#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

`o :	JEFFERSO	N TOWNSHIP	R	lecords Commission	(937) 262-3591	Telephone Number
	1 Business P	ark Drive	Dayton	45427	MC	ONTGOMERY
	(Addres	ss)	(City)	(Zip Code)	X	(County)
om			N TOWNSHIP	P	ERSONELL RECO	RDS
	12.	(Political Subdi	vision Name) Robert E. Bradley	Twp Adm	(Unit)	5/16/2003
ignat	ure Of Responsib		(Name)	(Title		(Date)
ar wi of TI	nd passed the rill make every this schedule his was appro	retention schedules of effort to prevent the and that no record ved on 06/03/2003	that our records commission met in contained on this form and any conti- ese records series from being destro- vill be knowingly disposed of which as reflected by the minutes kept by t	nuation sheets. I further yed, transferred, or other pertains to any pending	er certify that our comerwise disposed of in	mission violation
Cha	airman, Reco	rds Commission:	Signature	Mylla K	SILLO	Date
Sul	piect to selecti	ion upon receipt of	a _	-		
		cords Disposal (RC	(1) \	. Surfl		6-16-03
			For the Chic	Historical Society		Date
			$\gamma_{\mathcal{N}}$	T.5 M	1 -	10.00
Ap	proved by the	Ohio Auditor of S		Auditor of State	h	6-9-03 Date
			Tot the one	Auditor of State		Date
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S	Schedule	Records	title and description,	Retention	Media	For use by Auditor of
1	Number			Period	Type	State or OHS-LGRP
0:	3-00001	Applications for	Employment - HIRED	7 Year(s) After employee leaves Township employment	Paper	
0	3-00002	Resumes & Lette	rs of Reference - NOT HIRED	7 Year(s)	Paper	
0	3-00003	Resumes & Lette	rs of Reference - HIRED	7 Year(s)	Paper	
0	3-00004	Background Inve	stigations - NOT HIRED &	7 Year(s) After position filled or list expires	Paper	
0	3-00005	Polygraph Exam	inations - Employment	7 Year(s) After position eligibility lists expires	Paper	
0	3-00006	Controlled Subst	ance Testing - Employment	7 Year(s)	Paper	8.40
0	3-00007	Pre-Employment	Interview Notes	7 Year(s)	Multi ONO HIS	ETT. E. SOURT
0	3-00008	Occupational He	alth Examinations - NOT HIRED	7 Year(s)	Paper	
0	3-00009	Occupational He	alth Examinations - HIRED	7 Year(s) After employee leaves Township	Paper J	N 1 6 2003

JEFFERSON TOWNSHIP PERSONELL RECORDS From: (Political Subdivision Name) (Unit) Schedule Records title and description, Retention Media For use by Auditor of Number Period Type State or OHS-LGRP 03-00010 **EEOC Compliance Reports Work papers** Year(s) And no Paper longer of an Administrative or Legal value 03-00011 Psychological Examinations - Pre- Employment 7 Year(s) Paper 03-00012 Employment \ Job Opening Notices 7 Year(s) Paper 03-00013 Conditional Offer of Employment - HIRED 7 Year(s) After Paper employee leaves Township employment 03-00014 Photographs & Fingerprints - NOT HIRED 7 Year(s) Paper 03-00015 Photographs & Fingerprints - HIRED 7 Year(s) After Paper employee leaves Township employment 03-00016 **Employee Classification Descriptions** 7 Year(s) After Paper revised or rescinded 03-00017 7 Year(s) After Job & Position Descriptions Paper revised or rescinded Rules, Regulations, Policies & Procedures 7 Year(s) After 03-00018 Paper (Employee Directed) revised or rescinded 03-00019 Organizational Charts and Tables (Personnel & 7 Year(s) After Paper Functional) & Personnel Allocation Charts and revised or rescinded Tables Multi 03-00020 Employee Rosters - All Departments Continually Revised, Updated or Erased. (RC-3 Not Required) 7 Year(s) After Paper 03-00021 Affirmative Action Plan revised or rescinded 7 Year(s) And no Paper Annual OCRC & EEOC Reports 03-00022 longer of an Administrative or Legal value

m: JEFFERSON TOWNSHIP		PERSONELL RECORDS		
	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00023	EEOC Compliance Report Documentation Records (Township Termination, Resignation, Dismissal, Promotion, Discipline and Commendation Statistics \ Documentation)	7 Year(s) And no longer of an Administrative or Legal value	Paper	
03-00024	Employee Performance Evaluations	7 Year(s) After employee leaves Township employment	Paper	
03-00025	Employee Performance Evaluation Preparation Files	90 Days After copy of Annual Evaluation given to employee and any disputes resolved.(RC-3 Not Required)	Paper	
03-00026	Employee Training Records	7 Year(s) After employee leaves Township employment	Paper	
03-00027	Employee Training Programs, Publications & Manuals	7 Year(s) After revised or rescinded	Paper	
03-00028	Employee In-Service Training Examinations & Score Sheets	7 Year(s) After employee leaves Township employment	Paper	
03-00029	Employee Personnel Actions - Employment History Records \ Vital Information \ Commendations \ Pay Roll Information needed for Pension System (Personnel File Copy)	7 Year(s) And no longer of Administrative or Legal Value.	Paper	
03-00030	Letters of Appreciation & Commendations	7 Year(s) After employee leaves Township employment	Paper	
03-00031	Complaints of Employee Misconduct - Founded	7 Year(s) And no longer of an Administrative or Legal value	Paper	

rom:			PERSONELL RECORDS		
	(Political Subdivision Name)		(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00032	Anonymous & Unfounded Complaints Against Employees	Until no longer of Administrative Value. (RC-3 Not Required)	Paper		
03-00033	Employee Standards of Conduct Investigations	7 Year(s) And no longer of an Administrative or Legal value	Paper		
03-00034	Employee Pre disciplinary Hearing Case Files	7 Year(s) And no longer of Administrative or Legal Value.	Paper		
03-00035	Employee Grievance Hearing Files	7 Year(s) And no longer of Administrative or Legal Value.	Paper		
03-00036	Arbitration and Mediation Reports	7 Year(s) And no longer of Administrative or Legal Value.	Paper		
03-00037	Fact Finder Reports	7 Year(s) And no longer of Administrative or Legal Value.	Paper		
03-00038	Union Contracts & Agreements	15 Year(s)	Paper		
03-00039	Union Contracts & Agreements - Negotiation Work Files & Notes	3 Year(s)	Paper		
03-00040	Employee Dispute Case Files (OCRC & EEOC)	7 Year(s) And no longer of Administrative or Legal Value.	Paper		
03-00041	Employee Position & Job Bid Requests	7 Year(s)	Paper		
03-00042	Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports	30 Year(s) After employee leaves Township employment	Paper		
03-00043	Employee B.W.C. Claim Files	10 Year(s) And no longer of Administrative or Legal Value.	Paper		

m:	JEFFERSON TOWNSHIP (Political Subdivision Name)	1 DRS	ONELL REC (Unit)	
	(Folitical Subdivision (Value)		(Omt)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00044	Employee Accidents Reports - OSHA	10 Year(s) And no longer of an Administrative or Legal value	Paper	
03-00045	OSHA 200 Compliance Log	10 Year(s)	Paper	
03-00046	Employee Health & Life Insurance Claims	7 Year(s) And no longer of an Administrative or Legal value	Paper	
03-00047	Employee Insurance Enrollment Records	7 Year(s) After employee leaves Township employment	Paper	
03-00048	Department of Transportation - CDL Substance Abuse Program Files & Testing Results	Until no longer of Administrative or Legal Value	Paper	
03-00049	Employee Assistance Program Files	7 Year(s) And no longer of an Administrative or Legal value	Paper	
03-00050	Employee Uniform, Clothing & Equipment Records	3 Year(s) After revised or superseded, provided audited	Taper	Audited means: the years encompassed by the record have been audited by the Auditor of State and the
03-00051	Employee Time Cards \ Sheets	7 Year(s) Provided Audited	Paper	audit report has been released pursuant to Sec. 117.26 O.R.C.
03-00052	Employee Leave Requests - (Sick Leave, Vacation, Compensatory & Special)	7 Year(s)	Paper	
03-00053	Employee Sick Leave Affidavits	7 Year(s)	Paper	
03-00054	Family and Medical Leave Act - Requests for Leave, Medical Certificates, Continuation of Health Case Insurance and Related Correspondence	7 Year(s)	Paper	
03-00055	Employee Overtime Authorizations	7 Year(s) Provided Audited	Paper	
03-00056	Employee Overtime Reports	3 Year(s) And no longer of Administrative or Fiscal Value.	Paper	

m: JEFFERSON TOWNSHIP (Political Subdivision Name)		PERSONELL RECORDS (Unit)		
	(Yourself Substition Pality)	(om)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00057	Notification of Pay (Step) Increases	7 Year(s) After employee leaves Township employment	Paper	
03-00058	Employee Data Sheet [FLSA](To include full-name or identifying number, full home address, date of birth{f under 19}, sex and occupation, date of hire, date of separation)	7 Year(s) After superseded	Paper	
03-00059	Employee Status Forms - Termination, Resignation, Dismissal, Hire	30 Year(s) After leaving Township employment provided pension rights exercised or person deceased.	Paper	
03-00060	Employee Absentee Reports	2 Year(s) Provided Audited	Paper	
03-00061	Employee Pay & Earning Records	Continually updated by fiscal office until employee leaves Township employment then information	Paper	
		maintained until employee exercises all pension rights and benefits.		
03-00062	Employee Withholding Requests	Until replaced or revoked by employee. (RC-3 Not Required)	Paper	
03-00063	Employee Local Income Tax Withholding Certificate	7 Year(s) After employee leaves Township employment	Paper	
03-00064	W-4 Forms	7 Year(s) After superseded or employment ends.	Paper	Audited means: the years encompassed by the reco
03-00065	W-2 Forms	7 Year(s) Provided Audited	Paper	have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

rom:	JEFFERSON TOWNSHIP PERSONELL RECORDS		ORDS			
	(Political Subdivision Name)		(Political Subdivision Name) (Unit)			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP		
03-00066	State Income Tax Reports	25 Year(s)	Paper			
03-00067	Tax Withholding Reports / Employer Quarterly Federal Tax Return [Form 941]	7 Year(s) Provided Audited	Paper	Audited means: the years encompassed by the recon		
03-00068	Garnishment Orders	3 Year(s) After Order is rescinded or Employee leaves Township Employment then destroy. (RC-3 Not Required)	Paper	have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.		
03-00069	Payroll Deductions - Court Ordered	3 Year(s) After Order is rescinded or Employee leaves Township Employment then destroy. (RC-3 Not Required)	Paper			
03-00070	Employee Unemployment Compensation Case File	7 Year(s) After date of final payment	Paper			
03-00071	Reports to the Department of Jobs & Family Services	7 Year(s)	Paper			
03-00072	Payroll Journal/Record - Annual Cumulative Report	50 Year(s)	Paper			
03-00073	Payroll Journal/Record - Bi - Weekly	3 Year(s) Provided Audited	Paper			
03-00074	Employee Leave Balances	Continually updated by fiscal office until employee leaves Township employment then information maintained until employee exercises all pension rights and benefits.	Paper			
03-00075	Leave Balances & Reports - by Pay Period and Department	Until superceded	Paper			
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om:	: JEFFERSON TOWNSHIP		TOWNSHIP PERSONELL RECORDS		
	(Political Subdivision Name) (Unit)				
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00076	State & Federal Retirement System - Payments, Waivers & Requests for Refunds	Permanent	Paper		
03-00077	Employee Development Files (Departmental Copy) Documents performance evaluation process, day-to-day training, and direct management and supervision of employees)	90 Days After copy of Annual Evaluation given to employee and any disputes resolved.(RC-3 Not Required)	Paper		
03-00078	I-9 Forms (Completed) Immigration Reform and Control Act [All new hires since 11-6-1996]	Three years from date of hire Or One year after termination, whichever is later.	Paper		
03-00079	COBRA {The Consolidated Omnibus Budget Reconciliation Act of 1986} - Initial Notice	7 Year(s) After date of issuance	Paper		
03-00080	COBRA {The Consolidated Omnibus Budget Reconciliation Act of 1986} - Notice & Election when Qualifying Event Occurs	7 Year(s) After date of issuance	Paper		
03-00081	COBRA {The Consolidated Omnibus Budget Reconciliation Act of 1986} - Termination of Coverage Notice	7 Year(s) After date of issuance	Paper		
03-00082	Complaints of Employee Conduct - Unfounded	6 Month(s) And no longer of Administrative or Legal Value. (RC-3 Not Required)	Paper		
03-00083	Overtime Records	3 Year(s)	Paper		
03-00084	Licenses \ Certifications - Personnel File Copy	7 Year(s) After employee leaves Township employment	Paper		
03-00085	Employee Personnel Actions - Discipline, Counseling (Personnel File Copy)	4 Year(s) And no longer of an Administrative or Legal value	Paper		
03-00086	Employee Rosters - Department Copy.	7 Year(s) After superseded or revised.	Multi		

m:	JEFFERSON TOWNSHIP (Political Subdivision Name)	PERSONELL RECORDS (Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
03-00087	Employee Evaluation Rebuttals	7 Year(s) After employee leaves Township employment	Paper	
03-00088	Employee Development Files	Destroy after yearly evaluation \ performance review and no longer Administratively needed. (RC-3 Not Required)	Multi	
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#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

	1 Business Park Drive		ark Drive Dayton 45427		M	ONTGOMERY
(Address)		(City)	(Zip Code)		(County)	
rom	JEFFERSON	TOWNSHIP	EID	RE DEPARTME	TIVA	
Tom	(Political Subdivis		FIR	(Unit)	21/1	
Var MA	O	Roy Mann	Fire Chie		5/16/2003	
ignature of Responsi	ble Official)	(Name)	(Title)		(Date)	
This was appro		l be knowingly disposed of which p reflected by the minutes kept by thi Signature  Pare For the Ohio H		se, claim, action	Date 6-16-03 Date	
Schedule	Records tit	For the Ohio A	Retention	Media	6-9-03  Date  For use by Auditor of	
Number			Period	Type	State or OHS-LGRP	
03-00001	Policies Procedure	s, Rules & Regulations				
	Toncios, Frocedure	s, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi		
03-00002	L A	ds Compliance File (RC-1,	Revised or Superseded. (RC-3 Not	Multi Paper		
	Ohio Public Record RC-2, RC-3)  Executive Corresp Fire Chief and the significant aspects correspondence in	ds Compliance File (RC-1, ondence - Correspondence of the executive staff dealing with of administration. This cludes information concerning	Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not	Paper Multi	STOWNAL SOURCE	
03-00002	Ohio Public Record RC-2, RC-3)  Executive Correspondence in the Fire Department	ondence - Correspondence of the executive staff dealing with of administration. This cludes information concerning int's policies, programs, fiscal	Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Paper	STO TO ALSO DE L	
03-00002	Ohio Public Record RC-2, RC-3)  Executive Corresp Fire Chief and the significant aspects correspondence in	ondence - Correspondence of the executive staff dealing with of administration. This cludes information concerning int's policies, programs, fiscal	Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Paper Multi	STOTOAL SOUPE	
03-00002	Ohio Public Record RC-2, RC-3)  Executive Correspondence in the Fire Department	ondence - Correspondence of the executive staff dealing with of administration. This cludes information concerning int's policies, programs, fiscal	Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Paper Multi	STO DALSOUNT	

n: JEFFERSON TOWNSHIP		FIRE DEPARTMENT		
ika je	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Fire Department and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence Departmental policies.	1 Year(s) And no longer of an Administrative value.	Multi	
03-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Fire Department that are answered by standard form letters.	6 Month(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00006	Transient Records - This includes telephone messages, telephone message books \ logs, Self Stick Removable Notes and other limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E Mail and Similar Unsolicited Communications	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00008	Copies - Reading \ Informational & Reference. All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00009	Drafts \ Informal Notes \ Reminder Notes - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00010	Bulletins \ Posters \ General Notices \ Displays - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	

JEFFERSON TOWNSHIP	FIRI	E DEPARTME	ENT
(Political Subdivision Name)		(Unit)	
Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
Awards \ Newspaper Articles \ Clippings \ Photographs \ Negatives \ Slides \ Images & Scrapbooks - All Media	25 Year(s) Provided of No Administrative Value.	Multi	appears ly ONS for justorical value.
Professional Magazines \ Trade Publications \ Catalogs and similar Publications and Reference Materials - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
Professional Organizations & Association Files - All Media	1 Year(s) And no longer of an Administrative value.	Multi	
General Administrative Files - All Media	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
Press \ News Releases - All Media	2 Year(s)	Paper	Andibad manny the ways
Annual Budget (Fire Department's Copy)	3 Year(s) Provided Audited	Multi	Audited means: the years encompassed by the record have been audited by the
Annual Fire Department Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	Auditor of State and the audit report has been released pursuant to
Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.
	Records title and description,  Blank Forms - All Media  Awards \ Newspaper Articles \ Clippings \ Photographs \ Negatives \ Slides \ Images & Scrapbooks - All Media  Professional Magazines \ Trade Publications \ Catalogs and similar Publications and Reference Materials - All Media  Professional Organizations & Association Files - All Media  General Administrative Files - All Media  Press \ News Releases - All Media  Annual Budget ( Fire Department's Copy )  Annual Fire Department Budget Preparation Documents & Worksheets - All Media	Records title and description,   Retention   Period	Records title and description,   Retention   Period   Type

om:	JEFFERSON TOWNSHIP	FIRE DEPARTMENT		
	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi	
03-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
03-00022	Laws \ Regulations & Rules (Local, County, State & Federal) - All Media	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi	
03-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	
03-00024	Computer Generated Reports - Administrative & Financial ( Annual \ Cumulative Year End )	Until no longer of Admin. or Fiscal Value	Multi	
03-00025	Memos \ Memoranda \ Inter Office & Inter Departmental Communications	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
03-00026	Voice Mail \ Cellular Phones \ Pagers \ Caller ID \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi	
03-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi	
03-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	

m:	JEFFERSON TOWNSHIP (Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00029	Hourly \ Daily, Weekly, Monthly & Yearly: Appointment Books \ Records \ Calendars \ Schedules \ Organizers \ Planners. All Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	
03-00030	Surveys & Questionnaires - All Media	3 Year(s) And no longer of an Admin. or Legal value.	Paper	
03-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	Audited means: the years
03-00032	Purchase Orders \ Vouchers \ Requisitions \ Receiving Reports \ Bills of Lading \ Packing Slips and Related Invoices & Statements (Fire Department Copy)	3 Year(s) Provided Audited	Multi	encompassed by the reconnected by the Auditor of State and the audit report has been
03-00033	Backup Data on: Personal Computers \ Lap Tops \ PDA's \ Computer Systems & Servers : Hard Drives \ Zip Disks \ Compact Disks or other Electronic Storage	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	released pursuant to Sec. 117.26 O.R.C.
03-00034	Data on Personal Computers \ Lap Tops \ PDA's \ Portable PCs \ Computer Systems & Servers \ Hard Drives \ RAM\ Disks \ Zip Disks \ Diskettes \ Compact Disks \ Tapes \ Cartridges \ Flash Memory Cards and other electronic storage media.	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required)	Multi	
03-00035	Audio \ Video \ Digital: Recordings \ Images	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	

1:	JEFFERSON TOWNSHIP (Political Subdivision Name)	1110	(Unit)	411	
(Folitical Subdivision Name)					
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi		
03-00037	Material Safety Data Sheets	Until no longer of Administrative Value.(RC-3 Not Required)	Multi		
03-00038	Training Materials - All Media	Until obsolete, superseded or no longer of Administrative Value. ( RC-3 Not Required)	Multi		
03-00039	Training Files of the Fire Department	10 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi		
03-00040	Professional Licenses \ Professional Certifications \ Required Licenses \ Certificates of Training and Similar Documents \ Documentation.	Place Copy in Individual's Personnel Records.	Multi		
03-00041	Electronic Mail (E - Mail)	Print E - Mail that has a significant Administrative, Fiscal or Legal Value. File paper copy according to content. Erase E- Mail when no longer of an Administrative Value. (RC-3 Not Required)	Multi		

m:JEFFERSON TOWNSHIP		FIRE DEPARTMENT			
	(Political Subdivision Name)		(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00042	Electronic Mail (E-Mail) System: Backup Data.	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi		
03-00043	Contracts \ Service Agreements \ Insurance Policies	7 Year(s)	Paper		
03-00044	Anonymous or Unfounded Complaints	Until no longer of Administrative Value.(RC-3 Not Required)	Multi		
03-00045	State and Federal Grant Applications \ Requests - Unsuccessful \ Not Funded	2 Year(s)	Multi		
03-00046	State and Federal Grant Records including Expenditure Documentation. Successful \ Funded	7 Year(s)	Multi		
03-00047	Photographs \ Slides \ Negatives \ Digital Images	Until no longer of Administrative Value.(RC-3 Not Required)	Multi		
03-00048	Unsolicited Reports \ Plans \ Drawings \ Renderings \ Maps \ Recordings \ Images or Proposals sent to the Fire Department	Return to Submitter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi		
03-00049	Physical Inventory & Inventory of Fixed Assets - Fire Department Copy	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi		
03-00050	Disaster & Security Plans \ Emergency Protocols	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi		

m: JEFFERSON TOWNSHIP		FIRE DEPARTMENT		
(Political Subdivision Name)			(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00051	Monthly Statistical Reports \ Operational and Special Project Reports \ Files and Reports \ Records - Not Specifically Scheduled	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00052	Invitations to Bid \ Request for Proposals \ Requests for Information \ Informal Bids	3 Year(s) if Not Incorporated into Bid or Project Files	Multi	
03-00053	Bid Files - Equipment & Supplies : Accepted	5 Year(s)	Multi	
03-00054	Bid Files - Capital Improvement Projects - Accepted	15 Year(s)	Multi	
03-00055	Bids - All Types: Not Accepted	3 Year(s)	Multi	-
03-00056	Capital Improvement Projects: Files	15 Year(s) And no longer of an Administrative value.	Paper	
03-00057	Project Files - Except Capital Improvement Projects	5 Year(s)	Multi	
03-00058	Receipts \ Receipt Books & Records	3 Year(s)	Paper	
03-00059	Licenses \ Permits \ Certificates \ Authorizations: Issued to the Township for Activities \ Projects or Facilities.	3 Year(s) Provided expired \ superceded and no longer of Administrative Value. (RC-3 Not Required)	Multi	
03-00060	Publications of the Fire Department	Destroy when obsolete \ outdated. Retain One copy for Reference. (RC-3 Not Required)	Paper	
03-00061	Presentations \ Speeches - All Media	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
03-00062	Fire Department Annual Report.	25 Year(s)	Paper	approvide by ous of

	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00063	Exhibits \ Plans \ Drawings \ Plats \ Maps \ images \ Renderings: Used at Public Meetings \ Public Hearings \ Sent to \ or Submitted to the Fire Department for Informal Review or Informational Purposes	Return to Submitter \ Presenter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi	
03-00064	Fiscal Records: Ledgers \ Account Books \ Quarterly Reports \ Statistical Reports and related Work Papers.	4 Year(s)	Multi	
03-00065	Year to Date Budget Reports	Continually Updated & Revised. (RC-3 Not Required)	Paper	
03-00066	Statistical Reports - Annual	5 Year(s)	Multi	
03-00067	Fire Code	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00068	Fire Chief's Monthly Report	Until Incorporated into Annual Report then destroy. (RC-3 Not Required)	Multi	
03-00069	Fire Prevention Bureau - Monthly Consolidated Reports	5 Year(s)	Multi	
03-00070	Fire Prevention & Safety Program Records	5 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00071	Arson Reports	25 Year(s)	Multi	
03-00072	S. A. R. A "Right to Know" Records	5 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Paper	

m: JEFFERSON TOWNSHIP		FIRE DEPARTMEN		NT
	(Political Subdivision Name)	<u> </u>	(Unit)	in the second
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00073	Above Ground Storage Tank Records	10 Year(s) After Removal. (RC-3 Not Required)	Paper	
03-00074	Commercial Plans & Drawings	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
03-00075	Business Files \ Records: Commercial (Including permits, violations, receipts etc)	Until Structure Demolished. (RC-3 Not Required)	Multi	
03-00076	Business Files \ Records: Annexations	Until no longer under Township jurisdiction then give to Governing Jurisdiction or Destroy. (RC-3 Not Required)	Multi	
03-00077	Business Commercial Building Pre - Built Plans	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
03-00078	Township Owned Buildings - Pre Built Plans	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
03-00079	Township Owned Buildings - As Built Plans	Until Structure Demolished \ Replaced or No Longer Owned by the Township. (RC-3 Not Required)	Multi	
03-00080	Township Building & Furnishing Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi	
		(RC-3 Not		

n: JEFFERSON TOWNSHIP		FIRE DEPARTMENT			
	(Political Subdivision Name)		(Political Subdivision Name) (Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00081	Activity and Training Reports	2 Year(s) Incorp. into Annual Report, then destroy. (RC-3 Not Required)	Multi		
03-00082	Fire Apparatus: Hose \ Ladder \ Aerial Ladder Testing Records	10 Year(s)	Multi		
03-00083	SCBA - Testing and Flow Testing	Until Sold \ Scrapped or No Longer Owned by the Township. (RC-3 Not Required)	Paper		
03-00084	Hydrant Inspection Records	2 Year(s)	Multi		
03-00085	Daily Fire Apparatus Inspection Records	3 Year(s)	Multi		
03-00086	Monthly Training Documentation for ISO Rating	Retain for 2 ISO Ratings then discard. (RC-3 Not Required)	Paper		
03-00087	ISO Rating & Documentation	Retain for 2 ISO Ratings then discard. (RC-3 Not Required)	Paper		
03-00088	OSHA Title 1583 Records	30 Year(s) After employee leaves Township employment	Paper		
03-00089	Tactical Pre- Plans	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi		
03-00090	Carbon Monoxide Activation Records	3 Year(s)	Paper		
03-00091	Monthly Station Log - All Units	25 Year(s)	Paper		

m:	JEFFERSON TOWNSHIP	FIR	RE DEPARTMEN	NT
	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	· Media Type	For use by Auditor of State or OHS-LGRP
03-00092	Fire Reports: NFIRS	Until data inputted into Computer Database and accuracy verified, then destroy. (RC-3 Not Required)	Paper	
03-00093	Fire Reports - NFIRS	5 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Computer	
03-00094	Fire Incident Reports \ Company Run Reports (Excluding Arson & Fatalities)	Until data inputted into Computer Database and accuracy verified, then destroy. (RC-3 Not Required)	Paper	
03-00095	Fire Incident Reports \ Company Run Reports (Excluding Arson & Fatalities)	25 Year(s)	Computer	
03-00096	Fire Incident Reports ( Arson & Fatalities)	40 Year(s)	Paper	
03-00097	Fire Incident Reports ( Arson & Fatalities)	40 Year(s)	Computer	
03-00098	Fire Hydrant Location & Information Files	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00099	EMS Incident Reports (Excluding Fatalities)	Until data inputted into Computer Database and accuracy verified, then destroy. (RC-3 Not Required)	Paper	
03-00100	EMS Incident Reports (Excluding Fatalities)	25 Year(s)	Computer	
03-00101	EMS Incident Reports - Fatalities	Permanent	Paper	

n:	JEFFERSON TOWNSHIP (Political Subdivision Name)	. 110	E DEPARTMEN (Unit)	
	(I Olitical Subtribibili Maille)		(OIIII)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00102	EMS Incident Reports - Fatalities	25 Year(s) then Erase and Reuse (RC-3 Not Required)	Computer	
03-00103	EMS Billing Statements	4 Year(s)	Paper	
03-00104	EMS Billing Reconciliation Records	4 Year(s)	Paper	
03-00105	EMS Monthly Statement	4 Year(s)	Paper	
03-00106	EMS Personnel Re-Certifications	Place Copy in Individual's Personnel Records.	Paper	
03-00107	Hospital Transport Statistical Records	Incorp. into Annual Report, then destroy. (RC-3 Not Required)	Multi	
03-00108	EMS Medic Staffing Reports	4 Year(s)	Multi	
03-00109	EMS Drug Inventory \ Exchange Records	4 Year(s)	Multi	
03-00110	Squad Changeover Records - Equipment	Until Revised, Updated or Superseded. (RC-3 Not Required)	Multi	
03-00111	DEA \ Ohio Pharmacy Prescription Drug License	5 Year(s)	Multi	
03-00112	Mutual Aid Agreements	5 Year(s) After expiration	Paper	
03-00113	Fire Detector \ Detection Tests \ Fire & Safety Inspection Reports for All Township Buildings	10 Year(s)	Paper	
03-00114	Fire Investigation: Files \ Index \ Evidence	20 Year(s)	Multi	
03-00115	Individual Employee Training Records including Training Evaluations \ Certificates etc.	7 Year(s) After employee leaves Township employment	Multi	
03-00116	Continuing Education Requests	4 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Paper	

om:JEFFERSON TOWNSHIP					
(Political Subdivision Name)		(Political Subdivision Name) (Unit)			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00117	Efficiency Reports	Place Copy in Individual's Personnel Records.	Paper		
03-00118	Off Duty & Duty Schedule Monthly	4 Year(s)	Multi		
03-00119	Daily Attendance Records	4 Year(s)	Multi		
03-00120	Hazardous Exposure Records - Departmental	Permanent	Paper		
03-00121	Hazardous Exposure Records - Individual	Place Copy in Individual's Personnel Records.	Paper		
03-00122	Leave Requests: Personal \ Sick \ Vacation \ Disability \ Compensatory Time Requests	7 Year(s) Provided balances journalized	Paper		
03-00123	Leave Summary Reports	4 Year(s)	Multi		
03-00124	All Liability Waivers \ Visitor Observer Releases \ Station Tour Records \ Car Seat Inspection Release Records.	2 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Paper		
03-00125	Personnel Records \ Financial Records Not Listed on this Schedule	See Personnel Management Retention Schedule	Multi		
				12.8	

#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

1 Ducinoss	Park Drive	Dordon	45427	1.4	ONTGOMERY
(Add		Dayton (City)	(Zip Code)	171	(County)
om		TOWNSHIP	TO	OWNSHIP CLE	RK
111.	Political Subdiv	ision Name) Allen Elijah	Township C	(Unit)	5/16/2003
gnature Of Respon	shile Official)	(Name)	(Title)	JOI K	(Date)
					**************************************
will make eve of this schedu This was app Chairman, Rec Subject to sele	ery effort to prevent the	f 11 (	royed, transferred, or otherwish pertains to any pending ca	rise disposed of i	n violation
Approved by t	he Ohio Auditor of Sta		the E. Mu	lu	6-9-03 Date
Schedule Number	Records t	itle and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Policies, Procedur	es, Rules & Regulations	6 Year(s) After	Multi	<del> </del>
03-00002		rds Compliance File (RC-1,	Revised or Superseded. (RC-3 Not Required)	Paper	
	RC-2, RC-3)		Revised or Superseded. (RC-3 Not Required)		
03-00003	Township Clerk a with significant as correspondence in	condence - Correspondence of the data the executive staff dealing spects of administration. This acludes information concerning policies, programs, fiscal and .	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
03-00004	internal and exter correspondence re to the Clerk's Off inquiries. This co	ndence - This includes both nal correspondence; also, equesting information pertaining fice and other miscellaneous rrespondence is informative; it to influence Office's policies.	1 Year(s) And no longer of an Administrative value.	Multi <sub>O H</sub>	JUN 16 2003

1: JEFFERSON TOWNSHIP		TOWNSHIP CLERK		
(Political Subdivision Name)		(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
03-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Clerk's Office that are answered by standard form letters.	6 Month(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00006	Transient Records - This includes telephone messages, telephone message books \ logs, Self Stick Removable Notes and other limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E Mail and Similar Unsolicited Communications	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00008	Copies - Reading \ Informational & Reference. All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00009	Drafts \ Informal Notes \ Reminder Notes - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00010	Bulletins \ Posters \ General Notices \ Displays - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	

m:	JEFFERSON TOWNSHIP  (Political Subdivision Name)	10	WNSHIP CLERI (Unit)	<u> </u>
	(Political Subdivision Name)		(Onit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00012	Awards \ Newspaper Articles \ Clippings \ Photographs \ Negatives \ Slides \ Images & Scrapbooks - All Media	25 Year(s) Provided of No Administrative Value.	Multi	appraise ly Ous for historical value.
03-00013	Professional Magazines \ Trade Publications \ Catalogs and similar Publications and Reference Materials - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00014	Professional Organizations & Association Files - All Media	1 Year(s) And no longer of an Administrative value.	Multi	
03-00015	General Administrative Files - All Media	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
03-00016	Press \ News Releases - All Media	2 Year(s)	Paper	udited means: the years
03-00017	Annual Budget ( Clerk's Copy )	3 Year(s) Provided Audited	Multi	encompassed by the reconverse been audited by the uditor of State and the
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	audit report has been eleased pursuant to
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.
03-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi	
03-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	

rom:	JEFFERSON TOWNSHIP TOWNSHIP CLERK		WNSHIP CLER	K
	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00022	Laws \ Regulations & Rules (Local, County, State & Federal) - All Media	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi	
03-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	
03-00024	Computer Generated Reports - Administrative & Financial ( Annual \ Cumulative Year End )	Until no longer of Admin. or Fiscal Value	Multi	
03-00025	Memos \ Memoranda \ Inter Office & Inter Departmental Communications	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
03-00026	Voice Mail \ Cellular Phones \ Pagers \ Caller ID \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi	
03-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi	
03-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	
03-00029	Hourly \ Daily, Weekly, Monthly & Yearly: Appointment Books \ Records \ Calendars \ Schedules \ Organizers \ Planners. All Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	
03-00030	Surveys & Questionnaires - All Media	3 Year(s) And no longer of an Admin. or Legal value.	Paper	

om:	JEFFERSON TOWNSHIP	10	WNSHIP CLERE	X .
	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	Audited means: the years encompassed by the records
03-00032	Purchase Orders \ Invoices \ Requisitions \ Receiving Reports \ Bills of Lading \ Packing Slips and Related Invoices & Statements (Clerk's Office Copy)	5 Year(s) Provided Audited	Multi	have been audited by the Auditor of State and the audit report has been released pursuant to
03-00033	Backup Data on: Personal Computers \ Lap Tops \ PDA's \ Computer Systems & Servers : Hard Drives \ Zip Disks \ Compact Disks or other Electronic Storage	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.
03-00034	Data on Personal Computers \ Lap Tops \ PDA's \ Portable PCs \ Computer Systems & Servers \ Hard Drives \ RAM\ Disks \ Zip Disks \ Diskettes \ Compact Disks \ Tapes \ Cartridges \ Flash Memory Cards and other electronic storage media.	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required)	Multi	
03-00035	Audio \ Video \ Digital: Recordings \ Images - Not Specifically Scheduled	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	
03-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00037	Audio \ Video \ Digital Recordings except when specifically scheduled	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	

om:	JEFFERSON TOWNSHIP CL			RK
	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00038	Training Materials - All Media	Until obsolete, superseded or no longer of Administrative Value. ( RC-3 Not Required)	Multi	
03-00039	Training Files of the Clerk's Office	10 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
03-00040	Professional Licenses \ Professional Certifications \ Required Licenses \ Certificates of Training and Similar Documents \ Documentation.	Place Copy in Individual's Personnel Records.	Multi	
03-00041	Electronic Mail (E - Mail)	Print E - Mail that has a significant Administrative, Fiscal or Legal Value. File paper copy according to content. Erase E- Mail when no longer of an Administrative Value. (RC-3 Not Required)	Multi	
03-00042	Electronic Mail (E-Mail) System: Backup Data.	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	
03-00043	Contracts \ Service Agreements \ Insurance Policies	7 Year(s)	Paper	
03-00044	Anonymous or Unfounded Complaints	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	

n:	JEFFERSON TOWNSHIP (Political Subdivision Name)		WNSHIP CLE (Unit)	
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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00045	State and Federal Grant Applications \ Requests - Unsuccessful \ Not Funded	2 Year(s)	Multi	Y Life
03-00046	State and Federal Grant Records including Expenditure Documentation. Successful \ Funded	7 Year(s)	Multi	
03-00047	Reports \ Records - Not Specifically Scheduled	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	depraise by ous f.
03-00048	Unsolicited Reports \ Plans \ Drawings \ Renderings \ Maps \ Recordings \ Images or Proposals sent to the Clerk and Board of Trustees	Return to Submitter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi	
03-00049	Physical Inventory & Inventory of Fixed Assets - Clerk's Office Copy	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00050	Disaster & Security Plans \ Emergency Protocols	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi	
03-00051	Statistical \ Operational and Special Project Reports \ Files	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	Instorical value
03-00052	Invitations to Bid \ Request for Proposals \ Requests for Information \ Informal Bids	3 Year(s) if Not Incorporated into Bid or Project Files	Multi	
03-00053	Bid Files - Equipment & Supplies : Accepted	5 Year(s)	Multi	
03-00054	Bid Files - Capital Improvement Projects - Accepted	15 Year(s)	Multi	
03-00055	Bids - All Types: Not Accepted	3 Year(s)	Multi	
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rom:	JEFFERSON TOWNSHIP	TO	WNSHIP CLERK	
	(Political Subdivision Name)	1.1%	(Unit)	1
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00056	Capital Improvement Projects: Files	15 Year(s) And no longer of an Administrative value.	Paper	
03-00057	Project Files - Except Capital Improvement Projects	5 Year(s)	Multi	
03-00058	Receipts \ Receipt Books & Records	3 Year(s)	Paper	
03-00059	Licenses \ Permits \ Certificates \ Authorizations: Issued to the Township for Activities \ Projects or Facilities.	3 Year(s) Provided expired \ superceded and no longer of Administrative Value. (RC-3 Not Required)	Multi	
03-00060	Publications of the Clerk's Office	Destroy when obsolete \ outdated. Retain One copy for Reference. (RC-3 Not Required)	Paper	
03-00061	Presentations \ Speeches - All Media	Until no longer of Administrative Value.(RC-3 Not Required)		appearse by ous functioning value.
03-00062	Annual Report of the Clerk's Office	25 Year(s)	Paper	approise by our for
03-00063	Exhibits \ Plans \ Drawings \ Plats \ Maps \ images \ Renderings: Used at Meetings \ Hearings \ Sent to \ or Submitted to the Clerk for Informal Review or Informational Purposes	Return to Submitter \ Presenter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi	
03-00064	Township Meeting Agendas & Public Meeting Notices	5 Year(s)	Multi	
03-00065	Written Minutes of Township Meetings	Permanent	Paper	
03-00066	Township Resolutions	Permanent	Paper	
03-00067	Township Deeds and Easements	Permanent	Paper	

From:	JEFFERSON TOWNSHIP	ТО	WNSHIP CLERK	
	(Political Subdivision Name)	Ç.	(Unit)	
Schedule Number	Records title and description,	Retention Period	Туре	For use by Auditor of State or OHS-LGRP
03-00068	Township Annual Reports (Annual Status & Financial Reports)	25 Year(s)	Paper	appeaise ly OHS for
03-00069	Annual Township Budget	10 Year(s)	Paper	
03-00070	Annual Township Preparation Documents	5 Year(s)	Paper	
03-00071	Annual Financial Report to the Auditor of State	10 Year(s)	Paper	
03-00072	Certificates of Election \ Oaths of Office \ Surety Bonds	10 Year(s) After term ends or leaving office. (RC-3 Not Required)	Paper	
03-00073	Board of Trustee Meeting Packets - Original Copy	2 Year(s)	Multi	
03-00074	Audio \ Video \ Digital Recordings of Township Meetings \ Hearings	After minutes approved, report written or no longer of Administrative Value. (RC-3 Not Required)	Multi	
03-00075	Levy Information Filed with the County	5 Year(s)	Paper	
03-00076	Bank Statements \ Deposit Slips \ Cancelled Checks \ Voided Checks \ Check Registers \ Vouchers \ Credit Card Statements \ Investment Statements and similar Financial Documents	5 Year(s)	Paper	
03-00077	Accounts Payable Records	5 Year(s)	Multi	
03-00078	Accounts Receivable Records	5 Year(s)	Multi	
03-00079	Cash Summaries \ Cash Summary of Funds	5 Year(s)	Paper	
03-00080	Revenue Journals & Month Status Reports	5 Year(s)	Multi	
03-00081	Expenditure Reports (Monthly)	5 Year(s)	Multi	
03-00082	Expenditure Report - Year End	5 Year(s)	Multi	
03-00083	Certification of Available Funds by Trustees \ County Auditor	5 Year(s)	Paper	4
03-00084	Ohio Public Work Projects - Copies of completed projects with copies of payments attached.	6 Year(s)	Paper	
03-00085	Administrative Files - Financial Institutions	5 Year(s)	Multi	
03-00086	Administrative Files - County Engineer's Office	5 Year(s)	Multi	

(Political Subdivision Name) (Unit)				
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00087	State of Ohio - Township Liquor Permit Files	2 Year(s) After expiration and no longer of Administrative Value. (RC-3 Not Required)	Paper	
03-00088	Board of Trustee Committees & Subcommittees- All Records \ Files	5 Year(s)	Multi	instoucal value
03-00089	Vendor Information Files	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00090	Appropriation Records	5 Year(s)	Multi	
03-00091	Ohio Dept. of Jobs and Family Services Reports \ Records	5 Year(s)	Multi	
03-00092	Bonds - Definitive.	5 Year(s) After is redeemed or called and all cancelled bonds returned to the Township.	Paper	
03-00093	Bond Register	5 Year(s) After Issue is redeemed, called and paid off.	Paper	
03-00094	Employee Pay & Earning Records	Continually updated by Township Clerk until employee terminates. Balances verified yearly and recorded in personnel file. (RC-3 Not Required)	Multi	
03-00095	Personnel Records \ Financial Records Not Listed on this Schedule.	See Personnel Management Retention Schedule	Multi	

#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

1 Business Park Drive		usiness Park Drive Dayton 45427 MC		IONTGOMERY	
(Addr	20 (1981) 20 (1991) 20 (1991) 20 (1991)	(City)	(Zip Code)	11.	(County)
om	JEFFERS	SON TOWNSHIP	SERV	VICE DEPART	MENT
		bdivision Name)	(Unit)		WILD (1
mus The	moson	Jim Thompson	Road Superint	endent	5/16/2003
gnature Of Respons	sible Official)	(Name)	(Title)		(Date)
and passed the will make ever of this schedul This was appr	e retention schedule ry effort to prevent le and that no recor	ify that our records commission met in its contained on this form and any continues these records series from being destroyd will be knowingly disposed of which as reflected by the minutes kept by the minut	nuation sheets. I further co yed, transferred, or otherw pertains to any pending ca	ertify that our co	mmission in violation
		Signature			Date
Subject to selec	ction upon receipt	of a	9 11		
Certificate of R	decords Disposal (I	RC-3) Vary	Historical Society		6-16-03
		For the Ohio	nistorical society		Date
Annroyad by 41	ha Ohio Auditos a	f State:	To 8 1/1	1.1.	6.9-03
Approved by the	he Ohio Auditor o		Auditor of State		Date
Schedule Number	Recor	ds title and description,	Retention Period	Media Type	For use by Auditor o
Number			Period	Type	For use by Auditor o State or OHS-LGRP
		ds title and description, edures, Rules & Regulations	Caracter west as separated		
Number	Policies, Proce		Period  6 Year(s) After Revised or Superseded. (RC-3 Not	Type	
Number 03-00001	Policies, Proces  Ohio Public R RC-2, RC-3)  Executive Cor Road Superint dealing with s This correspondence on concerning the	ecords Compliance File (RC-1, respondence - Correspondence of the tendent and the executive staff ignificant aspects of administration. ndence includes information e Service Department's policies,	Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Type Multi Paper Multi	State or OHS-LGRP
Number 03-00001 03-00002	Policies, Proces  Ohio Public R RC-2, RC-3)  Executive Cor Road Superint dealing with s This correspondence on concerning the	ecords Compliance File (RC-1, respondence - Correspondence of the tendent and the executive staff ignificant aspects of administration. indence includes information	Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Type  Multi  Paper	State or OHS-LGRP
Number 03-00001 03-00002	Policies, Proces  Ohio Public R RC-2, RC-3)  Executive Cor Road Superint dealing with s This correspondence on concerning the	ecords Compliance File (RC-1, respondence - Correspondence of the tendent and the executive staff ignificant aspects of administration. ndence includes information e Service Department's policies,	Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Type Multi Paper Multi	State or OHS-LGRP
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rom:			SERVICE DEPARTMENT			
	(Political Subdivision Name)		(Unit)			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP		
03-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Service Department and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence Departmental policies.	1 Year(s) And no longer of an Administrative value.	Multi			
03-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Service Department that are answered by standard form letters.	6 Month(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi			
03-00006	Transient Records - This includes telephone messages, telephone message books \ logs, Self Stick Removable Notes and other limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi			
03-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E Mail and Similar Unsolicited Communications	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi			
03-00008	Copies - Reading \ Informational & Reference. All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi			
03-00009	Drafts \ Informal Notes \ Reminder Notes - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi			
03-00010	Bulletins \ Posters \ General Notices \ Displays - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi			

	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
03-00012	Awards \ Newspaper Articles \ Clippings \ Photographs \ Negatives \ Slides \ Images & Scrapbooks - All Media	25 Year(s) Provided of No Administrative Value.	Multi	historical value
03-00013	Professional Magazines \ Trade Publications \ Catalogs and similar Publications and Reference Materials - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00014	Professional Organizations & Association Files - All Media	1 Year(s) And no longer of an Administrative value.	Multi	
03-00015	General Administrative Files - All Media	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	<del>5</del>
03-00016	Press \ News Releases - All Media	2 Year(s)	Paper	Audited means: the years
03-00017	Annual Budget ( Clerk's Copy )	3 Year(s) Provided Audited	Multi	encompassed by the reco have been audited by the Auditor of State and the
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	audit report has been released pursuant to
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.

om:			SERVICE DEPARTMENT		
	(Political Subdivision Name) (Unit)				
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi		
03-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi		
03-00022	Laws \ Regulations & Rules (Local, County, State & Federal) - All Media	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi		
03-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi		
03-00024	Computer Generated Reports - Administrative & Financial ( Annual \ Cumulative Year End )	Until no longer of Admin. or Fiscal Value	Multi		
03-00025	Memos \ Memoranda \ Inter Office & Inter Departmental Communications	2 Year(s) And no longer of an Admin. or Legal value.	Multi		
03-00026	Voice Mail \ Cellular Phones \ Pagers \ Caller ID \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi		
03-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		
03-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		

m:	JEFFERSON TOWNSHIP	SERVICE DEPARTMEN		
in phylina.	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00029	Hourly \ Daily, Weekly, Monthly & Yearly: Appointment Books \ Records \ Calendars \ Schedules \ Organizers \ Planners. All Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	
03-00030	Surveys & Questionnaires - All Media	3 Year(s) And no longer of an Admin. or Legal value.	Paper	
03-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	Audited means: the years
03-00032	Purchase Orders \ Vouchers \ Requisitions \ Receiving Reports \ Bills of Lading \ Packing Slips and Related Invoices & Statements (Service Department Copy)	3 Year(s) Provided Audited	Multi	encompassed by the reconverse been audited by the Auditor of State and the audit report has been
03-00033	Backup Data on: Personal Computers \ Lap Tops \ PDA's \ Computer Systems & Servers: Hard Drives \ Zip Disks \ Compact Disks or other Electronic Storage	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	released pursuant to Sec. 117.26 O.R.C.
03-00034	Data on Personal Computers \ Lap Tops \ PDA's \ Portable PCs \ Computer Systems & Servers \ Hard Drives \ RAM\ Disks \ Zip Disks \ Diskettes \ Compact Disks \ Tapes \ Cartridges \ Flash Memory Cards and other electronic storage media.	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required)	Multi	
03-00035	Audio \ Video \ Digital: Recordings \ Images	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
03-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	

m:	JEFFERSON TOWNSHIP	SERVI	CE DEPART	MENT
	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00037	Accident Reports - All Types	3 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Paper	
03-00038	Training Materials - All Media	Until obsolete, superseded or no longer of Administrative Value. ( RC-3 Not Required)	Multi	
03-00039	Training Files of the Service Department	10 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
03-00040	Professional Licenses \ Professional Certifications \ Required Licenses \ Certificates of Training and Similar Documents \ Documentation.	Place Copy in Individual's Personnel Records.	Multi	
03-00041	Electronic Mail (E - Mail)	Print E - Mail that has a significant Administrative, Fiscal or Legal Value. File paper copy according to	Multi	
		content. Erase E- Mail when no longer of an Administrative Value. (RC-3 Not Required)		
03-00042	Electronic Mail (E-Mail) System: Backup Data.	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	
03-00043	Contracts \ Service Agreements \ Insurance Policies	7 Year(s)	Paper	

m:	: JEFFERSON TOWNSHIP		JEFFERSON TOWNSHIP SERVICE DEPARTMENT		
	(Political Subdivision Name) (Unit)				
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00044	Anonymous or Unfounded Complaints	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	r z	
03-00045	State and Federal Grant Applications \ Requests - Unsuccessful \ Not Funded	2 Year(s)	Multi		
03-00046	State and Federal Grant Records including Expenditure Documentation. Successful \ Funded	7 Year(s)	Multi		
03-00047	Haul Tickets - All Types	1 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Paper		
03-00048	Risk Management Report	4 Year(s) And no longer of an Administrative value.	Multi		
03-00049	Physical Inventory & Inventory of Fixed Assets - Service Department Copy	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi		
03-00050	Disaster & Security Plans \ Emergency Protocols	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi		
03-00051	Statistical \ Operational and Special Project Reports \ Files and Reports \ Records - Not Specifically Scheduled	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi		
03-00052	Invitations to Bid \ Request for Proposals \ Requests for Information \ Informal Bids	3 Year(s) if Not Incorporated into Bid or Project Files	Multi		
03-00053	Bid Files - Equipment & Supplies : Accepted	5 Year(s)	Multi		
03-00054	Bid Files - Capital Improvement Projects - Accepted	15 Year(s)	Multi		
03-00055	Bids - All Types: Not Accepted	3 Year(s)	Multi		

	(Political Subdivision Name)		(Unit)	
	Sept. 1996			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00056	Material Safety Data Sheets	Continually	Paper	
		Maintained, Purged and Updated. (RC-3 Not Required)		
03-00057	Project Files - All Types	5 Year(s)	Multi	
03-00058	Receipts \ Receipt Books & Records	3 Year(s)	Paper	
03-00059	Licenses \ Permits \ Certificates \ Authorizations: Issued to the Township for Activities \ Projects or Facilities.	3 Year(s) Provided expired \ superceded and no longer of Administrative Value. (RC-3 Not Required)	Multi	
03-00060	Service Department Publications	Destroy when obsolete \ outdated. Retain One copy for Reference. (RC-3 Not Required)	Paper	
03-00061	Presentations \ Speeches - All Media	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
03-00062	Annual Report of the Service Department	25 Year(s)	Paper	appraise by OHS.
03-00063	Reservation Books \ Records for Parks	2 Year(s)	Multi	
03-00064	Road Records	Permanent	Multi	
03-00065	Right of Way Records	Permanent	Multi	
03-00066	Ditch Applications	Permanent	Paper	
03-00067	Ditch Plans & Profiles	Permanent	Multi	
03-00068	Land Surveys and Field Notes	Permanent	Multi	
03-00069	Easement Records	Permanent	Multi	
03-00070	Plats \ Maps	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	

rom:	JEFFERSON TOWNSHIP	SERV	ICE DEPARTN	MENT
4-17	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00071	Infrastructure Records	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi	
03-00072	Township Building Plans including Additions & Remodeling Work - As Built	Retain until structure sold. replaced or demolished.	Multi	
03-00073	Road Certification Reports	10 Year(s)	Paper	
03-00074	Pesticide \ Herbicide Application Records	5 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00075	Personnel Records \ Financial Records Not Listed on this Schedule.	See Personnel Management Retention Schedule	Paper	

Form RC-1

To: JEFFERSON TOWNSHIP

rage number 1 UI 1

Telephone Number

(937) 262-3591

#### APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS

Records Commission

		DAYTO	N 45427	MON	TGOMERY
(Address)	,	(City)	(Zip Code)		(County)
100.11	./	Cohont E Duadless	Township A	dministrator	5/16/2003
ature Of Responsible		Robert E. Bradley (Name)	Township A		(Date)
ERTIFICATION RC, and passed the very effort to prevented and that mass approved on 00 Chairman, Reconstitution of the control	: I hereby certify the schedules listed went these records to record will be kn	hat our records commiss on this form and any conseries from being destronowingly disposed of who ted by the minutes kept  the conservation of the	ion met in an open meeting, as rec ntinuation sheets. I futher certify t yed, transferred, or otherwise disp ich pertains to any pending case, o	quired by Section 121.2 hat our commission will osed of in violation of the	2 I make ese
tem Number	The second secon	ds series title, descrip			Auditor of State S-LGRP
03-00001	Evidence not poor	reviously turned over to ember 15, 1995 when the ecords governed by Tov- tion Schedule.	\ Records \ Reports \ Files \ to the Montgomery County Sheriff the Department was dissolved. whip Personnel Management  End Date: 9/15/1995	OHIO II	permanent of sturned over to Sheriff in 1996, records to b J. Pgs.
	Control			L.,	Tring I

#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

City   Cip Code   County	1 Business P	Park Drive Dayton	45427	M	IONTGOMERY
Records Commission:    Comparison of Records Commission	(Addre		(Zip Code)		(County)
Records Commission:    Comparison of Records Commission		JEFFERSON TOWNSHIP	TOWNS	HIP ADMINIS	TRATOR
Date  Control of Responsible Official)  (Name)  (Name)	000			2 - A C C C C C C C C C C C C C C C C C C	
EERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 12 . 22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission rill make every effort to prevent these records 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. This was approved on 06/03/2003 as reflected by the minutes kept by this commission.  **Bignature**  Date  Date  Diect to selection upon receipt of a retificate of Records Disposal (RC-3)  Portificate of Records Disposal (RC-3)  Date  **Bignature**  Date  Date  Date  Device to selection upon receipt of a retificate of Records Disposal (RC-3)  Date  Date  Date  Schedule  Records title and description.  Retention  Period  Retention  Period  Type  State or OHS-LGRI  O3-00001  Policies, Procedures, Rules & Regulations  A description  Paper Revised or Superseded.  (RC-3 Not Required)  25 Year(s) After Revised or Superseded.  (RC-3 Not Required)  27 Year(s) After Revised or Superseded.  (RC-3 Not Required)  29 Year(s) And no longer of an the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.	50/5/L			nistrator	A CONTRACTOR OF THE PARTY OF TH
nd passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission if this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. his was approved on 06/03/2003 as reflected by the minutes kept by this commission.  airman, Records Commission:  Date  Date  Diect to selection upon receipt of a reflicate of Records Disposal (RC-3)  Date  Date  Deproved by the Ohio Auditor of State:  Corposed by the Ohio Auditor of State:  Records title and description, Retention Period Type State or OHS-LGRI Revised or Superseded. (RC-3 Not Required)  Date  Diect Records Compliance File (RC-1, RC-2, RC-3)  Executive Correspondence - Correspondence of the Township Administrator \ Doard of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.			(1)		(24.0)
Number  Period  Type  State or OHS-LGRI  O3-00001  Policies, Procedures, Rules & Regulations  Policies, Procedures, Rules & Regulations  O3-00002  Ohio Public Records Compliance File (RC-1, RC-2, RC-3)  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.  Period  Type  State or OHS-LGRI  Multi  Paper  Revised or Superseded. (RC-3 Not Required)  2 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal value.	vill make every f this schedule his was appro- nairman, Reco bject to select ertificate of Re	y effort to prevent these records series from being destroy e and that no record will be knowingly disposed of which poved on 06/03/2003 as reflected by the minutes kept by the ords Commission:  Signature  The ords Commission:  Signature  For the Orio  The Orio  The Orio Auditor of State:	ed, transferred, or otherwork pertains to any pending case is commission.  Surft Historical Society  L. E. M.	ise disposed of i	in violation or request.  Date $6-16-03$ Date $6-9-03$
Policies, Procedures, Rules & Regulations  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  Ohio Public Records Compliance File (RC-1, RC-2, RC-3)  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal value.		Tor the Onio	Auditor of State		Date
Ohio Public Records Compliance File (RC-1, RC-2, RC-3)  Discrete RC-2, RC-3)  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.  Revised or Superseded. (RC-3 Not Required)  2 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal value.	Schedule		Retention		For use by Auditor
RC-2, RC-3)  Revised or Superseded. (RC-3 Not Required)  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.  Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal value.	Number	Records title and description,	Retention Period	Type	For use by Auditor
D3-00003  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.  (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal value.		Records title and description,	Retention Period  6 Year(s) After Revised or Superseded. (RC-3 Not	Type	For use by Auditor
Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies, programs, fiscal and personnel matters.	Number 03-00001	Records title and description,  Policies, Procedures, Rules & Regulations  Ohio Public Records Compliance File (RC-1,	Retention Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After	Type Multi	For use by Auditor
ONO HIST CONTRACTOR OF THE PROPERTY OF THE PRO	Number 03-00001	Records title and description,  Policies, Procedures, Rules & Regulations  Ohio Public Records Compliance File (RC-1,	Retention Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not	Type Multi	For use by Auditor
UN 1 6 2003	Number 3-00001 3-00002	Records title and description,  Policies, Procedures, Rules & Regulations  Ohio Public Records Compliance File (RC-1, RC-2, RC-3)  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies,	Retention Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Type  Multi  Paper	For use by Auditor
	Number 03-00001 03-00002	Records title and description,  Policies, Procedures, Rules & Regulations  Ohio Public Records Compliance File (RC-1, RC-2, RC-3)  Executive Correspondence - Correspondence of the Township Administrator \ Board of Trustees and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Township's policies,	Retention Period  6 Year(s) After Revised or Superseded. (RC-3 Not Required)  25 Year(s) After Revised or Superseded. (RC-3 Not Required)  2 Year(s) And no longer of an Admin. or Legal	Type Multi Paper Multi	For use by Auditor State or OHS-LGRI

om: JEFFERSON TOWNSHIP		TOWNSHIP ADMINISTRA TOR		
	(Political Subdivision Name)	sion Name) (Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Township Administrator or Board of Trustees and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence Township policies.	1 Year(s) And no longer of an Administrative value.	Multi	
03-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Township Administrator or Board of Trustees that are answered by standard form letters.	6 Month(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00006	Transient Records - This includes telephone messages, telephone message books \ logs, Self Stick Removable Notes and other limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E Mail and Similar Unsolicited Communications	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00008	Copies - Reading \ Informational & Reference. All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00009	Drafts \ Informal Notes \ Reminder Notes - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00010	Bulletins \ Posters \ General Notices \ Displays - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	

m:	JEFFERSON TOWNSHIP	TOWNSH	IIP ADMINIS	TRATOR
- IN	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
03-00012	Awards \ Newspaper Articles \ Clippings \ Photographs \ Negatives \ Slides \ Images & Scrapbooks - All Media	25 Year(s) Provided of No Administrative Value.	Multi	Eppraise ly OHS for Justorical value.
03-00013	Professional Magazines \ Trade Publications \ Catalogs and similar Publications and Reference Materials - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00014	Professional Organizations & Association Files - All Media	1 Year(s) And no longer of an Administrative value.	Multi	
03-00015	General Administrative Files - All Media	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
03-00016	Press \ News Releases - All Media	2 Year(s)	Paper	Audited means: the years
03-00017	Annual Budget ( Administrator's Copy )	3 Year(s) Provided Audited	Multi	encompassed by the reco
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	Auditor of State and the audit report has been released pursuant to
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.

om:	: JEFFERSON TOWNSHIP		TOWNSHIP ADMINISTRATOR		
	(Political Subdivision Name)	(Unit)			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi		
03-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi		
03-00022	Laws \ Regulations & Rules (Local, County, State & Federal) - All Media	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi		
03-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi		
03-00024	Computer Generated Reports - Administrative & Financial ( Annual \ Cumulative Year End )	Until no longer of Admin. or Fiscal Value	Multi		
03-00025	Memos \ Memoranda \ Inter Office & Inter Departmental Communications	2 Year(s) And no longer of an Admin. or Legal value.	Multi		
03-00026	Voice Mail \ Cellular Phones \ Pagers \ Caller ID \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi		
03-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		
03-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		

om:	JEFFERSON TOWNSHIP (Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00029	Hourly \ Daily, Weekly, Monthly & Yearly: Appointment Books \ Records \ Calendars \ Schedules \ Organizers \ Planners. All Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	
03-00030	Surveys & Questionnaires - All Media	3 Year(s) And no longer of an Admin. or Legal value.	Paper	
03-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	Audited means: the years
03-00032	Purchase Orders \ Requisitions \ Receiving Reports \ Bills of Lading \ Packing Slips and Related Invoices & Statements (Clerk's Office Copy)	3 Year(s) Provided Audited	Multi	have been audited by the Auditor of State and the
03-00033	Backup Data on: Personal Computers \ Lap Tops \ PDA's \ Computer Systems & Servers : Hard Drives \ Zip Disks \ Compact Disks or other Electronic Storage	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	audit report has been released pursuant to Sec. 117.26 O.R.C.
03-00034	Data on Personal Computers \ Lap Tops \ PDA's \ Portable PCs \ Computer Systems & Servers \ Hard Drives \ RAM\ Disks \ Zip Disks \ Diskettes \ Compact Disks \ Tapes \ Cartridges \ Flash Memory Cards and other electronic storage media.	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required)	Multi	
03-00035	Audio \ Video \ Digital: Recordings \ Images - Not Specifically Scheduled	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	
		2 2 2		
		4 4		

om: JEFFERSON TOWNSHIP		TOWNSHIP ADMINISTRA TOR		
	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00037	Audio \ Video \ Digital Recordings except when specifically scheduled	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	
03-00038	Training Materials - All Media	Until obsolete, superseded or no longer of Administrative Value. ( RC-3 Not Required)	Multi	
03-00039	Training Files of the Administrator's Office	10 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
03-00040	Professional Licenses \ Professional Certifications \ Required Licenses \ Certificates of Training and Similar Documents \ Documentation.	Place Copy in Individual's Personnel Records.	Multi	
03-00041	Electronic Mail (E - Mail)	Print E - Mail that has a significant Administrative, Fiscal or Legal Value. File paper copy according to content. Erase E- Mail when no longer of an Administrative Value. (RC-3 Not Required)	Multi	

JEFFERSON TOWNSHIP TOWNSHIP ADMINISTR		ATOR		
(Political Subdivision Name)		tical Subdivision Name) (Unit)		
Schedule Records t	tle and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
Electronic Mail (	E-Mail) System: Backup Data.	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	
3-00043 Contracts \ Service Policies	e Agreements \ Insurance	7 Year(s)	Paper	
Anonymous or U	nfounded Complaints	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
State and Federal Unsuccessful \ No	Grant Applications \ Requests - ot Funded	2 Year(s)	Multi	
	Grant Records including amentation. Successful \ Funded	7 Year(s)	Multi	
Reports \ Records	- Not Specifically Scheduled	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	approuse by OHS- fusterically value reports
Renderings \ Mag	rts \ Plans \ Drawings \ os \ Recordings \ Images or the Township Administrator or s.	Return to Submitter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi	
Physical Invento Clerk's Office Co	y & Inventory of Fixed Assets - py	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
3-00050 Disaster & Secur	ity Plans \ Emergency Protocols	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Multi	
		Not Required)		

m: JEFFERSON TOWNSHIP		TOWNSHIP ADMINISTRATOR			
	(Political Subdivision Name)	(Unit)			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00051	Statistical \ Operational and Special Project Reports \ Files	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	dispense ly one for historical value.	
03-00052	Invitations to Bid \ Request for Proposals \ Requests for Information \ Informal Bids	3 Year(s) if Not Incorporated into Bid or Project Files	Multi		
03-00053	Bid Files - Equipment & Supplies : Accepted	5 Year(s)	Multi		
03-00054	Bid Files - Capital Improvement Projects - Accepted	15 Year(s)	Multi		
03-00055	Bids - All Types: Not Accepted	3 Year(s)	Multi		
03-00056	Capital Improvement Projects: Files	15 Year(s) And no longer of an Administrative value.	Paper		
03-00057	Project Files - Except Capital Improvement Projects	5 Year(s)	Multi		
03-00058	Receipts \ Receipt Books & Records	3 Year(s)	Paper		
03-00059	Licenses \ Permits \ Certificates \ Authorizations: Issued to the Township for Activities \ Projects or Facilities.	3 Year(s) Provided expired \ superceded and no longer of Administrative Value. (RC-3 Not Required)	Multi		
03-00060	Township Publications	Destroy when obsolete \ outdated. Retain One copy for Reference. (RC-3 Not Required)	Paper		
03-00061	Presentations \ Speeches - All Media	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	appearing by OHS &	
03-00062	Annual Report of the Township Administrator & Board of Trustees	25 Year(s)	Paper	appraise by OHS historical value	

m:	JEFFERSON TOWNSHIP (Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00063	Exhibits \ Plans \ Drawings \ Plats \ Maps \ images \ Renderings: Used at Meetings \ Hearings \ Sent to \ or Submitted to the Township Administrator or Board of Trustees for Informal Review or Informational Purposes	Return to Submitter \ Presenter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi	
03-00064	Meeting Agendas \ Public Meeting Notices	5 Year(s)	Multi	
03-00065	Table of Organization \ Organizational Charts	Until Revised or Superceded.(RC-3 Not Required)	Multi	
03-00066	Township Parcel Lists \ Addresses	Continually Updated & Revised. (RC-3 Not Required)	Multi	
03-00067	O. D. O. T. Files	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Paper	
03-00068	Monthly Reports - All Types	2 Year(s) And no longer of an Administrative value.	Multi	
03-00069	Township Resolutions \ Minutes of Meetings \ Meeting Packets (Copies)	2 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	appeniso Besolutio Minutes for historic Natural.
03-00070	Levy Files including Certificates of Elections	3 Year(s) After expiration of Levy	Paper	
03-00071	Certification of Available Funds Approved by the Board of Trustees & County Auditor (Copy)	5 Year(s)	Paper	
03-00072	Bi - Weekly Payroll Summary Reports	2 Year(s)	Multi	
03-00073	Township Project Files	10 Year(s)	Multi	historical value
03-00074	Ohio Public Work Files (Copy)	10 Year(s)	Multi	

om:	JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR		RATOR	
	(Political Subdivision Name) (Unit)			
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00075	Vehicle Titles: Township Vehicles	Until vehicle sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Paper	
03-00076	Personnel Records \ Financial Records Not Listed on this Schedule.	See Personnel Management Retention Schedule	Multi	
		V 2		

#### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To: JEFFERS	ON TOWNSHIP	Re	cords Commission	(937) 262-3590	Telephone Number
	Park Drive	Dayton	45427	Mo	ONTGOMERY
(Add	ress)	(City)	(Zip Code)		(County)
From	JEFFERSON '		Z	ONING DEPARTM	ENT
VI. I	(Political Subdivisi	on Name) erne Fortson	Direc	(Unit)	5/16/2003
(Signature Of Respon	~~	(Name)	(Title		(Date)
Chairman, Rec	cords Commission:  ction upon receipt of a Records Disposal (RC-3)	reflected by the minutes kept by the Signature  Pari For the Ohio	is commission.  Sulf  Historical Society	nas	Date  (0-16-0)*  Date  6-9-03
Schedule	Records titl	e and description,	Auditor of State  Retention	Media	For use by Auditor or
Number		A STATE OF THE STA	Period	Туре	State or OHS-LGRP
03-00001		s, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00002	Ohio Public Record RC-2, RC-3)	s Compliance File (RC-1,	25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Paper	
03-00003	Director and the ex significant aspects correspondence inc	ndence - Correspondence of the ecutive staff dealing with of administration. This ludes information concerning nent's policies, programs, fiscal	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
	and personner mad	OI 5.		OHIO HI	STOR'CAL SOCIET
					UN 1 6 2003

om: JEFFERSON TOWNSHIP		ZONING DEPARTMENT		
	(Political Subdivision Name)	division Name) (Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Zoning Department and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence Departmental policies.	1 Year(s) And no longer of an Administrative value.	Multi	
03-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Zoning Department that are answered by standard form letters.	6 Month(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	
03-00006	Transient Records - This includes telephone messages, telephone message books \ logs, Self Stick Removable Notes and other limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E Mail and Similar Unsolicited Communications	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00008	Copies - Reading \ Informational & Reference. All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00009	Drafts \ Informal Notes \ Reminder Notes - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00010	Bulletins \ Posters \ General Notices \ Displays - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	

	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
03-00012	Awards \ Newspaper Articles \ Clippings \ Photographs \ Negatives \ Slides \ Images & Scrapbooks - All Media	25 Year(s) Provided of No Administrative Value.	Multi	approuse ly OHS for historical value.
03-00013	Professional Magazines \ Trade Publications \ Catalogs and similar Publications and Reference Materials - All Media	Retain until no longer of Administrative Value, then destroy (RC-3 Not Required)	Multi	
03-00014	Professional Organizations & Association Files - All Media	1 Year(s) And no longer of an Administrative value.	Multi	
03-00015	General Administrative Files - All Media	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
03-00016	Press \ News Releases - All Media	2 Year(s)	Paper	Audited means: the years
03-00017	Annual Budget ( Zoning Department Copy )	3 Year(s) Provided Audited	Multi	encompassed by the recor have been audited by the Auditor of State and the
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	released pursuant to
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.

m: JEFFERSON TOWNSHIP		ZONING DEPARTMENT			
	(Political Subdivision Name)		(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
03-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi		
03-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi		
03-00022	Laws \ Regulations & Rules (Local, County, State & Federal) - All Media	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi		
03-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi		
03-00024	Computer Generated Reports - Administrative & Financial (Annual \ Cumulative Year End )	Until no longer of Admin. or Fiscal Value	Multi		
03-00025	Memos \ Memoranda \ Inter Office & Inter Departmental Communications	2 Year(s) And no longer of an Admin. or Legal value.	Multi		
03-00026	Voice Mail \ Cellular Phones \ Pagers \ Caller ID \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi		
03-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		
03-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi		

om:	JEFFERSON TOWNSHIP	ZONING DEPARTMENT		
	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00029	Hourly \ Daily, Weekly, Monthly & Yearly: Appointment Books \ Records \ Calendars \ Schedules \ Organizers \ Planners. All Media	Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required)	Multi	
03-00030	Surveys & Questionnaires - All Media	3 Year(s) And no longer of an Admin. or Legal value.	Paper	
03-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	Audited means: the years escompassed by the record
03-00032	Purchase Orders \ Vouchers \ Requisitions \ Receiving Reports \ Bills of Lading \ Packing Slips and Related Invoices & Statements (Zoning Department Copy)	3 Year(s) Provided Audited	Multi	have been audited by the Auditor of State and the audit report has been released pursuant to
03-00033	Backup Data on: Personal Computers \ Lap Tops \ PDA's \ Computer Systems & Servers : Hard Drives \ Zip Disks \ Compact Disks or other Electronic Storage	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)	Multi	Sec. 117.26 O.R.C.
03-00034	Data on Personal Computers \ Lap Tops \ PDA's \ Portable PCs \ Computer Systems & Servers \ Hard Drives \ RAM\ Disks \ Zip Disks \ Diskettes \ Compact Disks \ Tapes \ Cartridges \ Flash Memory Cards and other electronic storage media.	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required)	Multi	
03-00035	Audio \ Video \ Digital: Recordings \ Images - Not Specifically Scheduled	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	

	(Political Subdivision Name)	(Unit)		
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
03-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00037	Audio \ Video \ Digital Recordings of Public Meetings \ Public Hearings: Zoning Department \ Zoning Commission \ Board of Zoning Appeals.	3 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
03-00038	Training Materials - All Media	Until obsolete, superseded or no longer of Administrative Value. ( RC-3 Not Required)	Multi	
03-00039	Training Files of the Zoning Department	10 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
03-00040	Professional Licenses \ Professional Certifications \ Required Licenses \ Certificates of Training and Similar Documents \ Documentation.	Place Copy in Individual's Personnel Records.	Multi	
03-00041	Electronic Mail (E - Mail)	Print E - Mail that has a significant Administrative, Fiscal or Legal Value. File paper copy according to content. Erase E- Mail when no longer of an Administrative Value. (RC-3 Not Required)	Multi	

ZONING DEPARTMENT			
(Unit)			
Retention Period	For use by Auditor of State or OHS-LGRP		
Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible. (RC-3 Not Required)			
7 Year(s)			
Until no longer of Administrative Value.(RC-3 Not Required)			
2 Year(s)			
7 Year(s)			
Until Annual Report created. (RC-3 Not Required)			
Return to Submitter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)			
3 Year(s) After Revised or Superseded. (RC-3 Not Required)			
Continually Maintained, Updated or Revised. (RC-3 Not Required)			

From: JEFFERSON TOWNSHIP ZONING DEPARTMENT (Political Subdivision Name) (Unit) Schedule Retention Media Records title and description, For use by Auditor of Number Period Type State or OHS-LGRP Multi 03-00051 Statistical \ Operational and Special Project 3 Year(s) and no Reports \ Files and Reports \ Records - Not longer of Administrative. Specifically Scheduled Value. (RC-3 Not Required) 03-00052 Invitations to Bid \ Request for Proposals \ 3 Year(s) if Not Multi Requests for Information \ Informal Bids Incorporated into Bid or Project Files 03-00053 Bid Files - Equipment & Supplies : Accepted 5 Year(s) Multi 03-00054 Bid Files - Capital Improvement Projects -15 Year(s) Multi Accepted 03-00055 Bids - All Types: Not Accepted 3 Year(s) Multi 03-00056 Assessment Records 3 Year(s) And no Multi longer of an Admin. or Fiscal value. 03-00057 Project Files - All Types 5 Year(s) Multi 03-00058 Receipts \ Receipt Books & Records 3 Year(s) Paper 03-00059 Licenses \ Permits \ Certificates \ Authorizations: 3 Year(s) Multi Issued to the Township for Activities \ Projects Provided expired \ or Facilities. superceded and no longer of Administrative Value. (RC-3 Not Required) 03-00060 Zoning Department Publications Destroy when Paper obsolete \ outdated. Retain One copy for Reference. (RC-3 Not Required) 03-00061 Presentations \ Speeches - All Media Multi Until no longer of Administrative Value.(RC-3 Not Required) 03-00062 Zoning Department Annual Report. 25 Year(s) Paper for historical value.

m:	JEFFERSON TOWNSHIP	ZONING DEPARTMENT		
The State of the	(Political Subdivision Name)		(Unit)	
Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00063	Exhibits \ Plans \ Drawings \ Plats \ Maps \ Images \ Renderings: Used at Meetings \ Hearings \ Sent to \ or Submitted to: the Zoning Department \ Zoning Commission or Board of Zoning Appeals for Informal Review or Informational Purposes	Return to Submitter \ Presenter or Destroy when no longer of an Admin. Value. (RC-3 Not Required)	Multi	
03-00064	Township Zoning Code	Permanent	Paper	
03-00065	Subdivision Plans \ Plats	Permanent	Multi	
03-00066	Geographic Information System (Maintained by Montgomery County)	Continually Maintained, Updated or Revised. (RC-3 Not Required)	Computer	
03-00067	Parcel File: Parcel Information including Abstract of Complaints \ Violations Case Files	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Paper	
03-00068	Regional Planning Commission Files	5 Year(s) Continually Maintained, Purged and Updated. (RC-3 Not Required)	Multi	
03-00069	Plot Plans	25 Year(s)	Paper	ię " ·
03-00070	Zoning Inspection Determinations	Until Violations corrected \ Determination rescinded or no longer of Administrative or Legal Value. (RC-3 Not Required)	Multi	
03-00071	Zoning Commission \ Board of Zoning Appeals : Public Meeting Agendas \ Public Meeting Notices	3 Year(s)	Paper	
03-00072	Zoning Commission \ Board of Zoning Appeals : Written Minutes & Approved Summaries of Public Meetings & Hearings.	Permanent	Paper	

Records title and description,  ming Certificate Files  ming Commission Case Files (Including mendments to Text): Approved or Denied  ming Complaints & Violation Case Files  pard of Zoning Appeals Case Files: Approved or  enied  miditional Use Letters  emolition \ Nuisance Abatement: Notices & etters  whibits \ Plans \ Drawings \ Plats \ Maps \ Images	Retention Period  Permanent  Permanent  3 Year(s) After case closed  Permanent  Place in Parcel Files or Board of Zoning Appeals Case Files.  Place in Parcel Files or Board of Zoning Appeals Case Files.	Media Type Paper Multi Multi Multi Paper	For use by Auditor of State or OHS-LGRP
ming Commission Case Files (Including mendments to Text): Approved or Denied oning Complaints & Violation Case Files  and of Zoning Appeals Case Files: Approved or enied  and onditional Use Letters  emolition \ Nuisance Abatement: Notices & etters	Permanent  3 Year(s) After case closed Permanent  Place in Parcel Files or Board of Zoning Appeals Case Files.  Place in Parcel Files or Board of Zoning Appeals	Multi Multi Multi Paper	
mendments to Text): Approved or Denied oning Complaints & Violation Case Files ord of Zoning Appeals Case Files: Approved or enied onditional Use Letters emolition \ Nuisance Abatement: Notices & etters	3 Year(s) After case closed Permanent  Place in Parcel Files or Board of Zoning Appeals Case Files.  Place in Parcel Files or Board of Zoning Appeals	Multi Multi Paper	
pard of Zoning Appeals Case Files: Approved or cenied onditional Use Letters cemolition \ Nuisance Abatement : Notices & cetters	Permanent  Place in Parcel Files or Board of Zoning Appeals Case Files.  Place in Parcel Files or Board of Zoning Appeals	Multi	
enied onditional Use Letters emolition \ Nuisance Abatement : Notices & etters	Place in Parcel Files or Board of Zoning Appeals Case Files.  Place in Parcel Files or Board of Zoning Appeals	Paper	
emolition \ Nuisance Abatement : Notices & etters	Files or Board of Zoning Appeals Case Files.  Place in Parcel Files or Board of Zoning Appeals		
etters	Files or Board of Zoning Appeals	Paper	
whibits \ Plans \ Drawings \ Plats \ Mans \ Images			
Renderings: Used at Meetings \ Hearings \ Sent \ or Submitted to: the Zoning Department \ oning Commission or Board of Zoning Appeals r Approval.	Place in related:     Zoning     Department     Parcel File \     Zoning     Commission Case     File or Board of     Zoning Appeals     Case File	Multi	
ownship Zoning Code	Permanent	Paper	
ownship Zoning Map	Until Revised or Superceded. (RC-3 Not Required) Retain One copy for Permanent Reference.	Multi	
ersonnel Records \ Financial Records Not Listed n this Schedule.	See Personnel Management Retention Schedule	Paper	
or	ning Commission or Board of Zoning Appeals Approval.  whip Zoning Code whip Zoning Map  rsonnel Records \ Financial Records Not Listed	Approval.  Parcel File \ Zoning Commission Case File or Board of Zoning Appeals Case File  Permanent  Until Revised or Superceded. (RC-3 Not Required) Retain One copy for Permanent Reference.  Tsonnel Records \ Financial Records Not Listed this Schedule.  See Personnel Management Retention	Approval.  Parcel File \ Zoning Commission Case File or Board of Zoning Appeals Case File  Permanent Paper  Winship Zoning Map  Until Revised or Superceded. (RC-3 Not Required) Retain One copy for Permanent Reference.  Paper  Multi See Personnel Management Retention  Paper  Management Retention