

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

To : JEFFERSON TOWNSHIP Records Commission (937) 262-3591 Telephone Number  
1 Business Park Drive Dayton 45427 MONTGOMERY  
 (Address) (City) (Zip Code) (County)

From JEFFERSON TOWNSHIP PERSONELL RECORDS  
 (Political Subdivision Name) (Unit)  
Robert E. Bradley Twp Administrator 5/16/2003  
 (Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these 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.

Chairman, Records Commission:

Signature

Date

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

For the Ohio Historical Society

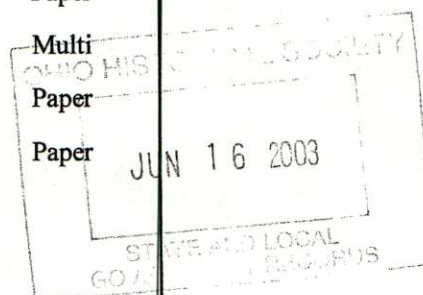
Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Applications for Employment - HIRED	7 Year(s) After employee leaves Township employment	Paper	
03-00002	Resumes & Letters of Reference - NOT HIRED	7 Year(s)	Paper	
03-00003	Resumes & Letters of Reference - HIRED	7 Year(s)	Paper	
03-00004	Background Investigations - NOT HIRED & HIRED	7 Year(s) After position filled or list expires	Paper	
03-00005	Polygraph Examinations - Employment	7 Year(s) After position eligibility lists expires	Paper	
03-00006	Controlled Substance Testing - Employment	7 Year(s)	Paper	
03-00007	Pre-Employment Interview Notes	7 Year(s)	Multi	
03-00008	Occupational Health Examinations - NOT HIRED	7 Year(s)	Paper	
03-00009	Occupational Health Examinations - HIRED	7 Year(s) After employee leaves Township employment	Paper	



# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP PERSONELL RECORDS  
 (Political Subdivision Name) (Unit)

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

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From: JEFFERSON TOWNSHIP PERSONELL RECORDS  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o 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	

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 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o 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	

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From: JEFFERSON TOWNSHIPPERSONELL RECORDS

(Political Subdivision Name)

(Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00044	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	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
03-00051	Employee Time Cards \ Sheets	7 Year(s) Provided Audited	Paper	
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP  
(Political Subdivision Name)

PERSONELL RECORDS  
(Unit)

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 maintained until employee exercises all pension rights and benefits.	Paper	
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	
03-00065	W-2 Forms	7 Year(s) Provided Audited	Paper	

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: 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
03-00066	State Income Tax Reports	25 Year(s)	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
03-00067	Tax Withholding Reports / Employer Quarterly Federal Tax Return [Form 941]	7 Year(s) Provided Audited	Paper	
03-00068	Garnishment Orders	3 Year(s) After Order is rescinded or Employee leaves Township Employment then destroy. (RC-3 Not Required)	Paper	
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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(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	

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(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	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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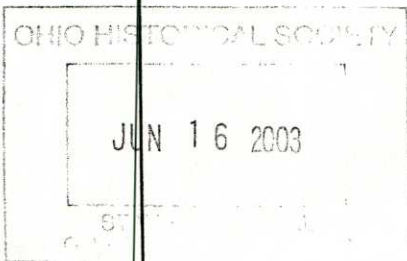
To : JEFFERSON TOWNSHIP Records Commission (937) 262-3590 Telephone Number \_\_\_\_\_  
1 Business Park Drive Dayton 45427 MONTGOMERY  
(Address) (City) (Zip Code) (County)

From JEFFERSON TOWNSHIP FIRE DEPARTMENT  
(Political Subdivision Name) (Unit)  
Roy Mann Fire Chief 5/16/2003  
(Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these 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.

Chairman, Records Commission: *Angela L. Jones* \_\_\_\_\_  
Signature Date  
Subject to selection upon receipt of a  
Certificate of Records Disposal (RC-3) *Pam J. Smith* 6-16-03  
For the Ohio Historical Society Date  
Approved by the Ohio Auditor of State: *Martin E. Muehle* 6-9-03  
For the Ohio Auditor of State Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Paper	
03-00003	Executive Correspondence - Correspondence of the Fire Chief and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Fire Department's policies, programs, fiscal and personnel matters.	2 Year(s) And no longer of an Admin. or Legal value.	Multi	



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From: JEFFERSON TOWNSHIP FIRE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o 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	

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From: 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
03-00011	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	<i>appraise by OHS for historical value.</i>
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	
03-00017	Annual Budget ( Fire Department's Copy )	3 Year(s) Provided Audited	Multi	
03-00018	Annual Fire Department Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP FIRE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

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From: JEFFERSON TOWNSHIPFIRE 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	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
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	
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	
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	
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	

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 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

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Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	

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 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	<i>appraised by OHS for historical value.</i>

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 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP FIRE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP FIRE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: 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
03-00092	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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP FIRE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP FIRE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To: JEFFERSON TOWNSHIP Records Commission (937) 262-3591 Telephone Number \_\_\_\_\_

1 Business Park Drive Dayton 45427 MONTGOMERY

(Address) (City) (Zip Code) (County)

From JEFFERSON TOWNSHIP TOWNSHIP CLERK

(Political Subdivision Name) (Unit)

Allen Elijah Township Clerk 5/16/2003

(Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these 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.

Chairman, Records Commission:

Signature

Date

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

For the Ohio Historical Society

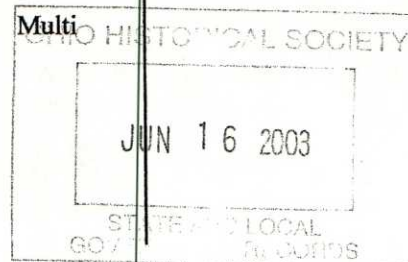
Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Paper	
03-00003	Executive Correspondence - Correspondence of the Township Clerk and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Clerk's Office policies, programs, fiscal and personnel matters.	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
03-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Clerk's Office and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence Office's policies.	1 Year(s) And no longer of an Administrative value.	Multi	



# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP  
(Political Subdivision Name)

TOWNSHIP CLERK  
(Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP CLERK  
(Political Subdivision Name) (Unit)

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	<i>appraise by OHS for historical value.</i>
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	
03-00017	Annual Budget ( Clerk's Copy )	3 Year(s) Provided Audited	Multi	
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	
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	

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP  
(Political Subdivision Name)

TOWNSHIP CLERK  
(Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP  
(Political Subdivision Name)

TOWNSHIP CLERK  
(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 have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
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	
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	
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP CLERK  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP CLERK  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or State or OHS-LGRP
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	Reports \ Records - Not Specifically Scheduled	3 Year(s) and no longer of Administrative. Value. (RC-3 Not Required)	Multi	<i>appraise by OHS for historical value.</i>
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	<i>appraise by OHS for historical value.</i>
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP CLERK  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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)	Multi	<i>appraise by OHS for historical value.</i>
03-00062	Annual Report of the Clerk's Office	25 Year(s)	Paper	<i>appraise by OHS for historical value.</i>
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP CLERK  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00068	Township Annual Reports (Annual Status & Financial Reports)	25 Year(s)	Paper	<i>appraise by OHS for historical value.</i>
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	
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP CLERK  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	<i>appraised by OHS for historical value.</i>
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**To : JEFFERSON TOWNSHIP Records Commission (937) 262-3590 Telephone Number1 Business Park DriveDayton45427MONTGOMERY

(Address)

(City)

(Zip Code)

(County)

From JEFFERSON TOWNSHIP SERVICE DEPARTMENT

(Political Subdivision Name)

(Unit)

James Thompson  
(Signature Of Responsible Official)Jim Thompson  
(Name)Road Superintendent  
(Title)5/16/2003  
(Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these 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.

Chairman, Records Commission:

Signature

Date

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

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Paper	
03-00003	Executive Correspondence - Correspondence of the Road Superintendent and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Service Department's policies, programs, fiscal and personnel matters.	2 Year(s) And no longer of an Admin. or Legal value.	Multi	

OHIO HISTORICAL SOCIETY

JUN 16 2003

STATE HISTORICAL SOCIETY

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP SERVICE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: 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
03-00011	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	<i>appraise by OHS for historical value.</i>
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	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
03-00017	Annual Budget ( Clerk's Copy )	3 Year(s) Provided Audited	Multi	
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township. (RC-3 Not Required)	Multi	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP SERVICE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

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From: 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
03-00029	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	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
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	
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	
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	
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	

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From: JEFFERSON TOWNSHIP SERVICE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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 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	

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From: JEFFERSON TOWNSHIP SERVICE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or State or OHS-LGRP
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	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	

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From: JEFFERSON TOWNSHIP SERVICE DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or State or OHS-LGRP
03-00056	Material Safety Data Sheets	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Paper	
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 \ superseded 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	<i>appraise by OHS for historical value.</i>
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	

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From: 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
03-00071	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	

# APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS

To: JEFFERSON TOWNSHIP Records Commission (937) 262-3591 Telephone Number                     

DAYTON 45427 MONTGOMERY

(Address) (City) (Zip Code) (County)

*Robert E. Bradley* Robert E. Bradley Township Administrator 5/16/2003

(Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these 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.

Chairman, Records Commission:

*Angela K. Jones*

Signature

Date

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

*Pam J. Swift*

For the Ohio Historical Society

6-19-03

Date

Approved by the Ohio Auditor of State:

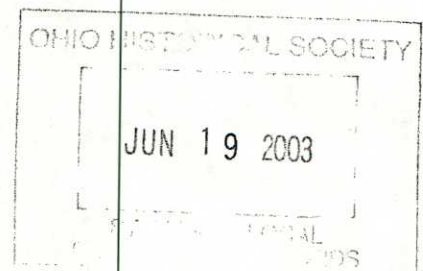
*Martin E. Muehl*

For the Ohio Auditor of State

6-9-03

Date

Item Number	Records series title, description, and beginning and ending dates	For use by Auditor of State or OHS-LGRP
03-00001	Police Department. All Departmental \ Records \ Reports \ Files \ Evidence not previously turned over to the Montgomery County Sheriff's Office on September 15, 1995 when the Department was dissolved. Employment Records governed by Township Personnel Management Records Retention Schedule. Begin Date : 1/1/1930 End Date : 9/15/1995	anything permanent or ongoing turned over to Mont. Co. Sheriff in 1995. all other records to be disposed of. pgs.



# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To : JEFFERSON TOWNSHIP Records Commission (937) 262-3590 Telephone Number  
1 Business Park Drive Dayton 45427 MONTGOMERY  
 (Address) (City) (Zip Code) (County)

From JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR  
 (Political Subdivision Name) (Unit)  
Robert E. Bradley Township Administrator  
 (Signature Of Responsible Official) (Name) (Title) 5/16/2003  
 (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these 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.

Chairman, Records Commission:

Signature

Date

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

For the Ohio Historical Society

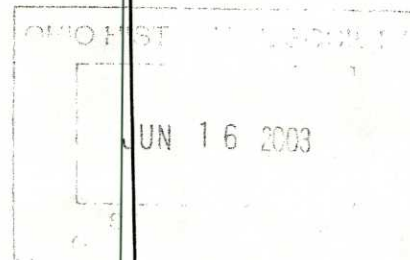
Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Paper	
03-00003	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.	2 Year(s) And no longer of an Admin. or Legal value.	Multi	



# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

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From: 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
03-00011	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	<i>Appraise by OHS for historical value.</i>
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 encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
03-00017	Annual Budget ( Administrator's Copy )	3 Year(s) Provided Audited	Multi	
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o 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	

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From: 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
03-00029	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	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
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	
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	
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	
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	

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From: JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	

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 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or 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	Reports \ Records - Not Specifically Scheduled	3 Year(s) and no longer of Administrative Value. (RC-3 Not Required)	Multi	<i>Appraise by OHS for historically valuable reports</i>
03-00048	Unsolicited Reports \ Plans \ Drawings \ Renderings \ Maps \ Recordings \ Images or Proposals sent to the Township Administrator or 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	

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From: JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o 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	<i>appraised by OHS for historical value.</i>
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	<i>appraised by OHS for historical value.</i>
03-00062	Annual Report of the Township Administrator & Board of Trustees	25 Year(s)	Paper	<i>appraised by OHS for historical value.</i>

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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 Superseded. (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	<i>Appraise Resolutions Minutes for historical value.</i>
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	<i>Appraise by OHS for historical value.</i>
03-00074	Ohio Public Work Files (Copy)	10 Year(s)	Multi	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP TOWNSHIP ADMINISTRATOR  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To : JEFFERSON TOWNSHIP Records Commission (937) 262-3590 Telephone Number

1 Business Park Drive

Dayton

45427

MONTGOMERY

(Address)

(City)

(Zip Code)

(County)

From JEFFERSON TOWNSHIP

ZONING DEPARTMENT

(Political Subdivision Name)

(Unit)

Verne Fortson  
(Signature Of Responsible Official)

(Name)

Director

(Title)

5/16/2003

(Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these 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.

Chairman, Records Commission:

Angela K. Jones  
Signature

Date

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

Pamela J. Swift  
For the Ohio Historical Society

6-16-03

Date

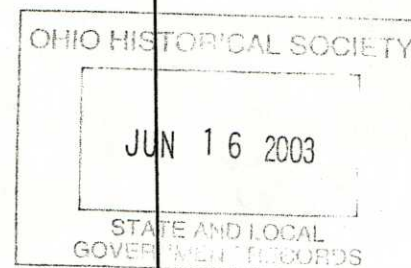
Approved by the Ohio Auditor of State:

Martin E. Miller  
For the Ohio Auditor of State

6-9-03

Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
03-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised or Superseded. (RC-3 Not Required)	Paper	
03-00003	Executive Correspondence - Correspondence of the Director and the executive staff dealing with significant aspects of administration. This correspondence includes information concerning the Zoning Department's policies, programs, fiscal and personnel matters.	2 Year(s) And no longer of an Admin. or Legal value.	Multi	



# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP ZONING DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: 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
03-00011	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	<i>Appraise by OHS for historical value.</i>
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	
03-00017	Annual Budget ( Zoning Department Copy )	3 Year(s) Provided Audited	Multi	
03-00018	Annual Office Budget Preparation Documents & Worksheets - All Media	3 Year(s)	Multi	
03-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Township.( RC-3 Not Required)	Multi	

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP ZONING DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: 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	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
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	
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	
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	
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP ZONING DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: 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
03-00042	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	Monthly Reports	Until Annual Report created. (RC-3 Not Required)	Multi	
03-00048	Unsolicited Reports \ Plans \ Drawings \ Renderings \ Maps \ Recordings \ Images or Proposals sent to the Zoning Department, Zoning Commission or Board of Zoning Appeals.	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 - Zoning 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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP ZONING DEPARTMENT  
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or State or OHS-LGRP
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	
03-00056	Assessment Records	3 Year(s) And no longer of an Admin. or Fiscal value.	Multi	
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	Zoning 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	Zoning Department Annual Report.	25 Year(s)	Paper	<i>appraise by OHS for historical value.</i>

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP ZONING DEPARTMENT  
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or 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	
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	

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: JEFFERSON TOWNSHIP  
(Political Subdivision Name)

ZONING DEPARTMENT  
(Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor or State or OHS-LGRP
03-00073	Zoning Certificate Files	Permanent	Paper	
03-00074	Zoning Commission Case Files ( Including Amendments to Text ) : Approved or Denied	Permanent	Multi	
03-00075	Zoning Complaints & Violation Case Files	3 Year(s) After case closed	Multi	
03-00076	Board of Zoning Appeals Case Files: Approved or Denied	Permanent	Multi	
03-00077	Conditional Use Letters	Place in Parcel Files or Board of Zoning Appeals Case Files.	Paper	
03-00078	Demolition \ Nuisance Abatement : Notices & Letters	Place in Parcel Files or Board of Zoning Appeals Case Files.	Paper	
03-00079	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 Approval.	Place in related: Zoning Department Parcel File \ Zoning Commission Case File or Board of Zoning Appeals Case File	Multi	
03-00080	Township Zoning Code	Permanent	Paper	
03-00081	Township Zoning Map	Until Revised or Superseded. (RC-3 Not Required) Retain One copy for Permanent Reference.	Multi	
03-00082	Personnel Records \ Financial Records Not Listed on this Schedule.	See Personnel Management Retention Schedule	Paper	