

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

Plain Township - Stark County Ohio

**All Twp. Departments**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PT-16-1	Transient Records - Faxes, notes, telephone messages/books/logs and other limited documents which serve to convey information of temporary importance	Retain until no longer of administrative value	Multi		
PT-16-2	Unsolicited Correspondence - mail, faxes, etc	Retain until no longer of administrative value	Multi		
PT-16-3	Drafts and Informal Notes	Retain until no longer of administrative value	Multi		
PT-16-4	Blank Forms	Until revised or supeceded	Multi		
PT-16-5	Professional Magazines/ Catalogs & Reference Publications and Directories	Retain until no longer of administrative value	Multi		
PT-16-6	Planning, Scheduling, Calendar & Training information on: display boards, erasable/dry-erase boards, and Microsoft Outlook	Continually updated, revised, erased or no longer of administrative value	Multi		
PT-16-6	Daily, weekly, monthly and yearly appointment books, calendars, schedules, organizers, planners, and Microsoft Outlook	Continually updated, revised, erased or no longer of administrative value	Multi		
PT-16-7	News Releases - Informational releases pertaining to township activities as needed	Permanent	Paper		
PT-16-8	Drug Free Workplace Files - Drug and Alcohol Testing of employees	Positive test permanent / Negative test 5 years	Paper		
PT-16-10	Copies of cellular and telephone records	Until no longer of administrative value	Paper		

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PT-18-1	<p>Voice Mail Records-</p> <p>Messages for recipients received via telephone which can also be stored and accessed in the Township phone or mail server</p>	<p>15 Calendar Days - If Court action or other incident, offload and maintain until all actions are complete</p>	Electronic		
PT-18-2	<p>Email</p> <p>Transitory – Temporary value</p> <p>Intermediate – Documents operations of office, requests for non-routine information. etc.</p> <p>Long Term or Permanent – Documents Administration of office, information regarding policies, personnel, fiscal matter, etc.</p>	<p>Until no longer of administrative value: 1 year, or retain according to department’s schedule</p> <p>Retain according to department’s schedule in format other than email</p>	Electronic		
PT-18-3	<p>Electronic Mail Information Systems/E-Mail Archives</p>	<p>3 years</p> <p>Exchange Dumpster – Once the user manually deletes their e-mails from the Deleted Items Folder, the system will purge them on a revolving 14-30 day increment basis as deemed appropriate by the IT Director.</p>	Electronic		
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PT-18-4	<p>Social Media Records –</p> <p>Transitory and/or Duplicate records including posts to Twitter, Facebook, YouTube and Other Related Applications</p>	<p>Until updated, superseded or obsolete.</p>	Electronic		

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**All Twp. Departments**

PT-18-5	Electronic Forms and Media Office copies of computer forms, disks, tapes, cards etc. used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form or online storage.	Destroy Immediately	Multi		
PT-18-6	System Backup Files – To restore system in case of disaster or data destruction.	Daily Backup on-site external storage  -Weekly Backup on-site & off-site external storage  -Monthly Backup on-site & off-site external storage  -Year-end Backup on-site & off-site external storage			
PT-18-7	Recovery Media – Records relating to the protection and reestablishment of computer operating systems, data processing services, equipment and data (back up files) in case of a disaster. One copy always stored off-site.	Until updated, superseded, or obsolete			
PT-18-8	Newsletters	2 years	Multi		
PT-18-9	Township Auction Records- All records related to the Township Auction Process	1 Year	Paper / Electronic		
PT-18-10	Annual Inventory- Departmental Inventory of all materials, machinery, tools and other supplies under each township office or department per O.R.C. 305.18	2 Years	Paper / Electronic		

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PT-18-11	Public Records Requests- O.R.C. 149.43 – Requests to inspect and review public records to include logs	2 Years	Paper / Electronic		
PT-18-12	Video Surveillance Files-	15 Days - If Court action or other incident, offload and maintain until all actions are complete	Electronic		
PT-18-13	Text Messages – Sent or received on Township or Personal cell phones and documenting Township business	Retain according to content – see section PT-16-1	Electronic		
PT-18-14	Speeches / Presentations – Written or recorded materials used for or distributed during a speech, presentation, or press conference	Until no longer of administrative value Appraise for historical value	Paper / Electronic		
PT-18-15	Manuals, Handbooks – Documents related to activities and operation of department, office, agency etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete or replaced / appraise for historical value	Paper / Electronic		

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**Administration**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
A-93-1	Administration General Files - Correspondence	1 year and no longer of administrative or legal value	Multi		
A-93-2	Agendas - Township Meetings - Meeting Data	Permanent	Multi		
A-93-3	Allotment Files - Files on Allotments in Twp	Permanent	Paper		
A-93-4	Cemetery Records - Records on Plain Twp Cemetery	Permanent	Paper		
A-93-5	Computer Manuals/Diskettes - Program manuals/diskettes	Until Superceded	Multi		
A-93-6	Contracts - Township Buildings - Contracts Awarded	15 years	Paper		
A-93-7	Contracts - Township Roads - Contracts Awarded	15 years	Paper		
A-93-8	Contracts - Township Vehicles - Contracts Awarded	15 years	Paper		
A-93-9	Employee Accident Reports - Involving Twp employees	10 years	Paper		
A-93-10	General Correspondence - Incoming/Outgoing/Interoffice Memos	1 year and no longer of administrative or legal value	Multi		
A-93-11	General File Workpapers - Misc. Files, Reports, Mail, Phone Logs	1 year and no longer of administrative or legal value	Multi		
A-93-12	Infrastructure Projects - Contracts, correspondence, etc	Permanent	Multi		
A-93-13	Job Applications - Applications for Employment	2 yrs unless hired	Paper		
A-93-14	Ledger/Receipt Books - Monies received & forwarded to Fiscal Office	5 years	Paper		
A-93-15	Legal Opinions - Prosecutor's Opinions	Permanent	Multi		
A-93-16	Maps - Township Projects - Various Maps for Twp Projects	Permanent	Paper		
A-93-17	Railroad Crossings - Records on Railroads in Plain Twp	Permanent	Paper		

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**Administration**

A-93-18	Road Dept Correspondence - General correspondence	3 years	Multi		
A-93-19	Road Purchase Orders/Vendors Files - Copies of Purchase Orders	3 years	Paper		
A-93-20	Road Repair/Improvement Projects - Records - Township Roads	Permanent	Multi		
A-93-21	Sheriff Contracts - Correspondence/contracts Police Protection	15 years	Paper		
A-93-22	Specifications/bids - Township Buildings - Specs, Bids Received	5 years provided Audited	Paper		
A-93-23	Specifications/bids - Township Roads - Specs, Bids Received	5 years provided Audited	Paper		
A-93-24	Specifications/bids – Vehicles - Specs, Bids Received	5 years provided Audited	Paper		
A-93-25	Speed Limit/Stop Signs Removal - Speed limits, stop signs & undedicated roads	Permanent	Paper		
A-93-26	Trustee Minutes – Copies - Copies of minutes, agendas, resolutions	5 years	Multi		
A-93-26	Vendor Files - purchase orders/requisitions - Department copies	5 years	Paper		
A-99-1	False Alarm Reports - Reports of False Alarms	5 years	Multi		
A-99-2	Active Personnel File - commendations, promotions, pay adjustments, performance evaluations, work information, employee write-ups, etc.	Until employee's resignation, termination or commission revoked	Paper		
L-93-1	Legal Files - Law Dept - Legal Opinions/Correspondence	Permanent	Multi		
L-18-1	Oaths of Office of Elected Officials – Oaths of Office given and sworn to by elected official upon taking office	Tens years after leaving office	Multi		

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**Fiscal Office**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
C-93-1	Account Records – Monthly - Receipts, expenditures & account balances	5 years	Multi		
C-93-2	Account Records – Yearly - Receipts, expenditures & account balances	Permanent	Multi		
C-93-3	Annexation Petitions - Correspondence relating to annexations	Permanent	Multi		
C-93-4	Annual Certifications - Certificates, tax settlements, etc	5 years	Paper		
C-93-5	Annual Financial Reports - Budgets, financial & audit reports	Permanent	Multi		
C-93-6	Bank statements - reconciliations & cancelled checks	5 years	Multi		
C-93-7	Bonds - Public Official and Employee bonds	merge w/personnel records	Paper		
C-93-9	Employee Insurance Programs - Self-Funded Contracts, claims, etc.	15 years	Multi		
C-93-10	Employee time Cards - Bi-Weekly Time Cards	5 years provided Audited	Multi		
C-93-11	General Correspondence - Correspondence - Fiscal Office	1 year and no longer of administrative or legal value	Multi		
C-93-12	Insurance Policies - Policies related to buildings/equipment/liability	2 years after expiration provided no open claims	Paper		
C-93-13	Inventories - Annual Equipment Inventories	3 years	Multi		
C-93-14	Lighting Districts - Petitions, Contracts, etc	Permanent	Multi		
C-93-15	Parking Violations - Tickets received from Sheriff/Payee	5 years	Paper		
C-93-16	Payroll Reports - Yearly - Federal/State Payroll Reports, W-2 forms, etc	Permanent	Multi		

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**Fiscal Office**

C-93-17	Payroll Worksheets - Employee Time Sheets, Time Cards, Leave Request, Individual Payroll Deduction Reports.	3 years Maintained in the Township's accounting system (OTAS) per Auditor's retention schedule.	Multi		
C-93-18	Personnel Files - Employee Personnel Folders - Post Employment	Permanent	Paper		
C-93-19	Real Estate Titles - Deeds, etc for Twp Real Estate	Permanent	Paper		
C-93-20	Receipt Books - Cash Receipt Books & Bank Deposit Slips	5 years	Paper		
C-93-21	Requisitions/Purchase Orders - Requisitions & Purchase Orders - copies	5 years	Multi		
C-93-22	Retirement Fund Reports - PERS & Police & Fire Reports	60 years	Paper		
C-93-23	Township Meeting Tapes – Audio/Video Tapes of Trustees Meetings	10 years	Multi		
C-93-24	Township Minutes - Proceedings, resolutions and attachments	Permanent	Multi		
C-93-25	Trustees' Meeting Correspondence - Agendas/Work papers for meetings	10 years	Paper		
C-93-26	Vehicle Titles - Titles to Township Vehicles	Life Of Vehicle	Paper		
C-93-27	Vouchers/Duplicate Invoices - Warrants, Invoices & Purchase Orders	5 years	Multi		
C-93-28	Workers Compensation Claims - Employee Claims	merge w/personnel records	Paper		
C-96-1	Budgetary & Fiscal Work papers - Work Papers	3 yrs after Audit	Multi		
C-96-2	Easements - Easements of Property	Permanent	Paper		
C-96-3	Leases - Leases	5 yrs after expiration & audited	Paper		
C-96-4	Payroll Work papers - Work papers for Payroll	3 yrs after Audit	Paper		
C-96-5	Permits & Licenses - Permits & Licenses	3 yrs after Audit	Paper		
C-96-6	Publications of Township - Newsletters, Employee Handbooks, Policy Book	2 copies retained permanently	Paper		



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**Fiscal Office**

C-96-7	Record of Estrays (Stray Animals) - Copies of loose Animals	Permanent	Paper		
C-02-1	Depository Contracts - Depository Contracts	15 years	Paper		
C-03-1	Vacation/Absent Forms (Revised - Request) - Employees request forms completed	Permanent	Paper		
C-08-1	Employee Medical Records - Employee Medical Files	merge w/personnel records	Paper		

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

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**Fire Department**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
F-93-1	Audio Tapes - Cassette Tapes Recording Emergency Calls	30 days - reused	Tape		
F-93-2	Card File - Structure/Auto Fires - Fire & Loss Records	Permanent	Multi		
F-93-3	Dilapidated Structures - Investigated Structures	Permanent	Multi		
F-93-4	Fire Alarm Response Reports - Security Alarm Calls Daily Log & 911 Printouts	5 years	Paper		
F-93-5	Fire Code Books - Fire Regulations	Until Superseded	Paper		
F-93-6	Fire Dept Correspondence & work papers - General Fire Correspondence & work papers	5 years	Multi		
F-93-7	Fire Dept Mutual Aid Agreements - Agreements with area Fire Departments	15 years/Until superseded	Paper		
F-93-8	Fire Dept Vendor Lists - Record of Purchase Orders & Invoices	5 years	Paper		
F-93-9	Fire Incident Reports & Run Records - EMS & Squad Reports and Logs	10 years	Multi		
F-93-10	Fire Inspections - Inspections of Buildings	Permanent	Multi		
F-93-11	Fire Investigations - Investigations	Permanent	Multi		
F-93-12	Fire Personnel Folders - Training & Related Personnel Information	merge w/personnel	Paper		
F-93-13	Fire Prevention Correspondence/Work papers - Regarding Fire Prevention Investigating	Permanent	Paper		
F-93-14	Fire Safety Clothing Specs - Protective Clothing Specs/Warranties	Until Superseded	Paper		
F-93-15	Fire Training Manuals - Materials used for Training Personnel	Until Superseded	Paper		
F-93-16	Fire Vehicle Maintenance Records - Vehicle Maintenance reports & warranties	Life of Equipment & 2	Paper		
F-93-17	Incident Cards - Relating to EMS & Fire Calls	10 years	Multi		
F-93-18	Material Safety Data Sheets - Teaching Reference Material	Until Superseded	Paper		
F-93-19	Township Street File - Card File for each Township Address	Permanent	Paper		
F-93-20	Video Tapes - Township Building Security Tapes	10 Days - Reused	Tapes		
F-00-1	EMS Billing - Billing for EMS Program	10 years	Paper		

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**Road, Parks, Zoning**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P-03-1	Correspondence - Parks - Incoming/Outgoing/Interoffice Memos	1 year and no longer of administrative or legal value	Multi		
P-03-2	League Files - Registrations	1-5 Years	Paper		
P-03-3	Receipt Books - Cash Receipt Books & Bank Deposit Slips	5 Years	Paper		
P-08-1	Shelter Reservations - Reservations for Park Shelters	1-5 Years	Paper		
R-93-1	Correspondence - Road Dept - Bond Releases, Projects, Specs, Etc.	1 year and no longer of administrative or legal value	Multi		
R-93-2	Job Orders - Road Dept - Work Requested/Completed	5 years	Paper		
R-93-3	Plans/Maps - Road Dept - Information on Road Improvements	Permanent	Multi		
R-93-4	Road Vehicle Maintenance Records - Records of Equipment Maintenance	Life Of Vehicle	Paper		
R-93-5	Service Manuals - Vehicle Parts & Service Manuals	Until Superseded	Multi		
R-02-1	Road Opening Permits - Permits for all Road Openings	5 yrs after audit	Paper		
R-08-1	Ledger/Receipt Books - Monies received & forwarded to Fiscal Office	5 years	Paper		
Z-93-1	Address Files - Permit Applications filed by Address	Permanent	Paper		
Z-93-2	Board of Zoning Appeals - Case Files including Minutes & Decisions	Permanent	Multi		
Z-93-3	Quarter Section Maps - Quarter Section, Township & Precinct Maps	Permanent	Multi		
Z-93-4	Township Zoning Books - Rules & Regulation of Township Laws	Permanent	Paper		
Z-93-5	Trustee Meeting Minutes (Copies) - Copies of Trustees' Meeting Minutes	3 years	Paper		
Z-93-6	Zoning Application for Variance - Bd of Appeals Case Files w/Application	5 yrs - provided no action pending	Paper		
Z-93-7	Zoning Board Meeting Tapes - Bd of Appeals & Commission - Tapes of meetings	Permanent	Tapes		

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**Road, Parks, Zoning**

Z-93-8	Zoning Change Requests - Zoning Commission Files w/Application	5 yrs - provided no action pending	Paper		
Z-93-9	Zoning Code Manuals - Materials Relating to Township Zoning	Until Superceded	Multi		
Z-93-10	Zoning Commission - Case Files including Minutes & Decisions	Permanent	Paper		
Z-93-11	Zoning Complaint Forms - Correspondence/investigation completed	5 yrs - provided no action pending	Paper		
Z-93-12	Zoning Correspondence – Numbered - Work papers	1-5 Years	Paper		
Z-93-13	Zoning Correspondence/Work papers - General Correspondence & Workpapers	1 year and no longer of administrative or legal value	Multi		
Z-93-14	Zoning Financial Reports - Monthly Financial Reports	Permanent	Paper		
Z-93-15	Zoning Inspectors Daily Log - Daily Log of Calls & Visitors	Permanent	Paper		
Z-93-16	Zoning Legal Opinions - Opinions including court cases	Permanent	Paper		
Z-93-17	Zoning Permits - All permits issued by Zoning Department	Permanent	Paper		
Z-93-18	Zoning Purchase Orders -Copies for various supplies	5 Years	Paper		
Z-93-19	Zoning Receipts Ledger/Accounts - Receipts for Payments	Permanent	Paper		
Z-99-1	Vendor Lists - Lists of applications for Vendors Licenses	1 year	Paper		