Township will first advise the requester that a written request is not mandatory.
 2. In no event shall an individual be denied access to inspect and/or obtain copies of public records based on their refusal to identify themselves or complete a written request.
- C. The Township does not limit the number of public records that it will make available to a single person, and does not limit the number of public records that it will make available during a fixed period time.
- D. The Township will evaluate records requests for an estimated length of time to gather records.
1. The Township will either satisfy record requests in a reasonable time, or will acknowledge records requests in writing within three business days following the receipt of the request.
 2. Routine requests for records will be satisfied as soon as practicable (e.g., meeting minutes, budgets, and salary information can be more quickly produced than records that require research, compilation, and redaction).

3. Requests beyond "routine," including requests for voluminous number of copies or requiring extensive research, will be acknowledged as soon as practicable with the following information:
 - a) the estimated number of business days it will take to satisfy the request;
 - b) an estimated cost if copies are requested; and
 - c) an explanation of any items within the request that may be exempt from disclosure.
 4. The Township has not established a fixed period of time before it will respond to a request for inspection or copying of public records.
- E. This Policy does not allow a person seeking a copy of a public record to make the copies of the public record.
- F. Currently incarcerated individuals are not permitted to inspect or obtain a copy of a public record concerning a criminal investigation unless the judge who imposed the sentence first finds that the information is necessary to support what appears to be a justiciable claim.
- G. If a requester makes an ambiguous or overly broad request or has difficulty making a request for copies or inspection of public records and the Township cannot reasonably identify what public records are being requested, the Township may deny the request, but will provide the requester an opportunity to revise the request by informing him or her the manner in which the Township records are maintained and accessed.
- H. With the exception of Personnel Records for current and past employees of the Township, requests for the inspection and/or copies of public records shall be directed to the office, department or function that maintains the record. The Township has established general Schedules for Record Retention and Disposition (RC-2) for the following offices, departments or functions to assist in the organization of records for production:
1. The Office of the Township Fiscal Officer
 2. Administration
 3. Fire/EMS Department
 4. Department of Planning & Zoning
 5. Parks & Recreation
 6. Roads, Maintenance and Cemetery
- I. The regular business hours for the offices, departments and functions for the Township are 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.
- J. The Township Administrator, under the authority and direction of the Township Trustees, has designated an employee within every department (listed above in Section V. - H), office or function under their direction to act as the custodian of records for their assigned unit.

K. Authorized Township employees shall comply with the following procedures upon receiving a valid public record request:

1. Township employees shall promptly process requests for public records.
2. Public record requests for one to twenty-five pages will be mailed to the requester, if so requested, and no payment shall be required of the requester.
3. Public record requests that exceed twenty-five pages require advance payment from the requester.
4. Requesters will be charged the cost of postage and other supplies used in the mailing for all requests that exceed twenty-five copies.

L. Requests for records that are not maintained, or records that are prohibited from release pursuant to state or federal law, are processed in the following manner:

1. If the Township receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requester shall be so notified in writing that one of the following applies:
 - a) the request involves records that have never been maintained by the Township; or
 - b) the request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Township Schedules of Record Retention and Disposition (RC-2); or
 - c) the request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1).
2. If the record that is requested is prohibited from release due to applicable state or federal law, the responsible Township employee shall respond to the requester, citing the applicable state or federal law.
3. If the record that is requested is not a record used or maintained by the Township, the requester will be notified that in accordance with Ohio Public Records law, the Township is under no obligation to create records to meet public record requests.
4. The Township will not provide records that do not exist at the time of the response to Public Records request, or records that are acquired after a response to a request is complete.

M. Media Types/Distribution of Records

1. If a person requests a copy of a public record, the Township shall permit the requester to have the public record duplicated on paper or upon the same medium upon which the Township maintains the public record, or upon any other medium on which the Township determines the record can reasonably be duplicated.
2. The request shall be acted upon and a copy of the public record prepared within a reasonable period of time. Fees shall apply in accordance with section IV of this policy.

3. Upon a request made in accordance with the Public Record Law and subject to the provisions of choosing a duplicating system, the Township shall transmit a copy of a public record to any person by United States mail or by any other means of delivery or transmission within a reasonable period time after receiving the request for the copy. The Township may require advance payment for the cost of postage or the cost of transmission and for other supplies used in the mailing, delivery or transmission.

N. Grievances

1. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person will be advised that:
 - a) they may contact the Township Administrator; or
 - b) Ohio Rev. Code § 149.43(C)(1) provides a legal means for addressing a complaint in these disputes.

VI. PERSONNEL AND PERSONAL INFORMATION:

- A. The Township Administrator, under the authority and direction of the Township Trustees, manages the personnel management function for the Township.
- B. To better facilitate requests for inspection or information and/or copies of records involving current or past employees of the Township, inquiries for personnel files and personal information shall be directed to the office of the Township Administrator.
 1. To better facilitate, manage and administer this process, the Township has adopted a Schedule of Records Retention and Disposition (RC-2) for Personnel Records.
 2. To the extent practicable, current and past employees will be notified if a request has been made to inspect or obtain a copy of their employment related records. Current and past employees have the right to be present during the inspection and if they so request, receive a duplicate copy of any record requested at no charge.

VII. EXEMPTED AND/OR RESTRICTED INFORMATION:

- A. In accordance with state and federal law, Social Security Numbers are exempt from the Public Records Act. Public records containing Social Security Numbers will have that information redacted prior to their release.
- B. In the event a request is made to inspect and/or obtain a copy of a record maintained by the Township whose release may be prohibited or exempted by either state or federal law, the request will be forwarded to the Township's legal counsel for review. The person submitting the request will be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by the Township.
- C. Records, whose release is prohibited or exempted by either state or federal law, shall not be subject to public inspection. The following represents a partial list of records that may be maintained by the Township, but that will not be inspected or copied:

1. Medical records--Ohio Rev. Code § 149.43(A)(1)(a);
2. Trial preparation records--Ohio Rev. Code § 149.43(A)(1)(g);
3. Confidential law enforcement investigatory records--Ohio Rev. Code § 149.43(A)(1)(h);
4. Criminal background and other law enforcement information from the LEADS database--*State ex rel. Master v. Cleveland* (1996), 76 Ohio St. 3d 340 (1996);
5. Peace officer, firefighter and EMT residential and familial information--Ohio Rev. Code § 149.43(A)(1)(p) (except where permitted under other sections of the Ohio Revised Code);
6. Security and infrastructure records--Ohio Rev. Code § 149.433;
7. Home addresses of Township employees, unless the employee is subject to a residency requirement--*State ex. rel. Dispatch Printing Co. v. Johnson*, 106 Ohio St. 3d 160, 833 N.E.2d 274 (2005);
8. E-mails that do not document the organization, functions, policies, decisions, procedures, operations, or other activities of the Township--*State ex rel. Wilson-Simmons v. Lake Cty. Sheriff's Dept.*, 82 Ohio St. 3d 37 (1998);
9. Attorney-client privileged records--*State ex rel. Taxpayers Coalition v. City of Lakewood*, 86 Ohio St. 3d 385 (1999); *State ex rel. Nix v. Cleveland*, 83 Ohio St. 3d 379 (1998); *State ex rel. Alley v. Couchois*, 1995 Ohio App. LEXIS 4094 (2d Dist. Sept. 20, 1995);
10. Information related to and maintained in accordance with the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and the Health Information Portability and Accountability Act (HIPAA). Those statutes require that qualifying personal medical information be kept separate from regular personnel information, and maintained in a secured area. Such information may be released only to:
 - a) supervisors and managers in order to provide information regarding work restrictions;
 - b) first aid or safety personnel if the disability would require treatment or procedures related to the disability;
 - c) government officials investigating compliance with ADA, FMLA and HIPAA provisions;
 - d) with respect to Bureau of Workers' Compensation injury funds or in compliance with workers' compensation laws; or
 - e) insurance companies that require medical examinations to provide health or life insurance for the employee.

VIII. REDACTING EXEMPTED RECORDS / PROCEDURE:

- A. A redaction is a denial of a public records request, unless state or federal law authorizes or requires the redaction. Therefore, the Township will notify the

requester of any redaction or make the redaction plainly visible. Remaining public information will be provided.

- B. When a redaction is made to a requested public record, the Township will provide the requester with an explanation, including legal authority, setting forth why the information was redacted. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing.

IX. PROCEDURE FOR RELEASING REDACTED RECORDS:

- A. After reviewing the requested record and determining that it contains non-releasable information, the releasing employee shall make a copy of all pages containing the excluded information.
- B. The releasing employee shall then place the date, initials, and the name of the requester (person seeking the information if they will provide their name) on the reproduced page.
- C. The releasing employee shall then color over the restricted information on the reproduced copy with a black marking pen, or white out in a neat manner.
- D. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.
- E. The first reproduction page, with the original redactions made by the employee, is the work sheet. It shall be attached to the original record, and maintained in accordance with the retention period established for the original document.
- F. If a request is made for an electronic record, and the record contains protected information, the record will be printed, and exempt information redacted according to the policy of redaction of records listed in this policy. Protected information will not be redacted electronically.

X. AMERICAN WITH DISABILITIES ACT (ADA) COMPLIANCE:

The Township and its employees will facilitate requests made by all persons, regardless of handicap or disability. Employees authorized to release public records will make all reasonable accommodations to ensure that public access is not denied based on a handicap or disability.

XI. POSTING:

This Policy will be posted in the Township Administration Building. This Policy may also be posted on the Township website. The Township will incorporate this policy into all handbooks or policy manuals furnished by the Township to its employees.

XII. TRAINING:

All elected officials' designees and the Township's Fiscal Officer shall attend the public records training approved by the Ohio Attorney General.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Deerfield Township Records Commission 513-701-6958 Telephone Number
4900 Parkway Drive, Suite 150 Mason 45040 Warren
 (address) (city) (zip code) (county)

(2) FROM: Deerfield Township
 (political subdivision name) (unit)

(signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
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TOWNSHIP FISCAL OFFICER

FO-08-1	ACCOUNT RECORDS (ORC 507.04) Arranged chronologically by date of entry. Contains date, provided audited name, purpose or source, number of warrant or voucher number, receipts and expenditures, and balance from various accounts. Although series loses administrative value rapidly expiring by the time 10 years has elapsed and loses fiscal value once audited, some Account Records have included Minutes and Results of Elections.	10 years after last entry	Multiple	
FO-08-2	AGENDAS	2 years	Multiple	

FO-08-3	AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES From County Auditor of township for yearly budget.	5 years		
FO-08-4	ANIMAL BOUNTIES (Chicken Hawk, Ground Hog Sparrow, Wolf, And Panther Bounties) Appraise for historical value. Arranged by number. Receipts for payment of bounties show name and address of applicant, date filed, and amount due.	Until audited	Multiple	
FO-08-5	ANIMAL CLAIMS Arranged by date of filing. Contains original claims filed for compensation for livestock killed and injured by dogs, showing date filed with trustees, number, breed, and value per head, total value of animals killed and injured, and amount of claim.	3 years, provided audited	Multiple	
FO-08-6	ANNUAL BUDGET RESOLUTIONS (July document and December amendments)	Incorporate into Minutes; retain copies 5 years	Multiple	
FO-08-7	ANNUAL FINANCIAL REPORTS (ORC 507.07) (Proceedings)	Incorporate into Minutes	Multiple	
FO-08-8	ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE	25 years	Multiple	
FO-08-9	ANNUAL INVENTORIES (ORC 505.04) Annual inventory of township equipment and supplies.	3 fiscal years, provided audited	Multiple	
FO-08-10	ANNUAL REPORTS (ORC 5571.13)	Permanent	Multiple	
FO-08-11	APPROPRIATIONS LEDGERS (Receipts and Expenditures Records) Contains who the funds are for, for what purpose, when available, year available, amount, and where funds came from.	5 fiscal years, provided audited	Multiple	
FO-08-12	ASSESSOR'S RECORDS OF FRUIT GROWERS Contains name, address, owner or agent; number of peach trees, plum trees, cherry trees, prune trees, apricot trees, and almond trees. Arranged chronologically.	Appraise for historical value	Multiple	
FO-08-13	AUDIT REPORTS	5 fiscal years	Multiple	
FO-08-14	BANK DEPOSIT SLIPS	4 fiscal years, provided audited	Multiple	
FO-08-15	BANK STATEMENTS (Reconciliations)	4 fiscal years, provided audited	Multiple	
FO-08-16	BOND REGISTERS (Revenue Bonds)	20 fiscal years after issue called	Multiple	

FO-08-17	BONDS, OFFICIALS (Record Of Officials' Oaths And Bonds; Certificates Of Oaths; Notices To Officers Elected Or Appointed; ORC 503.25; ORC 507.04; ORC 507.05; ORC 507.08) Arranged by official's title and therein chronologically. Contains a record of surety bonds filed by township officials showing office holder, office, sureties, amounts and conditions of bonds, date approved, date filed, and oath.	Appraise for historical value 10 years after termination of office or employee	Multiple	
FO-08-18	BONDS, REVENUE (Redeemed Coupons)	2 years after redemption, provided audited	Multiple	
FO-08-19	BUDGETARY AND FISCAL WORKSHEETS	3 fiscal years, provided audited	Multiple	
FO-08-20	BURIAL PERMITS (Burial Transit Permits)	5 fiscal years	Multiple	
FO-08-21	BURIAL RECORDS (Cemetery Records; Interment Records) Contains a record of burials in the township cemetery showing name of decedent, place of birth, last residence, age at death, sex, date of death, cause of death, date of interment, lot number, location, box or vault, cost of digging, name of undertaker, address, and remarks.	Permanent	Multiple	
FO-08-22	CANCELED CHECKS	4 fiscal years, provided audited	Multiple	
FO-08-23	CASH BOOKS (Cash Receipts And Expenditures Journals)	3 years, provided audited	Multiple	
FO-08-24	CEMETERY ACCOUNT RECORDS (Investments Of Cemetery Funds; ORC 507.04; ORC 517.17) Funds for the care of the cemetery including record of investments and receipts and disbursements.	10 years after last entry, provided audited	Multiple	
FO-08-25	CEMETERY DEED RECORDS/CEMETERY LOT SALES RECORDS (ORC 517.07) Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, and mausoleum descriptions.	Permanent	Multiple	
FO-08-26	CEMETERY PLATS (ORC 517.06) Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.	Permanent	Multiple	

FO-08-27	CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES Shows beginning balance and monies expected for the year.	3 fiscal years, provided audited	Multiple	
FO-08-28	CERTIFICATIONS OF PUBLISHING LEGAL NOTICES Shows when published, who published, for what reason, length of run, and charge.	2 years	Multiple	
FO-08-29	CHATTEL MORTGAGE INDEXES Arranged alphabetically by name of mortgagor/mortgagee. Contains mortgagor/mortgagee, number, date of mortgage, date of filing, amount secured, date of re-filing, and date of cancellation.	Obsolete. Appraise for historical value	Multiple	
FO-08-30	CHATTEL MORTGAGE RECORDS Arranged chronologically by date of entry. Abstract after narrative arranged alphabetically by last name and includes grantee, grantor, date of mortgage, date of filing, amount, and remarks. May also include full name and address of debtor and secured party, description of chattel (usually household or farm goods).	Obsolete. Appraise for historical value	Multiple	
FO-08-31	CHECK REGISTERS (Stubs; Duplicate Copies Of Checks)	4 fiscal years, provided audited	Multiple	
FO-08-32	CONTRACTS AND AGREEMENTS	15 fiscal years	Multiple	
FO-08-33	CIVIL DEFENSE RECORDS	Until no longer of administrative value	Multiple	
FO-08-34	CORRESPONDENCE, EXECUTIVE (has significant administrative value)	Five years	Multiple	
FO-08-35	CORRESPONDENCE; GENERAL (has administrative value)	Two years	Multiple	
FO-08-36	CORRESPONDENCE, PERSONAL (has no administrative value)	Delete at will	Multiple	
FO-08-37	CORRESPONDENCE, ROUTINE (has limited administrative value)	One Year	Multiple	
FO-08-38	CRYPT RECORDS (Mausoleum Records; SEE Cemetery Records) Arranged chronologically. Contains owners' names at mausoleum, mapping, and statistics.	Permanent	Multiple	
FO-08-39	E-MAIL, GENERAL (official records, general messages with administrative value, such as general correspondence, routine correspondence, and monthly and weekly reports)	Two years	electronic	

FO-08-40	E-MAIL, LIMITED ROUTINE (official records, routine messages with limited administrative value, such as telephone messages, drafts, and other documents that convey information of temporary importance)	One year	electronic	
FO-08-41	E-MAIL, NON-RECORD (non-record messages that have no administrative value, such as personal e-mails, and unsolicited promotional materials)	Delete at will	electronic	
FO-08-42	E-MAIL, OFFICIAL (official records, executive messages with significant administrative value, such as executive correspondence, departmental policies and procedures)	Five years or until superseded	electronic	
FO-08-43	EMERGENCY FUND MINUTES Arranged chronologically by date of proceeding.	Permanent	Multiple	
FO-08-44	EMPLOYEE TIME RECORDS	3 years, provided audited	Multiple	
FO-08-45	EMPLOYMENT REPORTS (Ohio Bureau of Employment Reports) Quarterly payroll reports.	Permanent	Multiple	
FO-08-46	EQUIPMENT MISSED, DAMAGED, DESTROYED Contains description of equipment, facts of incident, and date.	2 years	Multiple	
FO-08-47	FEDERAL REVENUE SHARING RECORDS	Obsolete. Destroy if no longer of any administrative value	Multiple	
FO-08-48	FENCE DISPUTE FORMS (Line Fence Dispute Forms) Forms filed with trustees to settle building of fences.	5 years after settlement	Multiple	
FO-08-49	FENCE PARTITION RECORDS Arranged chronologically. Contains description of property, names of owners, and date.	Appraise for historical value	Multiple	
FO-08-50	FENCE PROCEEDINGS Arranged chronologically. Contains complaints over fences, border repairs, and other minutes.	Appraise for historical value	Multiple	
FO-08-51	GAS SLIPS Charge slips and receipts for township vehicles. Contains date, care, amount, and cost.	1 year, provided audited	Multiple	
FO-08-52	GRANTS Contains purpose of grant, funds applying for, name of applicant, dates, information to support grant request, and projects to be done with grant funds.	Permanent	Multiple	

FO-08-53	HUNTING AND FISHING LICENSE RECORDS Arranged alphabetically, therein chronologically by license issued. Contains license number, date of issue, name, age, occupation, residence, nativity, physical description of applicant, and fee paid.	Until expired. Appraise for historical value	Multiple	
FO-08-54	INCOME TAX RETURNS	6 fiscal years	Multiple	
FO-08-55	INVENTORIES Lists of equipment, departmental property, dates, status, and description.	1 year until superseded	Multiple	
FO-08-56	LANDFILL RECORDS	5 years after site ceases operation	Multiple	
FO-08-57	LEASES	5 fiscal years after expiration, provided audited	Multiple	
FO-08-58	LEVY FILES	Life of levy plus 1 year	Multiple	
FO-08-59	LIQUOR BLACKLISTS (Notices to Liquor Dealers) Arranged chronologically. Notices to tavern owners and liquor establishments not to sell liquor to individuals.	Obsolete. Appraise for historical value	Multiple	
FO-08-60	MAINTENANCE NEEDS STUDIES Arranged chronologically. Contains equipment type, percent expected, annual depreciation, and replacement needs.	5 years after end of fiscal year	Multiple	
FO-08-61	MEMORANDA	Until no longer of administrative value	Multiple	
FO-08-62	MILITARY VOLUNTEER RECORDS Arranged chronologically. Contains names, company, regiment, and marital status.	Obsolete. Appraise for historical value	Multiple	
FO-08-63	MINUTES (Proceedings of Township Trustees; ORC 507.04) Includes proceedings, election data, bonds, settlements, accounts, and other matters pertaining to the township's jurisdiction. 19th century records may contain Poor Records, Marks and Brands, Estray Records, Chattel Mortgages and Deeds, and other information not listed in separate volumes or files.	Permanent	Multiple	
FO-08-64	PAY-IN ORDERS (Receipts)	3 years, provided audited	Multiple	
FO-08-65	PAYROLL RECORDS (Biweekly Records) Contains all payroll information, sick days, vacation, injury, social security number and dates.	3 fiscal years, provided audited	Multiple	

FO-08-66	PAYROLL RECORDS (Individuals' Annual Records) Contains information about township employees' pay, vacation, sick time, comp time, application, and personal history.	60 years	Multiple	
FO-08-67	PERMITS AND LICENSES	1 year after expiration, provided audited	Multiple	
FO-08-68	P.E.R.S. MONTHLY REPORTS (Public Employees Retirement System Reports)	60 years	Multiple	
FO-08-69	PLATS AND MAPS Contains plats of subdivisions, towns, and villages within the township showing owners, parcel numbers, streets, alleys, streams and rivers, and railroads.	Appraise for historical value	Multiple	
FO-08-70	POLL BOOKS AND TALLY SHEETS Poll Books arranged alphabetically by elector showing date of election, precinct, ward, and names and addresses of electors. Tally Sheets arranged by offices, therein alphabetically by candidate, showing votes cast for each candidate, proposal, or amendment.	Appraise for historical value	Multiple	
FO-08-71	POOR RECORD AND ACCOUNT BOOKS Arranged chronologically by date of case. Contains case description, date, items of expense, amount, date of trustee's services, name of trustee, and what service rendered.	Obsolete. Appraise for historical value	Multiple	
FO-08-72	POOR RELIEF RECORDS (Certificates For Relief; Infirmary Certificates) Arranged chronologically by date of certificate. Includes name, case, date, items of expense, amount, date of trustees' services, what services rendered, and may contain other data on the individual seeking relief.	Appraise for historical value	Multiple	
FO-08-73	PUBLICATIONS OF THE TOWNSHIP	Permanent, retain 2 copies	Multiple	
FO-08-74	REAL ESTATE DATA REPRODUCED FROM COUNTY AUDITOR'S RECORDS	Permanent, updated as available	Multiple	
FO-08-75	RECORDS OF COMMITTEES SERVED ON	2 years	Multiple	

FO-08-76	RECORDS OF ESTRAY (STRAY ANIMAL RECORDS) Arranged chronologically by report. Contains copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and address of person holding the stray, justice of the peace's appraisal, and date claimed or sold at auction.	Permanent	Multiple	
FO-08-77	RECORDS OF MARKS AND BRANDS (ORC 507.05) Arranged chronologically by date of filing. Contains a record of earmarks and brands used by farmers in the township showing name and address of owner, description of brand or earmark used, type of livestock, and date filed.	Permanent	Multiple	
FO-08-78	REGISTERS OF VOTERS (Registers of Voters For Judges Of Elections) Shows full name, address, and party of all registered voters.	Permanent	Multiple	
FO-08-79	REGISTRY OF LEGAL VOTERS	Appraise for historical value	Multiple	
FO-08-80	REQUISITIONS (Invoices; Purchase Orders)	3 fiscal years, provided audited	Multiple	
FO-08-81	RESOLUTIONS (Copies) Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board.	Retain copies 5 years after incorporation into Minutes (Proceedings)	Multiple	
FO-08-82	SEMI-ANNUAL APPORTIONMENTS OF TAXES	5 fiscal years	Multiple	
FO-08-83	SICK AND VACATION LEAVE RECORDS Contains time allowed, employee name, dates used, and total time available.	Permanent	Multiple	
FO-08-84	SOLDIERS' RELIEF RECORDS (Military Relief Records) In 1886 the Ohio General Assembly created the Soldiers' Relief Commission in each county to provide for the relief of indigent Union servicemen and the indigent wives and children of deceased veterans. Prior to this commission, township trustees and city councils reviewed relief applications and certified them for relief payments. Records arranged alphabetically, therein by date of application. Shows date, receipts and disbursements, those entitled to relief, name, address, amount per month, to whom to be paid, monthly payment, changes in allotment, and date assistance terminated.	Obsolete. Appraise for historical value	Multiple	

FO-08-85	STATEMENTS OF ACCOUNT FOR PER DIEM AND SERVICES (ORC 505.24)	3 fiscal years, provided audited	Multiple	
FO-08-86	STATEMENTS OF BIRTHS AND DEATHS Arranged chronologically. Births show the name, birth date, place of birth, sex, color, and residence. Deaths show the name, sex, death date, condition, age, place of death, place of birth, occupation, parents, color, disease or cause of death, and previous residence.	Appraise for historical value	Multiple	
FO-08-87	SUBDIVISION RECORD PLANS (Lot Number and Street Address Index)	Permanent	Multiple	
FO-08-88	SURETY BONDS	see BONDS	Multiple	
FO-08-89	TAPE RECORDINGS OF DISCIPLINE AND GRIEVANCE HEARINGS	Incorporate into Personnel Files, then retain 30 days after appeal time has elapsed	Multiple	
FO-08-90	TAPE RECORDINGS OF TRUSTEES MEETINGS	Incorporate into official Minutes, then retain 1 year	Multiple	
FO-08-91	TAX SETTLEMENTS Semi-annual apportionment of taxes from County Auditor	5 years	Multiple	
FO-08-92	TELEPHONE BILLS, TELEPHONE LONG DISTANCE LOGS	2 fiscal years, provided audited	Multiple	
FO-08-93	TELEPHONE MESSAGES Calls received	Until no longer of administrative value	Multiple	
FO-08-94	TOTAL WAGE AND SALARIES REPORTS Office copy. Reports sent to County Auditor.	5 years	Multiple	
FO-08-95	VEHICLE MAINTENANCE REPORTS Lists vehicle, type of repair, date done, mileage of vehicle, dates of oil changes, name of person doing repair, etc.	Life of vehicle	Multiple	
FO-08-96	VOUCHERS, INVOICES, AND PURCHASE ORDERS	4 fiscal years, provided audited	Multiple	
FO-08-97	W-2 FORMS	4 fiscal years	Multiple	
FO-08-98	W-4 FORMS	Until superseded or employee terminates	Multiple	
FO-08-99	WORK SCHEDULES Contains shift, hours of work, days off, employee assignments, dates, and station.	1 year after schedule change	Multiple	

FO-08-100	WORKERS COMPENSATION CLAIMS Contains name of injured, date of injury, amount of time off, degree of injury, how happened, claim number, place of employment, amount of benefits, length of benefits, and decision of board.	10 years after date of final payment	Multiple	
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FIRE DEPARTMENT

FD-08-1	ACCIDENT FILES	2 years, provided no claims pending	Multiple	
FD-08-2	ALARM RESPONSE REPORTS (Daily Run Log; Daily Alarm Log) Contains information on runs, equipment dispatched, time, date, type of run, location, time return, and address of run.	5 years, provided no action pending	Multiple	
FD-08-3	APPARATUS CHECK LIST Contains name of item, condition of item, location, and when last inspected.	Life of equipment	Multiple	
FD-08-4	ARSON FILES (Arson Reports) Contains date of fire, address, investigation, and personnel involved.	Permanent	Multiple	
FD-08-5	BIDS FOR EQUIPMENT (Successful)	Until equipment out of service	Multiple	
FD-08-6	BURNING COMPLAINT FILES	1 year	Multiple	
FD-08-7	CIVILIAN CASUALTY REPORTS Contains name, address, date, degree of injury, disposition, and officer in charge.	Permanent	Multiple	
FD-08-8	CORRESPONDENCE, EXECUTIVE (has significant administrative value)	Five years	Multiple	
FD-08-9	CORRESPONDENCE, GENERAL (has administrative value)	Two years	Multiple	
FD-08-10	CORRESPONDENCE, PERSONAL (has no administrative value)	Delete at will	Multiple	
FD-08-11	CORRESPONDENCE, ROUTINE (has limited administrative value)	One Year	Multiple	
FD-08-12	EMERGENCY MEDICAL SQUAD (EMS) REPORTS (Squad Reports) Contains location, date, time, patient information, disposition, injury squad sent, and time returned.	5 years, provided no action pending	Multiple	
FD-08-13	ENVIRONMENTAL PROTECTION AGENCY BURNING VIOLATION RECORDS	5 years after violation corrected	Multiple	
FD-08-14	EQUIPMENT MAINTENANCE RECORDS Vehicles, Pumps, Hoses and other apparatus, except Hydrants.	Life of equipment	Multiple	

FD-08-15	FIRE PREVENTION APPLICATION PERMITS Lists applicant, date issued, date applied, permit number, type of business, storage used, and applicant's signature.	Permanent	Multiple	
FD-08-16	FIRE CODE (Copies)	Until superseded	Multiple	
FD-08-17	FIRE AND LOSS RECORDS	Permanent	Multiple	
FD-08-18	FIRE INSPECTION REPORTS Contains address, date, inspector, violations, findings, and suggestions.	Life of structure	Multiple	
FD-08-19	FIRE REPORTS/FIRE RUN RECORDS Arranged chronologically	5 fiscal years	Multiple	
FD-08-20	FIREWORK PERMITS	30 days after expiration	Multiple	
FD-08-21	GAS AND OIL DISBURSEMENT RECORDS	1 year, provided audited	Multiple	
FD-08-22	HOSE LOAD CARDS	Until superseded	Multiple	
FD-08-23	HYDRANT LOCATION RECORDS	Permanent	Multiple	
FD-08-24	HYDRANT MAINTENANCE RECORDS Contains repairs of hydrant, location, cause of damage, and company making repairs.	2 years after test date	Multiple	
FD-08-25	INCIDENT REPORTS Contains situation found and action taken, address, owner, fire origin, number of engines, building structure, officer in charge, date, time, and alarm time.	5 years, provided no action taken	Multiple	
FD-08-26	INSPECTION OF STRUCTURES RECORDS For Fire Code Violations	Life of structure	Multiple	
FD-08-27	INSURANCE CLAIM FILES	10 years after final settlement	Multiple	
FD-08-28	MASTER RUN REPORTS	3 years	Multiple	
FD-08-29	MEDIC REPORTS (Medic Run Records)	5 years	Multiple	
FD-08-30	PERSONAL INJURY WAIVERS Contains waiver for the release of information to fire department for employment purposes.	Merge with Clerk's Accident Files	Multiple	
FD-08-31	RADIO/PHONE CALLS AUDIO RECORDING TAPES	30 days, erase and reuse provided no action pending	Multiple	
FD-08-32	TRAINING MATERIALS FILES	Until superseded	Multiple	
FD-08-33	TRAINING RECORDS Contains employee's name, rank, training received, records certification, dates, instructor, and grade.	Merge with personnel	Multiple	
FD-08-34	TRUCK MILEAGE RECORDS	Life of vehicle	Multiple	

FD-08-35	TRUCK REPAIR RECORDS	Life of vehicle	Multiple	
FD-08-36	VIOLETION NOTICES Contains address, date, owner, violation, time allowed corrected to correct, re-inspection date, inspector.	1 year after violation	Multiple	
FD-08-37	WORK SCHEDULES Contains shift, hours of work, days off, employee assignments, dates, and station.	1 year after schedule change	Multiple	

PERSONNEL DEPARTMENT

PD-08-1	ACCIDENT REPORTS	2 fiscal years, provided audited	Multiple	
PD-08-2	APPLICATIONS FOR EMPLOYMENT	Retain with Personnel Record if applicant employed; others, destroy after 2 years	Multiple	
PD-08-3	CONTRACTS AND AGREEMENTS	15 fiscal years	Multiple	
PD-08-4	CORRESPONDENCE, EXECUTIVE (has significant administrative value)	Five years	Multiple	
PD-08-5	CORRESPONDENCE, GENERAL (has administrative value)	Two years	Multiple	
PD-08-6	CORRESPONDENCE, ROUTINE (has limited administrative value)	One Year	Multiple	
PD-08-7	INSURANCE POLICIES	2 years after expiration, provided all claims are settled	Multiple	
PD-08-8	LAWSUITS (After Decisions)	5 years	Multiple	
PD-08-9	PERSONNEL RECORDS Contains history on current and past employees. Includes work information, memos, pay increases, and worker's compensation.	60 years	Multiple	
PD-08-10	SICK AND VACATION LEAVE RECORDS Contains time allowed, employee name, dates used, and total time available.	Permanent	Multiple	
PD-08-11	TIME SHEETS Contains data concerning time, dates, and running totals of time available.	3 years, provided audited	Multiple	
PD-08-12	UNION CONTRACTS States all areas of employment and agreements between workers and management.	5 years after expiration	Multiple	
PD-08-13	WORK SCHEDULES Contains shift, hours of work, days off, employee assignments, dates, and station.	1 year after schedule change	Multiple	

PD-08-14	WORKERS COMPENSATION CLAIMS Contains name of injured, date of injury, amount of time off, degree of injury, how happened, claim number, place of employment, amount of benefits, length of benefits, and decision of board.	10 years after date of final payment	Multiple	
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PUBLIC WORKS AND ROAD DEPARTMENT

PWRD-08-1	BIDS (Successful) Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided, and penalties for non-completion.	3 fiscal years, provided audited	Multiple	
PWRD-08-2	BIDS (Unsuccessful)	See above. 3 fiscal years, provided audited	Multiple	
PWRD-08-3	BLACKTOPPING AND RESURFACING RECORDS Contains name of street or road, date done, who did work, what was done, completion day, cost, what materials were used, and projected redo date.	Permanent	Multiple	
PWRD-08-4	CERTIFICATES OF LABOR PERFORMED	Until no longer of administrative value. Appraise for historical value	Multiple	
PWRD-08-5	CONSTRUCTION FILES Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories, and contracts.	15 years after construction is complete	Multiple	
PWRD-08-6	CONTRACTS AND AGREEMENTS	15 fiscal years	Multiple	
PWRD-08-7	CORRESPONDENCE, EXECUTIVE (has significant administrative value)	Five years	Multiple	
PWRD-08-8	CORRESPONDENCE, GENERAL (has administrative value)	Two years	Multiple	
PWRD-08-9	CORRESPONDENCE, ROUTINE (has limited administrative value)	One Year	Multiple	

PWRD-08-10	DITCH RECORDS (Applications, Journals, Plats And Profiles) Arranged chronologically by date of meeting. Includes a record of proceedings relative to the establishment and construction of township and joint township ditches, including copies of petitions for establishing ditches, petitioner's property boundaries, notices of hearings, reports of viewers, trustees' findings and orders, engineer's reports of surveys and construction cost estimates, and plan of each ditch showing date of entry, name and number of ditch, and date construction completed.	Permanent	Multiple	
PWRD-08-11	DRAGGING RECORDS (Road Dragging Records) Arranged by dragging district number. Contains name of person who dragged, date notified, date dragged, date of return card, amount charged, and amount allowed.	Obsolete. Appraise for historical value	Multiple	
PWRD-08-12	EASEMENTS	Permanent	Multiple	
PWRD-08-13	INSECT CONTROL RECORDS Contains days of spray, area done, when to re-spray, what chemicals used, time, date, and operator.	2 years	Multiple	
PWRD-08-14	JOB ORDERS Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent on job.	3 years after completed	Multiple	
PWRD-08-15	NOTICES TO DESTROY WEEDS Arranged chronologically. Contains date, date notified, date to destroy and what to destroy (such as Canadian Thistles), and where. Also contains property of owner and address.	Until no longer of administrative value. Appraise for historical value	Multiple	
PWRD-08-16	ROAD FUND RECORDS (Expenses of Township Road And Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05) Arranged chronologically by date of entry. Contains date, township funds and orders issued, to whom paid, and amount paid.	10 years after last entry, provided audited	Multiple	

WRD-08-17	ROAD IMPROVEMENTS RECORDS (ORC 5575.09) Arranged chronologically by date of meeting. Contains a record of proceedings for the construction, reconstruction, resurfacing, or improvement of public roads, and date; accounts of receipts and expenditures including date, items of receipts, and amount.	Permanent	Multiple	
WRD-08-18	ROAD MILEAGE/LOG REPORTS Yearly check of miles of roads in township.	Permanent	Multiple	
WRD-08-19	ROAD RECORDS (ORC 507.05; ORC 5575.09) 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	Multiple	
WRD-08-20	ROAD TAX RECORDS (Road Tax Duplicates; Supervisor's Abstracts of Tax Duplicates and Yearly Reports and Accounts) Arranged alphabetically by name of landowner. Contains assessments on real estate showing names of owners, location, description, acres, value, and tax information.	Permanent	Multiple	
WRD-08-21	SPECIFICATIONS BOOKS	Incorporate 1 copy with Contracts	Multiple	
WRD-08-22	WORK SCHEDULES Contains shift, hours of work, days off, employee assignments, dates, and station.	1 year after schedule change	Multiple	
WRD-08-23	WORKERS COMPENSATION CLAIMS Contains name of injured, date of injury, amount of time off, degree of injury, how happened, claim number, place of employment, amount of benefits, length of benefits, and decision of board.	10 years after date of final payment	Multiple	

PLANNING AND ZONING DEPARTMENT

ZD-08-1	APPLICATIONS FOR CONDITIONAL USE Arranged by address. Contains name of applicant, mailing	Permanent	Multiple	
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	address, home and business phone numbers; location description including subdivision name, section, township, range, block and lot number; existing use; present zoning status, description of conditional use; supporting information such as plans for proposed use and narrative statement relative to above requirements; date and name of applicant; date filed, date of notice to parties in interest, date of notice to newspapers, and date of public hearing; fee paid, decision of Board of Zoning Appeals; if approved, conditions and safeguards prescribed; and whether denied and reason.			
PZD-08-2	APPLICATIONS FOR VARIANCE (Zoning Variance Case Files) Arranged by address. Contains name of applicant, mailing address, property address, home and business phone numbers; location description, subdivision name, lot number whether zoned; nature of variance; plans showing dimensions and shape of lot of present and future buildings; justification of variance; legal description; date and name of applicant; fee paid; decision of Board of Zoning Appeals; conditions and safeguards prescribed; and whether denied and reason.	5 years, provided no action pending	Multiple	
PZD-08-3	BOARD OF ZONING APPEALS CASE FILES	Permanent	Multiple	
PZD-08-4	BOARD OF ZONING APPEALS MINUTES (ORC 519.15). Arranged chronologically by date of proceeding.	Permanent	Multiple	
PZD-08-5	CERTIFICATES AND PLANS (Certificates of Zoning Approval) Arranged numerically and/or chronologically. Contains number and date of certificate, to whom approval is granted and address, description of property, property owner, address, legal description of property, zoning fee, and date.	Permanent	Multiple	
PZD-08-6	CHANGE REQUESTS (Requests for Zoning Changes) Arranged by address. Contains date, legal description of property, change in classification requested, street address of property, owner's name and address, signature, date, fee paid, and receipt	5 years, provided no action pending	Multiple	

	number.			
PZD-08-7	COMPLAINT FORMS Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.	5 years, provided no action pending	Multiple	
PZD-08-8	CORRESPONDENCE, EXECUTIVE (has significant administrative value)	Five years	Multiple	
PZD-08-9	CORRESPONDENCE, GENERAL (has administrative value)	Two years	Multiple	
PZD-08-10	CORRESPONDENCE, PERSONAL (has no administrative value)	Delete at will	Multiple	
PZD-08-11	CORRESPONDENCE, ROUTINE (has limited administrative value)	One Year	Multiple	
PZD-08-12	GRANT APPLICATIONS	5 years	Multiple	
PZD-08-13	LEGAL OPINIONS	Permanent	Multiple	
PZD-08-14	NUISANCE ABATEMENT RECORDS (Active and Inactive)	Permanent	Multiple	
PZD-08-15	PERMIT APPLICATIONS - BUILDINGS OR FENCES (Applications for Zoning Approval) Estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, building dimensions and construction, proposed use of building, type of sewage disposal, yard dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application denied and reason.	1 year after final decision rendered	Multiple	
PZD-08-16	PERMIT APPLICATIONS - PONDS (Applications for Zoning Approval) Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, and proposed use of pond with the pond's size, shape, depth, and plans. Also includes date received, fee paid, certificate issued, number, and whether applications denied and reason.	1 year after final decision rendered	Multiple	
PZD-08-17	PERMIT APPLICATIONS - SIGNS OR BILLBOARDS (Applications for Permits to Erect or Place In Use Sign Or Billboard) Arranged by address.	1 year after final decision rendered	Multiple	

	Contains zoning approval date and use zone, issue date, certificate number; and estimated value; name of owner of sign, number and street, which side of street, between which streets, and name of sign company; type of sign and classification; plot plans and sketch of sign; construction and dimensions of sign, rate and fees, receipt number, height above grade, projection from building, whether an electric sign, and by whom submitted.			
PZD-08-18	PERMIT RECORDS	Permanent	Multiple	
PZD-08-19	PLANNED UNIT DEVELOPMENT RECORDS	Permanent	Multiple	
PZD-08-20	STUDIES AND COMPREHENSIVE PLANNING DOCUMENTS	20 years	Multiple	
PZD-08-21	ZONING MAPS	20 years	Multiple	

MIDLibrary 137190v.2

APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS

(1) TO: Deerfield Township Records Commission 513-701-6958 Telephone Number

4900 Parkway Drive, Suite 150 Mason 45040 Warren

(address) (city) (zip code) (county)

(2) FROM: Deerfield Township
(political subdivision name) (unit)

(Signature of responsible official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed 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 case, claim, action or request. This was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State Date

(5)

(6)

(7)

Schedule Number	Record Series title, description, and beginning and end dates	For Use by Auditor of State or OHS-LGRP
FO-08-15	Bank Statements (Reconciliations) 1972-1976 1978-1983 1985-1989 1996-2003	
FO-08-22	Cancelled Checks 1933,1937,1959 -1963 1939-1960 1979-1983 1990-1991 1998	

APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS CONTINUATION SHEET

FROM: **Deerfield Township** _____
(political subdivision name) (unit)

(5)	(6)	(7)
Schedule Number	Record Series title, description, and beginning and end dates	For Use by Auditor of State or OHS-LGRP
FO-08-14	Bank Deposit Slips 1972-1975 1978-1983 1998, 2000	
FO-08-96	Vouchers, Invoices, and Purchase Orders 1937-1940 1949-1958 1960-1969 1970-1979 1980-1989 1990-1999 2000-2003	
FO-08-96	Purchase Orders 1992-1995 1998-1999 2000-2003	
PWRD-08-1&2	Bids(Successful & Unsuccessful) 1994-2004	

CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

FROM: _____
(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type <small>List other media on which this record series is being retained</small>	Inclusive Date of Record From _____ To _____	Proposed Date of Disposal	For OHS- LGRP Use
	Schedule Number	Records Commission Approval Date					