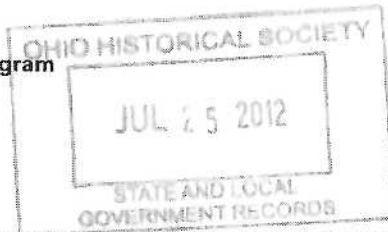




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CANAAN TOWNSHIP, MORROW COUNTY
(local government entity) (unit)

Deana Detwiler DEANA DETWILER FISCAL OFFICER July 24, 2012
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Canaan Township Board of Trustees, John Bayles, Chairman 419-946-1408
(local government entity) (telephone number)
Records Commission
2170 State Route 95 Edison 43320 Morrow
(address) (city) (zip code) (county)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

John Bayles 7-9-2012
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo Gov't Records Archivist-LGRP 7/27/12
Signature Title Date

Section D: Auditor of State

Martin E. Mohr 8-6-12
Signature Date

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



Ohio Historical Society
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800 E. 17th Avenue
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John Bayler
Chairman of Board Canaan Township
Deana Detwiler
Fiscal Officer

Section E: Records Retention Schedule

Canaan Township, Morrow County
(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
A-1	AGENDAS- Order of Business for regular and special meetings of Board of Trustees	2 years	Paper		<input type="checkbox"/>
A-2	ANNUAL FINANCIAL REPORT – Submitted yearly to AOS	25 years	Paper		<input checked="" type="checkbox"/>
A-3	MINUTES –Record of regular and special meetings	Permanent	Paper		<input checked="" type="checkbox"/>
A-4	CORRESPONDENCE – Letters received concerning twp business/issues of importance	2 years	Paper		<input type="checkbox"/>
A-5	RESOLUTIONS – Items of business passed in open meetings of the board	5 years after incorp into minutes	Paper		<input type="checkbox"/>
A-6	AUDIT REPORTS – State Examiner's report of twp business	5 years	Paper		<input type="checkbox"/>
A-7	AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES	5 years	Paper		<input type="checkbox"/>
A-8	CERTIFICATES OF TOTAL AM'T FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES	3 years	Paper		<input type="checkbox"/>
A-9	ANNUAL APPROPRIATIONS RESOLUTIONS -	Put into min., retain for 5 years	Paper		<input type="checkbox"/>
A-10	RECEIPTS	3 years	Paper		<input type="checkbox"/>
A-11	APPROPRIATIONS LEDGER	5 years	Paper		<input type="checkbox"/>
A-12	CASH BOOKS (CASH, RECEIPTS, & EXPENDITURE JOURNALS	5 years provided audited	Paper		<input type="checkbox"/>
A-13	TAX SETTLEMENTS & SEMI-ANNUAL APPORTIONMENT OF TAXES	5 years	paper	Audited means: the year encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>



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Section E: Records Retention Schedule

Canaan Township, Morrow County (unit)
(local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
A-14	BANK STATEMENTS & RECONCILIATIONS	4 year	Paper		<input type="checkbox"/>
A-15	BANK DEPOSIT SLIPS	4 years	Paper		<input type="checkbox"/>
A-16	CHECK REGISTERS (STUBS, DUPLICATE COPIES)	4 years	Paper		<input type="checkbox"/>
A-17	CANCELED CHECKS	4 years	Paper		<input type="checkbox"/>
A-18	TELEPHONE, ELECTRIC, PROPANE BILLS	2 years	Paper		<input type="checkbox"/>
A-19	VENDOR PAYMENT RECORDS	5 years	Paper		<input type="checkbox"/>
A-20	INVOICES, PO'S AND VOUCHERS	5 years provided audited	Paper	Audited records the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
A-21	INVENTORIES OF TWP PROPERTY	1 year until superseded	Paper		<input type="checkbox"/>
A-22	ROAD RECORDS – EXP FOR MAINTENANCE AND REPAIR, SIGNS, CULVERT INSTALLATION	Permanent	Paper		<input checked="" type="checkbox"/>
A-23	CONSTRUCTION RECORDS – ROAD AND BUILDING (Twp office)	15 years after completion	Paper		<input type="checkbox"/>
A-24	ROAD FUND RECORDS	10 years	Paper		<input type="checkbox"/>
A-25	EQUIPMENT MAINTENANCE RECORDS	Life of Equipment	Paper		<input type="checkbox"/>
A-26	ROAD IMPROVEMENT RECORDS	Permanent	Paper		<input checked="" type="checkbox"/>



Section E: Records Retention Schedule

Canaan Township, Morrow County
 (local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
A-27	ROAD MILEAGE/LOG REPORTS	Permanent	Paper		<input checked="" type="checkbox"/>
A-28	HYDRANT LOCATION RECORDS	Permanent	Paper		<input checked="" type="checkbox"/>
A-29	DITCH RECORDS	Permanent	Paper		<input checked="" type="checkbox"/>
A-30	FIRE PROTECTION CONTRACTS	15 years	Paper		<input type="checkbox"/>
A-31	CERTIFICATIONS OF PUBLISHING LEGAL NOTICES	2 years	Paper		<input type="checkbox"/>
A-32	BIDS – SUCCESSFUL AND UNSUCCESSFUL	3 years	Paper		<input type="checkbox"/>
A-33	CONTRACTS & AGREEMENTS	15 years	Paper		<input type="checkbox"/>
A-34	ISSUE ONE GRANT FOR ROADWORK	Permanent	Paper		<input checked="" type="checkbox"/>
A-35	INSURANCE POLICIES	2 years after expired	Paper		<input type="checkbox"/>
A-36	LEVY FILES	Life of Levy plus one year	Paper		<input type="checkbox"/>
A-37	LEASES	5 years after expiration	Paper		<input type="checkbox"/>
A-38	OFFICIALS' BONDS	10 years after end of office (or longer)	Paper		<input type="checkbox"/>
A-39	EMPLOYMENT RECORDS (PAYROLL RECORDS)	Permanent	Paper		<input type="checkbox"/>



Section E: Records Retention Schedule

Canaan Township, Morrow County
(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
A-40	W-2's	4 fiscal years	Paper		<input type="checkbox"/>
A-41	W-4's	Until superseded or employee terminates	Paper		<input type="checkbox"/>
A-42	PER DIEM ACCOUNT RECORDS & TRUSTEE MONTHLY LOGS	3 years	Paper		<input type="checkbox"/>
A-43	OPERS MONTHLY REPORTS	60 years	Paper		<input type="checkbox"/>
A-44	PAYROLL RECORDS ANNUAL	60 years	Paper		<input type="checkbox"/>
A-45	PERSONNEL RECORDS	60 years	Paper		<input type="checkbox"/>
A-46	PLATS & MAPS	Appraise for historical value	Paper		<input checked="" type="checkbox"/>
A-47	BURIAL TRANSIT PERMITS	5 years	Paper		<input type="checkbox"/>
A-48	BURIAL RECORDS	Permanent	Paper		<input checked="" type="checkbox"/>
A-49	CEMETERY FUND RECORDS	Permanent	Paper		<input checked="" type="checkbox"/>
A-50	CEMETERY PLATS	Permanent	Paper		<input checked="" type="checkbox"/>
A-51	CEMETERY DEED RECORDS/CEMETERY LOT SALES	Permanent	Paper		<input checked="" type="checkbox"/>
A-52	BIRTHS & DEATHS - death certificates - township residents published obituaries - township cemetery burials	Appraise for historical value	Paper		<input checked="" type="checkbox"/>

* per
attached
correspondence
7/27/12
ECL



Section E: Records Retention Schedule

Canaan Township, Morrow County
 (local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
A-53	CEMETERY CARE/MOWING CONTRACTS	15 fiscal years	Paper		<input type="checkbox"/>
A-54	PUBLICATIONS OF THE TOWNSHIP (Newsletter)	Permanent, retain 2 copies	Paper		<input type="checkbox"/>
A-55	ROAD INSPECTION REPORTS	5 Years or more	Paper		<input type="checkbox"/>
A-56	HEALTH INSURANCE REIMBURSEMENT RECORDS	10 year	Paper		<input type="checkbox"/>
A-57	TRACTOR INSPECTION/MAINTENANCE RECORDS (ROADSIDE MOWER)	Life of Vehicle	Paper		<input type="checkbox"/>
A-58	GRANTS-ISSUE ONE TR66-PHASE ONE	Permanent	Paper & Digital		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Schedule of Records Retention & Disposition
RESOLUTION

Dated 4-14-08-2

The *Board of Trustees* of Canaan Township, in Morrow County

Ohio met in Regular session on the 14th day of April, 2008, at the office
of Canaan Township, 2170 State Route 95, with the following members present:

Mr. Edward Sayers

Mr. John Byles

Mrs. Billie Pangborn

Mrs Pangborn moved the adoption of the following Resolution:

BE IT RESOLVED by the *Board of Trustees* of Canaan Township,

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Canaan Township, Morrow County Records Commission

(2) FROM: Canaan Township

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate:

(4) Approvals:

Authorized department official:

Mary M. Holtz, Auditor 11/10/87
Deana B. Detwiler, Clerk 11/10/87
 Name, title Date

Chairman, Records Commission:

Edward Soyars
 Name Date

Ohio Historical Society:

Eric Elfenbacher 11/23/87
 Name Date

Auditor of State, Bureau of Inspection and Supervision:

Ben E. Giffenbach 11.27.87
 Name Date

(5) Schedule Number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
87-1	Accident Reports	2 years, provided no claims pending	
87-2	Account Record(507.04 ORC)	10 years after last entry, provided audited*	
87-3	Animal Claims	3 years, provided audited*	
87-4	Annual Budget Resolution (July document and December amendements)	Incorporate in Minutes (Proceedings); retain copies 5 years.	
87-4	Annual Financial Report to Auditor of State	Permanent	
87-5	Annual Inventory (505.04 ORC)	3 years, provided audited*	
87-6	Annual Report	Permanent	
87-7	Applications for Employment	Retain with personnel record if applicant employed; others 1 year	
87-8	Apporprioations Ledger	5 years, provided audited*	
87-9	Audit Reports	Permanent	
87-10	Bank Statements(Reconciliations)	3 years, provided audited*	
87-11	Bank Deposit Slips	3 years, provided audited*	
87-12	Bids (Successful)	15 years	
87-13	Bids (Unseccessful)	2 years, provided audited*	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
87-14	Board of Education Minutes	Permanent	<i>Historical, Review by OHS on</i>
87-15	Board of Health Records	Appraise for Historical Value	
87-16	Board of Zoning Appeals Case Files	Permanent	<i>Historical, Review by OHS Dept</i>
87-17	Board of Zoning Appeals Minutes (519.15 ORC)	Permanent	
87-18	Bond Register (Revenue Bonds)	Permanent	<i>after entire bond issue has matured and been redeemed. BFD</i>
87-19	Bonds, Officials	10 years after termination of officer or employees	
87-20	Bonds, Revenue (and Redeemed Coupons)	2 years after redemption, provided audited*	
87-21	Budgetary and Fiscal Worksheets	3 years, provided audited*	
87-22	Burial Permits/Burial Transit Permits	5 years	
87-23	Burial Records/Internment Records	Permanent	
87-24	Cancelled Checks	3 years, provided audited*	
87-25	Cash Book/Cash Receipts and Expenditures Journal	3 years, provided audited*	
87-26	Cemetery Deed Records (517.07 ORC)	Permanent	<i>Historical, Review by OHS on</i>
87-27	Cemetery Lot Record (517.07 ORC)	Permanent	
87-28	Cemetery Plat (517.06 ORC)	Permanent	
87-29	Chattel Mortgage Record	Appraise for Historical Value	
87-30	Check Register (Stubs or Duplicate copy of check)	3 years, provided audited*	
87-31	Civil Defense Records	Appraise for Historical Value	
87-32	Constables Records	Appraise for Historical Value	
87-33	Contracts and Agreements	15 years	
87-34	Correspondence	1-5 years	
87-35	Ditch Applications	Permanent	
87-36	Ditch Plats and Profiles	Permanent	
87-37	Easements	Permanent	
87-38	Enumerations of School-Aged Youth	Permanent	<i>Historical, Review by OHS Dept</i>
87-39	Fire Reports/Fire Run Record	5 years	
87-40	Income Tax Returns	6 years	
87-41	Insurance Policies	2 years after expiration, provided all claims are settled	
87-42	Justice of the Peace Case File	Appraise for Historical Value	
87-43	Justice of the Peace Civil Dockets	Appraise for Historical Value	
87-44	Justice of the Peace Criminal Docket	Appraise for Historical Value	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
87-45	Leases	2 years after expiration, provided audited*	
87-46	Ministerial Lands Records	Appraise for Historical Value	
87-47	Minutes(Proceedings) of the Township Trustees (507.04 ORC)	Permanent	<i>Historical, Review by OHS DECH</i>
87-48	Pay-In Orders (Receipts)	3 years, provided audited*	
87-49	Payroll Records (Individual's Annual Record)	60 years	
87-50	Payroll Records(Biweekly Records)	3 years, provided audited*	
87-51	Permits and Liceses	1 year after expiration, provided audited*	
87-52	Personnel Records	60 years	
87-53	Plats and Maps	Appraise for Historical Value	
87-54	Poll Books and Tally Sheets	Appraise for Historical Value	
87-55	Poor Relief Reports	Appraise for Historical Value	
87-56	Publications of the Township	Retain 2 copies Permanent	
87-57	Record of Estrays(Stray Animals)	Permanent	
87-58	Record of Marks and Brands(507.05ORC)	Permanent	<i>Historical, Review by OHS DECH</i>
87-59	Record of Teachers Examinations	Appraise for Historical Value	
87-60	Register of Voters	Permanent	<i>Historical, Review by OHS DECH</i>
87-61	Requisitions (with Related Invoices and Purchase Orders)	3 years, provided audited*	
87-62	Resolutions (copies)	Retain copies 5 years after incorporation in Minutes (Proceedings)	
87-63	Road Record (507.05 ORC)	Permanent	<i>Historical, Review by OHS DECH</i>
87-64	Semi-Annual Apportionment of Taxes	5 years	
87-65	Soldiers Relief Records	Appraise for Historical Value	
87-66	Specifications Books	Incorporate 1 copy with Contracts	
87-67	Statements of Account for Per Diem and Services (505.24 ORC)	3 years, provided audited*	
87-68	School Fund Account Record	Appraise for Historical Value	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
87-69	Teachers Term Record (School Registers, Pupil Record)	Appraise for Historical Value	
87-70	Vouchers	3 years provided audited*	
87-71	W-2 Forms	6 years	
87-72	W-4 Forms	Until superceded or employee terminates	
87-73	Workers Compensation Claims	10 years after date of final payment	
87-74	Zoning Permit Applications	1 year after final decision rendered	
<p>* "Provided Audited" means the record series has been audited by the Auditor of State and the audit report released.</p>			

Mr. Sayers seconded the **Resolution** and the

roll being called upon its adoption the vote resulted as follows:

Mrs Pangborn , yes

Mr. Sayers , yes

Mr. Bayles , yes

Adopted April 14th, 2008

Deana Detwiler

Fiscal Officer

Deana Detwiler

THE STATE OF OHIO, MORROW COUNTY, ss:

I, Deana Detwiler, Fiscal Officer of the Board of Trustees

of Canaan Township, in Morrow

County Ohio, and in whose custody the Files, Journals and Records

of said Board are required by the Laws of the State of Ohio to be

kept, do hereby certify that the foregoing Schedule of Records Retention & Disposition
Resolution is taken and copied from the original Resolution now on

file with said Board, that the foregoing Resolution has been compared

by me with the said original and that the same is a true and correct

copy thereof.

WITNESS my signature, this 14th day of April, 2008.



Deana Detwiler, Fiscal Officer