

# **OHIO TOWNSHIP RECORDS MANUAL**

Suggested Records Retention Periods

LOCAL GOVERNMENT RECORDS PROGRAM  
ARCHIVES/LIBRARY DIVISION  
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# *Ohio Township Records Manual*

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Thank you for using the Ohio Township Records Manual published by the Ohio Historical Society's Local Government Records (LGR) Program. This manual lists many township record series and provides *suggested* retention periods. Records that are not listed in this manual should be evaluated by the records creator and the local records commission in order to determine an appropriate retention period. To determine the retention period of a record series, evaluate the series based on its administrative, legal, fiscal, and historical value to the township, region or the State of Ohio.

A record has **administrative** value if it is needed to conduct the current business of the office that created it. Administrative value diminishes over time because the record is no longer needed for current business.

A record has **legal** value if it documents or protects the legal rights of the office that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.

A record has **fiscal** value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounting records have been audited. Records of activities funded with combinations of state and federal funds often must be retained longer than records pertaining solely to local funds.

A record has **historical** value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination.

The retention periods suggested in this manual are based upon the application of each of the four values of records to each record series. Please be aware that these values are not static and can change as fiscal and legal requirements evolve. A local government may choose to adopt retention periods different from those suggested in this manual.

## **Using this Manual**

This manual is presented in chapters corresponding to major offices found in Ohio township governments.

Note: "Audited" and "Provided Audited", when used in this manual and on all RC-1s, RC-2s and RC-3s, means: the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26 Ohio Revised Code. To confirm audit periods and release dates, contact your fiscal officer or the Ohio Auditor of State's Clerk of the Bureau, Columbus.

## **Role of the Ohio Historical Society**

The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the "archives administration for the State of Ohio and its political subdivisions." As such, when local governments dispose of records, OHS has the first right to select records for permanent archival preservation that have continuing historical value to the State of Ohio and its citizens (Sec. 149.38

ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program (LGRP). The LGRP works with local governments to develop practical records management programs. For more information about establishing a records management program, you may want to refer to the *Local Government Records Handbook*.

The Ohio Historical Society has designated eight Ohio Network of American History Research Centers (Network Centers) as depositories for local government records within their respective regions. Townships devoting space to the storage of historical records may want to consider transferring those records for permanent preservation in a true archival setting at no cost to the township while permitting access to researchers. Township records transferred to the custody of a network center retain their own identity as records belonging to the originating township and are available to the originating township should the need arise.

### **Publications Available from the Ohio Historical Society LGR Program**

*Ohio County Records Manual\**

*Ohio Municipal Records Manual\**

*Ohio Township Records Manual\**

*Local Government Records Handbook\**

*Sample Library Retention Schedule*

*Guidelines for Managing E-mail*

*Electronic Records Management Guidelines*

*Guidelines for Implementing a Digital Imaging System*

Contact the LGR Program to order a paper copy of these publications. All of these publications are freely available on the Ohio Historical Society's web site at <http://www.ohiohistory.org/lgr>

\*There is a fee for the print version of these publications.

Contact the OHS Local Government Records Program (614/297-2553) with your constructive comments and suggestions. Our email address is [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org).

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## ***Township Government***

The adoption of the Ordinance of 1785 by the federal government provided for the legal establishment of township government.

A surveyor was appointed by Congress to divide the Ohio Territory into five or six mile square units. The square plats were designated into numbered units one mile square or 640 acres. These lots then were offered for sale to the public by the federal government. Section 16 was reserved for the establishment of a township public school. The Ordinance of 1785 created the township and made it the first governmental unit in Ohio.

When Ohio became a state in 1803, the township also became a political subdivision of the state. As such, the township has only those powers granted to it by the state legislature and performs its functions as directed by the state.

Over the years, these functions have changed and grown. In 1804, provisions were made to care for the poor, maintain the roads and the peace of the township, to register livestock brands, and in general, to serve the basic needs of township residents. Elected officials were required to perform these duties: a board of three trustees, a clerk, two overseers of the poor, a select number of highway supervisors, a justice of the peace, and constables. In later years, a treasurer, an assessor, and boards of education and health were added. Currently the number of elected officials has been reduced to three trustees and a clerk, each of which are elected to a four-year term. They fulfill their duties on a part-time basis. The other previously mentioned elected officials have become obsolete, as have their functions. County or municipal government has assumed many of these responsibilities for the obsolete office.

The state legislature has granted the township the latitude to provide a wide variety of services to the public, which allow for a more modern and workable local government. Some of these services include: artificial lighting on any public road, place, or building within township boundaries and outside municipal limits, the care and management of cemeteries, waste disposal, zoning, police and fire protection, and township road and ditch construction, care, and maintenance.

## BOARD OF TRUSTEES

The Board of Township Trustees consists of three members elected to a four year, part-time term. They are responsible for the supervision and maintenance of all township functions. In the early days of township history, the Board of Trustees cared for the poor, maintained roads, preserved the peace, and registered brands.

Today, the board's responsibilities include providing for the artificial lighting of any public road, place, or building under township supervision, excluding cities and villages, the care and maintenance of township cemeteries, providing for sanitary waster disposal, rural zoning, police and fire protection, and township road and ditch construction and maintenance. Township trustees also have responsibilities for animals running at large in the township, line fences between adjacent property owners, township hospitals or township hospital districts, the erection of monuments, parks and public playgrounds, and the control of weeds and brush, under certain circumstances.

## TOWNSHIP CLERK

ACCIDENT REPORTS	2 fiscal years, provided audited
ACCOUNT RECORDS (ORC 507.04) Arranged chronologically by date of entry. Contains date, name, purpose or source, number of warrant or voucher number, receipts and expenditures, and balance from various accounts. Although series loses administrative value rapidly expiring by the time 10 years has elapsed and loses fiscal value once audited, some Account Records have included Minutes and Results of Elections.	10 years after last entry, provided audited
AGENDAS	2 years
AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES From County Auditor of township for yearly budget.	5 years
ANIMAL BOUNTIES (Chicken Hawk, Ground Hog, Sparrow, Wolf, And Panther Bounties) Arranged by number. Receipts for payment of bounties show name and address of applicant, date filed, and amount due.	Until audited. Appraise for historical value
ANIMAL CLAIMS Arranged by date of filing. Contains original claims filed for compensation for livestock killed and injured by dogs, showing date filed with trustees, number, breed, and value per head, total value of animals killed and injured, and amount of claim.	3 years, provided audited
ANNUAL BUDGET RESOLUTIONS (July document and December amendments)	Incorporate into Minutes; retain copies 5 years
ANNUAL FINANCIAL REPORTS (ORC 507.07) (Proceedings)	Incorporate into Minutes

ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE	25 years
ANNUAL INVENTORIES (ORC 505.04) Annual inventory of township equipment and supplies.	3 fiscal years, provided audited
ANNUAL REPORTS (ORC 5571.13)	Permanent
APPLICATIONS FOR EMPLOYMENT	Retain with Personnel Record if applicant employed; others destroy after 2 years
APPROPRIATIONS LEDGERS (Receipts and Expenditures Records) Contains who the funds are for, for what purpose, when available, year available, amount, and where funds came from.	5 fiscal years, provided audited
ASSESSORS' RECORDS OF FRUIT GROWERS Arranged chronologically. Contains name, address, owner or agent; number of peach trees, plum trees, cherry trees, prune trees, apricot trees, and almond trees.	Appraise for historical value
AUDIT REPORTS	5 fiscal years
BANK DEPOSIT SLIPS	4 fiscal years, provided audited
BANK STATEMENTS (Reconciliations)	4 fiscal years, provided audited
BIDS (Successful) Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided, and penalties for non-completion.	3 fiscal years, provided audited
BIDS (Unsuccessful) See above.	3 fiscal years, provided audited
BOND REGISTERS (Revenue Bonds)	20 fiscal years after issue called
BONDS, OFFICIALS (Record Of Officials' Oaths And Bonds; Certificates Of Oaths; Notices To Officers Elected Or Appointed; ORC 503.25; ORC 507.04; ORC 507.05; ORC 507.08) Arranged by official's title and therein chronologically. Contains a record of surety bonds filed by township officials showing office holder, office, sureties, amounts and conditions of bonds, date approved, date filed, and oath.	10 years after termination of office or employee. Appraise for historical value
BONDS, REVENUE (Redeemed Coupons)	2 years after redemption, provided audited.
BUDGETARY AND FISCAL WORK SHEETS	3 fiscal years, provided audited
BURIAL PERMITS (Burial Transit Permits)	5 fiscal years



BURIAL RECORDS (Cemetery Records; Interment Records)	Permanent
Contains a record of burials in the township cemetery showing name of decedent, place of birth, last residence, age at death, sex, date of death, cause of death, date of interment, lot number, location, box or vault, cost of digging, name of undertaker, address, and remarks.	
CANCELED CHECKS	4 fiscal years, provided audited
CASH BOOKS (Cash Receipts And Expenditures Journals)	3 years, provided audited
CEMETERY ACCOUNT RECORDS (Investments Of Cemetery Funds; ORC 507.04; ORC 517.17) Funds for the care of the cemetery including record of investments and receipts and disbursements.	10 years after last entry, provided audited
CEMETERY DEED RECORDS/CEMETERY LOT SALES RECORDS (ORC 517.07) Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, and mausoleum descriptions.	Permanent
CEMETERY PLATS (ORC 517.06) Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.	Permanent
CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES Shows beginning balance and monies expected for the year.	3 years, provided audited
CERTIFICATIONS OF PUBLISHING LEGAL NOTICES Shows when published, who published, for what reason, length of run, and charge.	2 years
CHATTEL MORTGAGE INDEXES Arranged alphabetically by name of mortgagor/mortgagee. Contains mortgagor/mortgagee, number, date of mortgage, date of filing, amount secured, date of re-filing, and date of cancellation.	Obsolete. Appraise for historical value
CHATTEL MORTGAGE RECORDS Arranged chronologically by date of entry. Abstract after narrative arranged alphabetically by last name and includes grantee, grantor, date of mortgage, date of filing, amount, and remarks. May also include full name and address of debtor and secured party, description of chattel (usually household or farm goods).	Obsolete. Appraise for historical value

CHECK REGISTERS (Stubs; Duplicate Copies Of Checks)	4 fiscal years, provided audited
CIVIL DEFENSE RECORDS	Until no longer of administrative value
CONSTRUCTION FILES Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories, and contracts.	15 years after construction is complete
CONTRACTS AND AGREEMENTS	15 fiscal years
CORRESPONDENCE	2 fiscal years
CRYPT RECORDS (Mausoleum Records; SEE Cemetery Records) Arranged chronologically. Contains owners names at mausoleum, mapping, and statistics.	Permanent
EMERGENCY FUND MINUTES Arranged chronologically by date of proceeding.	Permanent
EMPLOYEE TIME RECORDS	3 years, provided audited
EMPLOYMENT REPORTS (Ohio Bureau of Employment Reports) Quarterly payroll reports.	Permanent
EQUIPMENT MISSED, DAMAGED, DESTROYED Contains description of equipment, facts of incident, and date.	2 years
FEDERAL REVENUE SHARING RECORDS	Obsolete. Destroy if no longer of any administrative value
FENCE DISPUTE FORMS (Line Fence Dispute Forms) Forms filed with trustees to settle building of fences.	5 years after settlement
FENCE PARTITION RECORDS Arranged chronologically. Contains description of property, names of owners, and date.	Appraise for historical value
FENCE PROCEEDINGS Arranged chronologically. Contains complaints over fences, border repairs, and other minutes.	Appraise for historical value.
FRUIT COMMISSIONERS' MINUTES Arranged chronologically by date of proceeding.	Permanent
GAS SLIPS Charge slips and receipts for township vehicles. Contains date, care, amount, and cost.	1 year, provided audited

<p><b>GRANTS</b>          Contains purpose of grant, funds applying for, name of applicant, dates, information to support grant request, and projects to be done with grant funds.</p>	<p>Permanent</p>
<p><b>HUNTING AND FISHING LICENSE RECORDS</b>          Arranged alphabetically, therein chronologically by license issued. Contains license number, date of issue, name, age, occupation, residence, nativity, physical description of applicant, and fee paid.</p>	<p>Until expired. Appraise for historical value</p>
<p><b>INCOME TAX RETURNS</b></p>	<p>6 fiscal years</p>
<p><b>INDENTURE AND APPRENTICESHIP RECORDS</b>          Arranged chronologically. Contains name and age of indenture or apprenticeship, type and length of service, master, duties and responsibilities of both parties, and date approved.</p>	<p>Obsolete. Appraise for historical value</p>
<p><b>INSURANCE POLICIES</b></p>	<p>2 years after expiration, provided all claims are settled</p>
<p><b>INVENTORIES</b>          Lists of equipment, departmental property, dates, status, and description.</p>	<p>1 year until superseded</p>
<p><b>LANDFILL RECORDS</b></p>	<p>5 years after site ceases operation</p>
<p><b>LAW SUITS (After Decisions)</b></p>	<p>5 years</p>
<p><b>LEASES</b></p>	<p>5 fiscal years after expiration, provided audited</p>
<p><b>LEVY FILES</b></p>	<p>Life of levy plus 1 year</p>
<p><b>LIQUOR BLACKLISTS (Notices to Liquor Dealers)</b>          Arranged chronologically. Notices to tavern owners and liquor establishments not to sell liquor to individuals.</p>	<p>Obsolete. Appraise for historical value</p>
<p><b>MAINTENANCE NEEDS STUDIES</b>          Arranged chronologically. Contains equipment type, percent expected, annual depreciation, and replacement needs.</p>	<p>5 years after end of fiscal year</p>
<p><b>MEMORANDUMS</b></p>	<p>Until no longer of administrative value</p>
<p><b>MILITARY VOLUNTEER RECORDS</b>          Arranged chronologically. Contains names, company, regiment, and marital status.</p>	<p>Obsolete. Appraise for historical value</p>

MINUTES (Proceedings of Township Trustees; ORC 507.04) Includes proceedings, election data, bonds, settlements, accounts, and other matters pertaining to the township's jurisdiction. 19th century records may contain Poor Records, Marks and Brands, Estray Records, Chattel Mortgages and Deeds, and other information not listed in separate volumes or files.	Permanent
PAY-IN ORDERS (Receipts)	3 years, provided audited
PAYROLL RECORDS (Individuals' Annual Records) Contains information about township employees' pay, vacation, sick time, comp time, application, and personal history.	60 years
PAYROLL RECORDS (Biweekly Records) Contains all payroll information, sick days, vacation, injury, social security number and dates.	3 fiscal years, provided audited
PERMITS AND LICENSES	1 year after expiration, provided audited
P.E.R.S. MONTHLY REPORTS (Public Employees Retirement System Reports)	60 years
PERSONNEL RECORDS Contains history on current and past employees. Includes work information, memos, pay increases, and worker's compensation.	60 years
PLATS AND MAPS Contains plats of subdivisions, towns, and villages within the township showing owners, parcel numbers, streets, alleys, streams and rivers, and railroads.	Appraise for historical value
POLL BOOKS AND TALLY SHEETS Poll Books arranged alphabetically by elector showing date of election, precinct, ward, and names and addresses of electors. Tally Sheets arranged by offices, therein alphabetically by candidate, showing votes cast for each candidate, proposal, or amendment.	Appraise for historical value
POOR RECORD AND ACCOUNT BOOKS Arranged chronologically by date of case. Contains case description, date, items of expense, amount, date of trustee's services, name of trustee, and what service rendered.	Obsolete. Appraise for historical value
POOR RELIEF RECORDS (Certificates For Relief; Infirmary Certificates) Arranged chronologically by date of certificate. Includes name, case, date, items of expense, amount, date of trustees' services, what services rendered, and may contain other data on the individual seeking relief.	Appraise for historical value
PUBLICATIONS OF THE TOWNSHIP	Permanent, retain 2 copies

REAL ESTATE DATA REPRODUCED FROM COUNTY AUDITOR'S RECORDS	Permanent; updated as available
RECORDS OF COMMITTEES SERVED ON	2 years
RECORDS OF ESTRAY (STRAY ANIMAL RECORDS) Arranged chronologically by report. Contains copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and addresses of person holding the stray, justice of the peace's appraisal, and date claimed or sold at auction..	Permanent
RECORDS OF MARKS AND BRANDS (ORC 507.05) Arranged chronologically by date of filing. Contains a record of earmarks and brands used by farmers in the township showing name and address of owner, description of brand or earmark used, type of livestock, and date filed.	Permanent
REGISTERS OF VOTERS (Registers of Voters For Judges Of Elections) Shows full name, address, and party of all registered voters.	Permanent
REGISTRY OF LEGAL VOTERS	Appraise for historical value
REQUISITIONS (Invoices; Purchase Orders)	3 fiscal years, provided audited
RESOLUTIONS (Copies) Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board.	Retain copies 5 years after incorporation into Minutes (Proceedings)
SEMI-ANNUAL APPORTIONMENTS OF TAXES	5 fiscal years
SICK AND VACATION LEAVE RECORDS Contains time allowed, employee name, dates used, and total time available.	Permanent
SOLDIERS RELIEF RECORDS (Military Relief Records) In 1886 the Ohio General Assembly created the Soldiers Relief Commission in each county to provide for the relief of indigent Union servicemen and the indigent wives and children of deceased veterans. Prior to this commission, township trustees and city councils reviewed relief applications and certified them for relief payments. Records arranged alphabetically, therein by date of application. Shows date, receipts and disbursements, those entitled to relief, name, address, amount per month, to whom to be paid, monthly payment, changes in allotment, and date assistance terminated.	Obsolete. Appraise for historical value

SPECIFICATIONS BOOKS	Incorporate 1 copy with Contracts
STATEMENTS OF ACCOUNT FOR PER DIEM AND SERVICES (ORC 505.24)	3 fiscal years, provided audited
STATEMENTS OF BIRTHS AND DEATHS Arranged chronologically. Births show the name, birth date, place of birth, sex, color, and residence. Deaths show the name, sex, death date, condition, age, place of death, place of birth, occupation, parents, color, disease or cause of death, and previous residence.	Appraise for historical value
SUBDIVISION RECORD PLANS (Lot Number and Street Address Index)	Permanent
SURETY BONDS see BONDS	
TAPE RECORDINGS OF TRUSTEES MEETINGS	Incorporate into official Minutes, then retain 1 year
TAPE RECORDINGS OF DISCIPLINE AND GRIEVANCE HEARINGS	Incorporate into Personnel Files, then retain 30 days after appeal time has elapsed
TAX SETTLEMENTS Semi-annual apportionment of taxes from County Auditor	5 years
TELEPHONE BILLS, TELEPHONE LONG DISTANCE LOGS	2 fiscal years, provided audited
TELEPHONE MESSAGES Calls received	Until no longer of administrative value
TIME SHEETS Contains data concerning time, dates, and running totals of time available	3 years, provided audited
TOTAL WAGE AND SALARIES REPORTS Office copy. Reports sent to County Auditor.	5 years
UNION CONTRACTS States all areas of employment and agreements between workers and management	5 years after expiration
VEHICLE MAINTENANCE REPORTS Lists vehicle, type of repair, date done, mileage of vehicle, dates of oil changes, name of person doing repair, etc.	Life of vehicle
VOUCHERS, INVOICES, AND PURCHASE ORDERS	4 fiscal years, provided audited
W-2 FORMS	4 fiscal years

W-4 FORMS

Until superseded or employee terminates

WORK SCHEDULES

hours of work, days off, employee assignments, dates, and station.

1 year after schedule Contains shift, change

WORKERS COMPENSATION CLAIMS

Contains name of injured, date of injury, amount of time off, degree of injury, how happened, claim number, place of employment, amount of benefits, length of benefits, and decision of board.

10 years after date of final payment

## FIRE DEPARTMENT

ACCIDENT FILES

2 years, provided no claims pending

ALARM RESPONSE REPORTS (Daily Run Log; Daily Alarm Log)

Contains information on runs, equipment dispatched, time, date, type of run, location, time return, and address of run

5 years, provided no action pending

APPARATUS CHECK LIST

Contains name of item, condition of item, location, and when last inspected

Life of equipment

ARSON FILES (Arson Reports)

Contains date of fire, address, investigation, and personnel involved

Permanent

BIDS FOR EQUIPMENT (Successful)

Until equipment out of service

BURNING COMPLAINT FILES

1 year

CIVILIAN CASUALTY REPORTS

Contains name, address, date, degree of injury, disposition, and officer in charge

Permanent

EMERGENCY MEDICAL SQUAD (EMS) REPORTS (Squad Reports)

Contains location, date, time, patient information, disposition, injury squad sent, and time returned.

5 years, provided no action pending

ENVIRONMENTAL PROTECTION AGENCY BURNING VIOLATION RECORDS

5 years after violation corrected

EQUIPMENT MAINTENANCE RECORDS

Vehicles, Pumps, Hoses and other apparatus, except Hydrants

Life of equipment

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



TRUCK MILEAGE RECORDS	Life of vehicle
TRUCK REPAIR RECORDS	Life of vehicle
VIOLATION NOTICES contains address, date, owner, violation, time allowed to correct, reinspection date, inspector	1 year after violation corrected
WORK SCHEDULES	1 year after schedule change

### POLICE DEPARTMENT

ACCIDENT FILES	2 years, provided no claim pending
ACTIVITY SHEETS	2 years
ANIMAL CONTROL RECORDS	2 years
ARREST CARDS Contains all information on arrest including date, time, offense, officer, name of subject, location, and disposition	Until age 80 years or deceased
BICYCLE LICENSE RECEIPTS	3 years, provided audited
BICYCLE LICENSE REGISTERS	7 years after last entry
BICYCLE THEFT LOGS	3 years
BREATHALYSER RECORDS (OAC 3701-53-01)	Not less than 3 years.
CHILD ABUSE CASE RECORDS	7 years after case closed
COMPLAINT REPORTS	2 years, provided no action pending
CONSTABLE CASE FILES (Drunk Driving Case Files; T 21.10) Court files of drunk driving cases including Alcohol Influence Reports, Breath Test Results, Statements of Facts by Arresting Officers, Accident Reports, and Driving Records.	Permanent
CONSTABLE RECORDS (Complaint Reports) Contains complaint reports made to the township constable, showing name and address of complainant, nature of complaint, results of investigation, and name of investigating constable	Until no longer of administrative value. Appraise for historical value

CRIMINAL CASE FILES – FELONIES	20 years, provided no action pending
CRIMINAL CASE FILES – MISDEMEANORS	3 years, provided no action pending
FEDERAL BUREAU OF INVESTIGATION REPORTS	3 years
FIELD INTERROGATION CARDS	6 years
FINGERPRINTS	Until age 80 years of deceased
FIREARM RECORDS AND INVENTORIES	3 years, provided audited
HOUSE CHECKS Lists house, address, date leaving, date back, cars, and lights	30 days after return
INCIDENT LOGS (Police Logs) Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run	7 years
JAIL RECORDS OF PERSONAL PROPERTY	2 years
JAIL REGISTERS	Permanent
JUNK VEHICLE CARDS	2 years after sale or other disposition
JUVENILE ARREST CARDS Contains all information on arrest including date, offense, officer, charge, disposition, name of subject, address, and social security number.	Until age 18 years
MASTER NAME INDEX	Permanent
MISSING PERSON REPORTS	20 years, or until found
OFFENSE REPORTS – FELONIES	20 years, provided no action pending
OFFENSE REPORTS – MISDEMEANORS	3 years, provided no action pending
PAWNSHOP CARDS	1 year, providing no action
POLYGRAPH RECORDS	6 years
PRISONER BOOKING VIDEO RECORDING TAPES	90 days, erase and reuse provided no action pending
RADIO AND TELEPHONE LOGS	2 years

RADIO/PHONE CALLS AUDIO RECORDING TAPES	30 days, erase and reuse provided no action pending
RECOVERED PROPERTY RECORDS	2 years after disposal of property
ROAD LOGS Contains all information on messages, runs, time in and out, company responding, operator, dates, who made calls, and action taken.	5 years, provided no action pending
RULES AND REGULATIONS	Until superseded
SUBPOENAS, SUMMONSES, AND WARRANTS	Until discharged
TOW TICKETS	3 years after paid, provided audited
TRAFFIC CRASH REPORTS Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued	2 years, provided no action pending
TRAFFIC CITATIONS Contains violation, date, time, vehicle, owner, officer, and offense.	3 years, provided audited
TRAINING MATERIALS FILES	Until superseded
TRAINING RECORDS	Merge with personnel records
TYPE OF CRIME FILES	Permanent
VACATION HOUSE CHECK RECORDS	30 days after owner's return
VEHICLE IMPOUND RECORDS Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to, and signatures	3 years

#### **ROAD DEPARTMENT**

BLACKTOPPING AND RESURFACING RECORDS Contains name of street or road, date done, who did work, what was done, completion day, cost, what materials were used, and projected redo date	Permanent
CERTIFICATES OF LABOR PERFORMED	Until no longer of administrative value. Appraise for historical value

<p><b>DRAGGING RECORDS (Road Dragging Records)</b>          Arranged by dragging district number. Contains name of person who dragged, date notified, date dragged, date of return card, amount charged, and amount allowed</p>	<p>Obsolete. Appraise for historical value</p>
<p><b>DITCH RECORDS (Applications, Journals, Plats And Profiles)</b>          Arranged chronologically by date of meeting. Includes a record of proceedings relative to the establishment and construction of township and joint township ditches, including copies of petitions for establishing ditches, petitioners' property boundaries, notices of hearings, reports of viewers, trustees' findings and orders, engineer's reports of surveys and construction cost estimates, and plan of each ditch showing date of entry, name and number of ditch, and date construction completed</p>	<p>Permanent</p>
<p><b>EASEMENTS</b></p>	<p>Permanent</p>
<p><b>INSECT CONTROL RECORDS</b>          Contains days of spray, area done, when to re-spray, what chemicals used, time, date, and operator</p>	<p>2 years</p>
<p><b>JOB ORDERS</b>          Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent on job</p>	<p>3 years after completed</p>
<p><b>NOTICES TO DESTROY WEEDS</b>          Arranged chronologically. Contains date, date notified, date to destroy and what to destroy (such as Canadian Thistles), and where. Also contains property of owner and address.</p>	<p>Until no longer of administrative value. Appraise for historical value</p>
<p><b>ROAD FUND RECORDS (Expenses of Township Road And Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05)</b>          Arranged chronologically by date of entry. Contains date, township funds and orders issued, to whom paid, and amount paid.</p>	<p>10 years after last entry, provided audited</p>
<p><b>ROAD IMPROVEMENTS RECORDS (ORC 5575.09)</b>          Arranged chronologically by date of meeting. Contains a record of proceedings for the construction, reconstruction, resurfacing, or improvement of public roads, and date; accounts of receipts and expenditures including date, items of receipts, and amount.</p>	<p>Permanent</p>
<p><b>ROAD MILEAGE/LOG REPORTS</b>          Yearly check of miles of roads in township.</p>	<p>Permanent</p>

ROAD RECORDS (ORC 507.05; ORC 5575.09) Permanent  
Contains information regarding the establishment, alteration, or vacation of public roads showing name, date, petition filed, petitioners, record of hearings on the petitions, surveys and reports, record of lands to be appropriated for the improvement showing owner, acres owned, quantity of land to be appropriated, and resolutions granting or rejecting the petition. May also include plats and maps, accounts, and names of citizens who worked on roads.

ROAD TAX RECORDS (Road Tax Duplicates; Supervisors' Abstracts of Tax Duplicates and Yearly Reports and Accounts) Permanent  
Arranged alphabetically by name of landowner. Contains assessments on real estate showing names of owners, location, description, acres, value, and tax information.

## ZONING DEPARTMENT

APPLICATIONS FOR CONDITIONAL USE Permanent  
Arranged by address. Contains name of applicant, mailing address, home and business phone numbers; location description including subdivision name, section, township, range, block and lot number; existing use; present zoning status, description of conditional use; supporting information such as plans for proposed use and narrative statement relative to above requirements; date and name of applicant; date filed, date of notice to parties in interest, date of notice to newspapers, and date of public hearing; fee paid, decision of Board of Zoning Appeals; if approved, conditions and safeguards prescribed; and whether denied and reason.

APPLICATIONS FOR VARIANCE (Zoning Variance Case Files) 5 years, provided no action pending  
Arranged by address. Contains name of applicant, mailing address, property address, home and business phone numbers; location description, subdivision name, lot number whether zoned; nature of variance; plans showing dimensions and shape of lot of present and future buildings; justification of variance; legal description; date and name of applicant; fee paid; decision of Board of Zoning Appeals; conditions and safeguards prescribed; and whether denied and reason.

BOARD OF ZONING APPEALS CASE FILES Permanent

BOARD OF ZONING APPEALS MINUTES (ORC 519.15) Permanent.  
Arranged chronologically by date of proceeding.

<p><b>CERTIFICATES AND PLANS (Certificates of Zoning Approval)</b>          Arranged numerically and/or chronologically. Contains number and date of certificate, to whom approval is granted and address, description of property, property owner, address, legal description of property, zoning fee, and date.</p>	<p>Permanent</p>
<p><b>CHANGE REQUESTS (Requests for Zoning Changes)</b>          Arranged by address. Contains date, legal description of property, change in classification requested, street address of property, owner's name and address, signature, date, fee paid, and receipt number.</p>	<p>5 years, provided no action pending</p>
<p><b>COMPLAINT FORMS</b>          Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.</p>	<p>5 years, provided no action pending</p>
<p><b>GRANT APPLICATIONS</b></p>	<p>5 years</p>
<p><b>LEGAL OPINIONS</b></p>	<p>Permanent</p>
<p><b>NUISANCE ABATEMENT RECORDS (Active and Inactive)</b></p>	<p>Permanent</p>
<p><b>PERMIT APPLICATIONS - BUILDINGS OR FENCES (Applications for Zoning Approval)</b>          estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, building dimensions and construction, proposed use of building, type of sewage disposal, yard dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application denied and reason.</p>	<p>1 year after final decision rendered</p>
<p><b>PERMIT APPLICATIONS - PONDS (Applications for Zoning Approval)</b>          Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, and proposed use of pond with the pond's size, shape, depth, and plans. Also includes date received, fee paid, certificate issued, number, and whether applications denied and reason.</p>	<p>1 year after final decision rendered</p>

**PERMIT APPLICATIONS - SIGNS OR BILLBOARDS**  
(Applications for Permits to Erect or Place In Use Sign Or Billboard)  
Arranged by address. Contains zoning approval date and use zone, issue date, certificate number, and estimated value; name of owner of sign, number and street, which side of street, between which streets, and name of sign company; type of sign and classification; plot plans and sketch of sign; construction and dimensions of sign, rate and fees, receipt number, height above grade, projection from building, whether an electric sign, and by whom submitted.

1 year after final decision rendered

**PERMIT RECORDS**

Permanent

### **BOARD OF EDUCATION**

**ENUMERATIONS OF SCHOOL AGE YOUTH**  
Arranged chronologically. Contains name of parent, name of youth, age, sex, Section 16, whether in school previous year, type of school, subdivision, district, oath, and sometimes other vital statistics..

Obsolete. 25 years then transfer to State Archives

**MINUTES**  
Arranged chronologically by date of meeting. Contains a record of business transacted at the meetings including salary appropriations, contracts, building construction, and any other business which might come before the board. May also contain Enumerations of Youth and Records of Election of School Board Members.

Permanent

**RECORDS OF GRADUATION**  
Arranged chronologically. Contains name of pupil, age, date of graduation, courses and grades, average, name of teacher, and remarks.

Obsolete. Appraise for historical value

**RECORDS OF TEACHERS EXAMINATIONS**  
Includes name of teacher, branches of study scores, and date.

Obsolete. Appraise for historical value

**SCHOOL FUND ACCOUNT RECORDS**  
Arranged chronologically by subdistrict number. Contains date, receipts, tuition fund, and schoolhouse and contingent funds. Receipts section contains date, from what source, tuition, schoolhouse and contingent funds, bonds, and interest. Expenditures section contains date, to whom paid, for what purpose, school district number, number of order, tuition, school and contingent funds, bonds, and interest.

Obsolete. Appraise for historical value

## SCHOOL FUND SETTLEMENT PAPERS

see School Fund Account  
Records

### SCHOOL REGISTERS (Class Registers; Pupil Records; Teachers' Term Records)

Arranged chronologically. Includes school number, term, date, name of pupil, age, attendance record, branches of study pursued, name of teacher, and sometimes grades. Some records contain a Visitor's Register at the end of the volume which gives the date, name of visitor, and remarks.

Obsolete. Appraise for  
historical value

### TEACHERS' CONTRACTS (Journals)

Arranged chronologically by date of contract. Contains date, name of teacher, school board members, subdistrict number, term, beginning date, and monthly pay.

Obsolete. Appraise for  
historical value

### TEACHERS' MONTHLY REPORTS TO BOARD OF EDUCATION

Arranged chronologically. Contains name of school, district, number, teacher, dates, and enrollment statistics.

Obsolete. Appraise for  
historical value

### TEACHERS' REPORTS TO TOWNSHIP CLERK

Arranged chronologically. Contains name of pupils, pupil statistics, branches of study and grades, and remarks.

Obsolete. Appraise for  
historical value

## BOARD OF HEALTH

### MINUTES

Obsolete. Appraise for historical  
value

## JUSTICE OF THE PEACE

### CASE FILES

Arranged numerically by case. Contains original papers in civil and criminal proceedings including complaint, plea, justice's notes, related correspondence, decision, cost bill, subpoenas, and warrants.

Obsolete. Appraise for  
historical value

### CASH BOOKS

Arranged chronologically by date of entry.

Obsolete. Appraise for  
historical value

### CIVIL DOCKETS

Arranged numerically by case. Collects in one section a summary of proceedings in civil actions showing case number, plaintiff, defendant, reason for hearing, final disposition, and costs.

Obsolete. Appraise for  
historical value



**CRIMINAL DOCKETS**

Arranged numerically by case. Collects in one section a summary of proceedings in criminal actions showing case number, defendant, charges, complainant, final disposition, and costs.

Obsolete. Appraise for historical value

**INDENTURE AND APPRENTICESHIP RECORD**

Arranged chronologically. Contains name and age of indenture or apprenticeship, type and length of service, master, duties and responsibilities of both parties, and date approved.

Obsolete. Appraise for historical value

**MARRIAGE CERTIFICATES, LICENSES, AND RECORD**

Obsolete. Appraise for historical value

**RECORDS OF ESTRAY (Stray Animal Records)**

Arranged chronologically by report. Contains copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and address of person holding the stray, justice of the peace's appraisal, and date claimed or sold at auction.

Permanent

**MINISTERIAL LANDS**

**MINISTERIAL LAND RECORDS**

Appraise for historical value

# Appendix 1

## BRIEF GUIDELINES FOR MICROFILM

### Storage Conditions

Original Camera Negative: Store original off-site in a secured limited access location that has protection against fire, water, chemical damage, and other disasters. Store this master negative at 40 percent - 50 percent relative humidity and 60°-70°F, both humidity and temperature to remain stable. Do not mix silver halide, vesicular and diazo microfilm in the same cabinet.

Roll Film: Store on reels of non-corrosive metal or inert plastic.

Other microforms: Store in inert metal, plastic film cans, or acid-free paper cartons/boxes.

Office use copy of microforms: Use diazo or vesicular microfilm for office use and reference. Store at normal office temperatures in files or drawers that can be closed when not in use. Do not keep diazo and vesicular microfilm in the same cabinet.

### Production Standards

Camera Negative and Processing: Should meet the American National Standards Institute (ANSI) standards for archival permanent microfilm. Microfilm processor should send certification letter with each roll attesting to the following:

Camera Negative Resolution: Sharpness 100 lines/mm or better.

Camera Negative Density: Background density between .70 and 1.5 depending on the document being filmed.

Camera Negative Chemical Stability: Residual fixer (sodium thiosulfate) must not exceed 1.4 microgram per centimeter squared.

Reduction Ratio: This can vary therefore conform to ANSI/AIIM MS14-1988, Section 6.7 Standard.

Splices: Never use pressure sensitive tape on the camera negative.

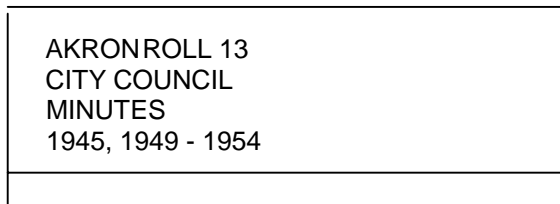
Use microfilm targets on all work.

### Microfilm Targets

	Target	Explanation
1.	BEGIN ROLL #__	Must be eye-legible; begin each record series anew with roll #1.
2.	TITLE BOARD	Must be eye-legible; for example: Akron City Council Minutes - 1919
3.	UNIT CONTINUED FROM PREVIOUS ROLL (if applicable)	Must be eye-legible.
4.	PUBLIC OFFICIAL'S CERTIFICATION	Certifies microfilm is an official record of a public office and complies with Section 9.01 ORC.

- |     |  |  |
|-----|--|--|
| 5.  | NOTES TO RESEARCHERS   | Typed on white paper providing user with information such as where original material is located, who filmed records, and where copies are available. |
| 6.  | TECHNICAL TARGETS  | Include the five (5) standard resolution charts for planetary or one (1) resolution chart for rotary plus target stating the reduction ratio.        |
| 7.  | CERTIFICATION BY MICROFILM CAMERA OPERATOR OR VENDOR                               | Certifies the date microfilm created and type of work performed by camera operator and vendor.   |
| 8.  | SPECIAL NOTATIONS<br>MATERIAL MISSING<br>PAGES MISNUMBERED<br>RETAKE INSERTED HERE | Other eye-legible targets may be made up on white paper as needed.   |
| 9.  | UNIT CONTINUES ON NEXT ROLL  | Must be eye-legible. (if applicable)   |
| 10. | END OF ROLL REWIND   | Must be eye-legible.   |

Suggested Microfilm Box Label



It is important to include all necessary identifying information on the microfilm box label so there will be no doubt about the contents of each box. The labels are intended to indicate the actual contents of the roll not just the starting and ending dates of the records. In the above example, it clearly shows the 1946 - 1948 Minutes are not on this roll of microfilm.

An eye-legible target is one that can be read without using a microfilm reader. A restaurant menu board could be used create these targets. Eye-legible targets can also be created using the variety and sizes of fonts now available in word processing programs.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARDS

For copies of ANSI/AIIM Standards which cover microfilm, microfiche, and computer output microfilm (COM), contact The Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5603. Please note that printed copies of the ANSI standards and technical reports are quite expensive. Professionals creating or processing microfilm should know and comply with ANSI standards. This is especially important if the micrographic images are created to replace original records pursuant to Section 9.01 ORC. After microfilming, do not destroy any public record unless you have an approved RC-1 or RC-2 stating that "the records will be destroyed after microfilming " and you have submitted a properly completed RC-3 to the OHS – LGRP.