

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Monclova Township, Lucas County, Ohio Telephone: 419-865-7862

4335 Albon Road	Monclova	OH	43542	Lucas
(Address)	(City)		(Zip Code)	(County)

(2) FROM: Monclova Township	
(Political Subdivision Name)	(Unit)

SIGNATURE ON FILE	Gavin S. Pike	Fiscal Officer	
(Signature of Responsible Official)	(Name)	(Title)	(Date)

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

Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This

RC-2 was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

SIGNATURE ON FILE	
Signature	Date

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

SIGNATURE ON FILE	
For the Ohio Historical Society	Date

Approved by the Ohio Auditor of State:

SIGNATURE ON FILE	
For the Ohio Auditor of State	Date

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
A-1	AGENDAS/CALENDARS	until no longer of admin. Value	paper	
A-2	ANNUAL ACCOUNTING REPORTS (Appropriations Journal, Revenue Journal, Summary by Fund, Financial Reports)	2 years 10 yrs after last entry (provided audited)	electronic paper	
A-3	ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE	25 yrs	disk	
A-4	APPLICATIONS FOR EMPLOYMENT	retain w/ personnel record if hired; others destroyed after 2 yrs	paper	
A-5	APPROPRIATIONS	5 yrs	paper	
A-6	AUDITOR OF STATE, REPORT OF EXAMINATION (Audit reports)	permanent	paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Administration
(Political Subdivision Name) (Unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
B-1	BANK DEPOSIT SLIPS	retain until audited; all discrepancies resolved	paper	
B-2	BANK STATEMENTS (includes STAR Ohio & bank reconciliation)	5 yrs (if audited)	paper	
B-3	BIDS (successful)	3 yrs (if audited)	paper	
B-4	BIDS (unsuccessful)	3 yrs (if audited)	paper	
B-5	BID NOTICES	3 fiscal yrs (if audited)	paper	
B-6	BID SPECIFICATIONS	incorporate 1 copy w/ contracts		
B-7	B M V AUDIT OF OTHER ENTITIES & RELATED CORRESPONDENCE	2 yrs	paper	
B-8	BMV TAX DISTRIBUTION	2 yrs if audited	paper	
B-9	BONDS, OFFICERS	10 yrs after termination * of office or employee	paper	
B-10	BUDGET & FISCAL WORKSHEETS	until no longer of admin value	paper	
B-11	BUILDING /CONSTRUCTION FILES- ADMIN., FIRE DEPT., PARKS, MAINT. BLDGS.	permanent *	paper	
C-1	CANCELED CHECKS	5 yrs if audited	paper	
C-2	CAPITAL IMPROVEMENT PLANS (roads, bridges, drainage)	permanent *	paper	
C-3	CAPITAL IMPROVEMENT REPORT (roads, bridges, drainage)	permanent *	paper	
C-4	CEMETERY BURIAL PERMITS (includes transit permits)	5 fiscal yrs	paper	
C-5	CEMETERY BURIAL RECORDS (Includes HealthDept. log book, maps)	permanent *	paper	
C-6	CEMETERY DEED RECORDS	permanent *	paper	
C-7	CEMETERY RECORDS (includes internment/burial record)	permanent *	paper	
C-8	CEMETERY REGISTRATION	permanent *	paper	
C-9	CENSUS INFORMATION/MAPS	permanent *	paper	
C-10	CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES & BALANCES (includes Certificates of Estimated Resources)	8 yrs	paper	
C-11	CONTRACTS & AGREEMENTS (excluding park agreements,)	15 fiscal yrs	paper	
C-12	CORRESPONDENCE# Transient General Substantive	dispose of after admin.value 2 fiscal yrs per related document	paper paper	
D-1	DEPARTMENT REPORTS (inter-office memorandums)	2 years	paper electronic	

definition in appendix of this form

* RC-3 required by OHS-LGRP

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Administration
(Political Subdivision Name) (Unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
E-1	EMPLOYEE HANDBOOK	until superseded	paper	
E-2	EMPLOYEE TIME SHEETS, PTO Records	2 yrs if audited	paper electronic	
E-3	END-OF-YEAR BACK-UP TAPES	5 yrs if audited	disk/CD electronic	
E-4	END-OF-YEAR BACK-UP TAPES	6 yrs if audited	paper	
E-5	EQUIPMENT WARRANTY	life of equipment	paper	
F-1	FORCE ACCOUNTS	3 yrs if audited	paper	
F-2	FUEL RECORDS	incorporate into warrant	paper	
G-1	GRANTS	Retain for 1 yr after audit; close-out documents rec'd	paper	
I-1a	INSURANCE POLICIES	2 yrs after expiration, provided claims settled	paper	
I-2a	INSURANCE POLICY DECLARATIONS PAGE	permanent	paper	
I-2b	INSURANCE CLAIMS CORRESPONDENCE/INCIDENT REPORTS	3 yrs after claim closed	paper	
I-3	INVENTORIES	1 yr until superseded	paper	
I-4	INVESTMENTS	permanent	paper	
I-5	INDEPENDENT CONTRACTOR FORM	5 yrs after end of association	paper	
J-1	JOINT ECONOMIC DEVELOPMENT ZONE/CEDA	3 yrs if audited	paper	
	REMITTANCE FORMS			
L-1	LAND USE PLAN	until superseded	paper	
L-2	LAWSUITS, AFTER DECISION	5 yrs	paper	
L-3	LEGAL NOTICES	2 yrs	paper	
L-4	LEVY FILES	life of Levy + 1 yr	paper	
L-5	LOAN DOCUMENTS	5 yrs after loan satisfied	paper	
L-6	LODGING TAX REMITTANCE FORMS	3 yrs if audited	paper	
M-1	MINUTES-TRUSTEES	permanent *	paper	
O-1	OPERS	60 yrs	paper	
O-3	OWNER'S MANUALS	until no longer in twp service	paper	
P-1	PARK RENTAL AGREEMENTS	2 yrs	paper	
P-2	PERSONNEL/PAYROLL RECORDS	60 yrs	paper	
P-3	PERMITS & LICENSES	1 yr after expiration	paper	
P-4	PETITIONS (referendums, SLD)	10 yrs provided no action	paper	
P-5	PLATS & MAPS	permanent *	paper	
P-6	PROPERTY DEEDS/ANNEXATION DOCUMENTS	permanent *	paper	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Administration
(Political Subdivision Name) (Unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
P-7	PUBLICATIONS OF TWP NEWSLETTER	5 yrs	paper electronic	
P-8	PUBLIC RECORDS REQUEST	3 yrs	paper, electronic	
R-2	RECORDS RETENTION FORMS (includes forms RC-1, RC-2, RC-3 & related correspondence)	permanent	paper	
R-3	RECORDS RETENTION COMMITTEE MINUTES	permanent *	paper electronic	
R-4	RECORDINGS OF TWP. MEETINGS	incorporate into minutes; retain 3 yrs	CD electronic	
R-5	RESIDENT COMPLAINT/COMMENT	until no longer admin.value	paper	
R-6	RESOLUTIONS	permanent *	paper, electronic	
R-7	ROADS-ANNUAL REPORT OF TRUSTEES TO COUNTY (ORC5571.13)	permanent *	paper	
R-8	ROADS-EASEMENTS/ROW MAPS	permanent *	paper	
R-9	ROADS-LABOR CONTRACTS/RE- PAIR ESTIMATES	dispose of after admin value	paper	
R-10	ROADS-IMPROVEMENT RECORDS	permanent *	paper	
R-11	ROADS-INVENTORY & INSPECTION	permanent *	paper	
R-12	ROADS-MILEAGE REPORTS	until no admin value	paper	
R-13	ROADS-VEHICLE & EQUIPMENT SERVICE/REPAIR RECORDS/MAN- UALS	until no longer in service	paper	
R-15	ROADS-RESURFACING RECORDS & SPECIFICATIONS	until superceded	paper	
R-16	ROAD RECORDS (includes sign installation, sweeping, mowing, misc.)	until superceded	paper	
R-17	ROADS-MSDS BOOKS	until chemical no longer on site or has become invalid	paper	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Aministration
(Political Subdivision Name) (Unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
R-19	ROADS-TWP ROW REPAIR LOG	5 yrs	paper	
R-20	ROADS-DAILY JOB BIDS, SIGNED	2 yrs	paper	
R-22	ROADS-PESTICIDE APPLICATION RECORDS	permanent *	paper	
S-1	SEMI-ANNUAL APPORTIONMENTS OF TAXES (includes estate tax distrib- utions)	10 yrs if audited	paper	
U-1	UNDERGROUND STORAGE TANK(S) REMEDIATION	permanent *	paper	
V-1	VEHICLE TITLE REGISTRATION (includes certificate of origin)	retain during ownership	paper	
V-2	VOUCHERS, PURCHASE ORDERS, RECEIPTS, BLANKET CERTIFICATES	2 fiscal yrs if audited	paper	
W-2	W-2 FORMS	4 fiscal yrs	paper	
W-4	W-4 Forms	until employee leaves township employment	paper	
W-5	WORKERS COMPENSATION CLAIMS	10 yrs after date of final payment	paper	

* RC-3 required by OHS-LGRP

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Fire Department
(Political Subdivision Name) (Unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
FD-1	FIRE DEPT.-BIDS FOR EQUIPMENT	life of equipment	paper	
FD-2	FIRE DEPT. BIDS FOR EQUIPMENT, UNSUCCESSFUL	merge with Fiscal Ofc files	paper	
FD-3	FIRE DEPT. -CONTRACTS/AGREEMENTS	15 fiscal yrs	paper	
FD-5	APPLICATIONS FOR EMPLOYMENT	retain w/ personnel record if hired; others destroyed after 2 yrs	paper	
FD-6	INCIDENT REPORTS	2 yrs if no action	paper	
FD-7	GRANTS	4 yrs	paper	
FD-10	PERSONNEL FILES	60 yrs	paper	
FD-11	DISCIPLINE & GRIEVANCE HRG	Incorporate into personnel file, retain recording 30 days after appeals period has lapsed	tape	
FD-12a	EQUIPMENT DEFECT REPORTS	dispose after electronic	paper	
FD-12b		life of equipment	electronic	
FD-14a	Preventative Monthly Maint.Check	purge after added to apparatus file	Program	
FD-14b	Biannual Maintenance Check	purge after no adm. value	paper	
FD-14c	Equipment Maint. Service Report	purge after added to apparatus e-file	electronic	
FD-16	DISPATCH LOGS	purge after scanned	paper	
		10 yrs	electronic	
FD-17	DAILY LOG SHEETS	purge after no adm. value	paper	
		2 yrs	electronic-pdf	
FD-18	APPARATUS & equipment CHECK SHEETS (MONTHLY/weekly/DAILY)	purge after no adm. value	paper	
FD-19	ARSON FIRE INVESTIGATION	permanent *	paper	
FD-21	EMS PATIENT REPORTS	20 yrs	paper/electronic	
FD-22	FIRE INCIDENT REPORTS (NFIRS / OFIRS)	permanent *	electronic	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Fire Department
 (Political Subdivision Name) (Unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
FD-23	TRAINING RECORDS-INDIVIDUAL	merge w/personnel file upon termination or separation; destroy after superceded	paper	
FD-24	TRAINING FILES (Cont Ed.)	destroy after superceded	paper	
FD-25	PERSONAL LIABILITY WAIVERS	has passed 5 yrs	paper	
FD-27	FIRE SAFETY INSPECTION REPORTS	purge after scanned life of structure *	paper electronic	
FD-28	FIRE CODE VIOLATION CITATIONS	purge after scanned permanent *	paper electronic	
FD-30	FIRE DEPT SITE PLAN REVIEW	purge after scanned permanent *	paper electronic	
FD-31	FIRE CODE BOOKS	5 yrs after superseded	paper	
FD-32	BUILDING CODE BOOKS	5 yrs after superseded	paper	
FD-33	HYDRANT INSPECTION RECORDS	permanent *	electronic	
FD-34	PERMIT APPLICATIONS (open burn, tent, etc)	permanent *	paper	
FD-35	PUBLIC DISPLAY FIREWORKS PERMITS	10 yrs	paper	
FD-36	PHASE I ENVIRONMENTAL SITE ASSESSMENT	10 yrs	paper	
FD-37	SAFETY TOWNSHIP PROGRAM	3 yrs	paper	
FD-38	DANGEROUS DRUG MED. LOG	1 YR 3 YRS	PAPER ELECTRONIC	
FD-39	CONTROLLED SUBSTANCE MED LOG	1 YR 3 YRS	PAPER ELECTRONIC	
fd-40	MEDICATION TAG LOGS	1 YR 3 YRS	PAPER ELECTRONIC	
FD-41	MONTHLY DRUG CHECK FORMS	1 YR 3 YRS	PAPER ELECTRONIC	

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FROM:	Monclova Township	Fire Department
	(Political Subdivision Name)	(Unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
FD-42	EMS Protocols	7 yrs or until superseded	electronic	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township Zoning Department
(Political Subdivision Name) (Unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
ZD-1	ZONING-APPLICATION FOR CONDITIONAL USE	permanent *	electronic	
ZD-2	ZONING-APPLICATION FOR VARIANCE (no action)	5 yrs		
	ZONING-REQUEST FOR ZONING CHANGE	permanent *	electronic	
ZD-3	ZONING-BRD OF ZONING APPEALS CASE FILES	permanent *	electronic	
ZD-4	ZONING-MINUTES OF ZONING CMS AND BOARD OF ZONING APPEALS	permanent *	paper electronic	
ZD-5	ZONING-RECORDINGS OF MTG.S	Incorporate into min- utes; retain 3 yrs	CD	
ZD-6	ZONING-CERTIFICATES	permanent *	electronic	
ZD-7	ZONING-PERMIT RECORDS	permanent *	electronic	
ZD-8	ZONING-PERMIT APPLICATIONS (accessory, deck, fence, pool, pond)	1 yr after final decision	paper	
ZD-9	ZONING-VIOLATION/COMPLAINTS	2 yrs provided no action pending	paper	
ZD-10	ZONING-LEGAL OPINIONS	permanent *	paper	
ZD-11	ZONING-NUISANCE ABATEMENT	permanent *	paper	
ZD-12	ZONING-PHONE MESSAGES	until no longer of admin- istrative value	paper	
ZD-13	ZONING-SITE PLAN REVIEW	permanent *	paper electronic	
ZD-14	ZONING-COMMERCIAL/INDUSTRIA BUILDING PLANS	until no longer of admin- istrative value	paper	
ZD-15	ZONING-OUPS TICKETS FWD BY ADMINISTRATOR	until no longer of admin- istrative value	paper	
ZD-16	ZONING RESOLUTION	Until superceded	paper electronic	
ZD-17	LAND USE PLAN	Until superceded	paper electronic	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Monclova Township
(Political Subdivision Name)

Appendix of definitions

(6)

CORRESPONDENCE DEFINITIONS	Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc	
A) Transient	Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	
B) General	Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	
C) Substantive	Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	To be retained according to subject matter