



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

FEB 13 2018

STATE AND LOCAL RECORDS

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Sandusky Township Sewer District

(Local Government Entity)	(Unit)		
<i>Cyndi Zienta</i>	Cyndi Zienta	Fiscal Officer	29 JAN 2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Sandusky Township Sewer District Records Commission 419-332-3810

2207 Oak Harbor Road	Fremont, OH	43420	(Telephone Number) Sandusky
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:

Czienta@sanduskytownship.com

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.

<i>[Signature]</i>	2-7-18
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>[Signature]</i>	Government Records Analyst	2/15/18
Signature	Title	Date

Section D: Auditor of State

<i>[Signature]</i>	Records Manager	3-1-18
Signature	Title	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

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

See instructions before completing this form.

Sandy Township Sewer District

(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 LGRP	(6) RC-3 Required by LGRP
72-01	Account Records (ORC 507.04)	10 years after last entry, provided audited			<input type="checkbox"/>
72-02	Agendas	2 years			<input type="checkbox"/>
72-03	Amended Official Certificates of Estimated Resources	5 years			<input type="checkbox"/>
72-04	Annual Budget Resolutions	Incorporate into Minutes: retain copies 5 years			<input type="checkbox"/>
72-05	Annual Financial Reports (ORC 507.07)	Incorporate into Minutes			<input type="checkbox"/>
72-06	Annual Financial Reports To Auditor of State	25 years			<input type="checkbox"/>
72-07	Annual Reports (ORC 5571.13)	Permanent			<input checked="" type="checkbox"/>
72-08	Appropriations Ledgers	5 fiscal years, provided audited			<input type="checkbox"/>
72-09	Audit Reports	5 fiscal years			<input type="checkbox"/>
72-10	Bank Deposit Slips	4 fiscal years, provided audited			<input type="checkbox"/>
72-11	Bank Statements (Reconciliations)	4 fiscal years, provided audited			<input type="checkbox"/>
72-12	Bids (Successful)	3 fiscal years, provided audited			<input type="checkbox"/>
72-13	Bids (Unsuccessful)	3 fiscal years, provided audited			<input type="checkbox"/>

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

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

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Sandusky Township Sewer District

(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 LGRP	(6) RC-3 Required by LGRP
72-14	Canceled Checks	4 fiscal years, provided audited		Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
72-15	Certificates Of Total Amount From Sources Available For Expenditures And Balances	3 years, provided audited			<input type="checkbox"/>
72-16	Certifications Of Publishing Legal Notices	2 years			<input type="checkbox"/>
72-17	Certified on Taxes	Until no longer of administrative value. Treasurer keeps permanently in tax Duplicate			<input type="checkbox"/>
72-18	Check Registers (Stubs; Duplicate Copies Of Checks)	4 fiscal years, provided audited			<input type="checkbox"/>
72-19	Contracts And Agreements	15 fiscal years			<input type="checkbox"/>
72-20	Correspondence	2 fiscal years			<input type="checkbox"/>
72-21	Damage Claims/Reimbursement	2 years provided no action pending			<input type="checkbox"/>
72-22	Easements	Permanent			<input checked="" type="checkbox"/>
72-23	Employee Time Records	3 years, provided audited			<input type="checkbox"/>
72-24	Employee Reports (Ohio Bureau of Employment Reports	Permanent			<input type="checkbox"/>

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Sandusky Township Sewer District

(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 LGRP	(6) RC-3 Required by LGRP
72-25	Environmental Protection Agency Permits	10 years			<input type="checkbox"/>
72-26	Excavating/Restorations	15 years			<input type="checkbox"/>
72-27	Final Assessments	2 years after assessment paid provided audited			<input type="checkbox"/>
72-28	Grants	Permanent			<input type="checkbox"/>
72-29	Inspection Reports	Until superseded provided no action pending			<input type="checkbox"/>
72-30	Insurance Policies	2 years after expiration, provided all claims are settled			<input type="checkbox"/>
72-31	Law Suits (After Decisions)	5 years			<input type="checkbox"/>
72-32	Minutes (Proceedings of Township Trustees: ORC 507.04)	Permanent			<input checked="" type="checkbox"/>
72-33	Pay-In Orders (Receipts)	3 years, provided audited			<input type="checkbox"/>
72-34	Payroll Records (Individual's Annual Records)	60 years			<input type="checkbox"/>
72-35	O.P.E.R.S Monthly Reports (Ohio Public Employees Retirement System Reports)	60 years			<input type="checkbox"/>

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

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Sandusky Township Sewer District

(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 LGRP	(6) RC-3 Required by LGRP
72-36	Personnel Records	60 years			<input type="checkbox"/>
72-37	Rate Schedules	Permanent			<input checked="" type="checkbox"/>
72-38	Records Retention Documents	Permanent			<input type="checkbox"/>
72-39	Requisitions	3 fiscal years, provided audited		Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
72-40	Resolutions (Copies)	Retain copies 5 years after incorporation into Minutes (Proceedings)			
72-41	Sewer Permit Records	Permanent			<input checked="" type="checkbox"/>
72-42	Sewer Tap Records	Permanent			<input checked="" type="checkbox"/>
72-43	Studies & Surveys	Retain as long as information has administrative value			<input type="checkbox"/>
72-44	Tape Recordings Of Trustees Meetings	Incorporate into official Minutes, then retain 1 year			<input type="checkbox"/>
72-45	Telephone Messages	Until no longer of administrative value			<input type="checkbox"/>

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(Local Government Entity)

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72-46	Violation/Correction Orders	10 years provided no action pending			<input type="checkbox"/>
72-47	Vouchers, Invoices, And Purchase Orders	4 fiscal years, provided audited			<input type="checkbox"/>
72-48	W-2 Forms	4 fiscal years			<input type="checkbox"/>

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