

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: Russell Township, Geauga County, Ohio 440-338-8912

 (Records Commission) (Phone number)

P.O. Box 522, 8501 Kinsman Road Novelty, Ohio 44072 Gauga

 (address) (city) (state) (zip code) (county)

FROM: Russell Township Records Retention Commission
 (political subdivision name)

(signature of responsible official) (Name: Geraldine Heck) (Title: Fiscal Officer) (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 record 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 Date

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

 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00001	FISCAL OFFICER: Accident Reports	2 fiscal years, provided audited	Multi	
FO-00002	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	Multi	

FO-00003 **Agendas**

2 years

Multi

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO
(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00004	Amended Official Certificates of Estimated Resources – from County Auditor of township for yearly budget.	5 years	Multi	
FO-00005	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	Multi	
FO-00006	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	Multi	
(5)	(6)	(7)	(8)*	(9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00007	Annual Budget Resolutions (July document and December amendments)	Incorporate into Minutes: retain copies 5 years	Multi	
FO-00008	Annual Financial Reports (ORC 507.07) (Proceedings)	Incorporate into Minutes	Multi	
FO-00009	Annual Financial Reports to Auditor of State	25 years	Multi	
FO-00010	Annual Inventories (ORC 505.04) Annual inventory of township equipment and supplies.	3 fiscal years, provided audited	Multi	
FO-00011	Annual Reports (ORC 5571.13)	Permanent	Multi	

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RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00012	Applications for employment	Retain with Personnel Records. If applicant employed; others destroy after 2 years	Multi	
FO-00013	Appropriation 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		
FO-00014	Audit Reports	5 fiscal years	Multi	
FO-00015	Bank Deposit Slips	4 fiscal years, provided audited	Multi	
FO-00016	Bank Statements (Reconciliations)	4 fiscal years, provided audited	Multi	

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00017	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	Multi	
FO-00018	Bids (Unsuccessful) (See above)	3 fiscal years, provided audited	Multi	
FO-00019	Bond Registers (Revenue Bonds)	20 fiscal years after issue called	Multi	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00020	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 officials' 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	Multi	
FO-00021	Bonds, Revenue (Redeemed Coupons)	2 years after redemption, provided audited	Multi	
FO-00022	Budgetary and Fiscal Work Sheets	3 fiscal years, provided audited	Multi	
FO-00023	Burial Permits (Burial Transit Permits)	Permanent	Multi	
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00024	Burial Records (Cemetery Records, Internment Records) 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 internment, lot number, location, box or vault, cost of digging, name of undertaker, address and remarks.	Permanent	Multi	
FO-00025	Cancelled Checks	4 fiscal years, provided audited	Multi	
FO-00026	Cash Books (Cash Receipts and Expenditures Journals)	3 years, provided audited	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00027	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	Multi	
FO-00028	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	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00029	Cemetery Plats (ORC 517.06) Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.	Permanent	Multi	
FO-00030	Certificates of Total Amount From Sources Available for Expenditures and Balances. Shows beginning balance and monies, expected for the year.	3 years, provided audited	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00031	Certifications of Publishing Legal Notices. Shows when published, who published, for what reason, length of run and charge.	2 years	Multi	
FO-00032	Chattel Mortgage Indexes Arranged alphabetically by name of mortgage/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	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00033	Chattel Mortgage Records Arranged chronologically by date of entry. Abstract after narrative 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	Paper	
FO-00034	Check Registers (Stubs; Duplicate copies of checks)	4 fiscal years, provided audited		
FO-00035	Civil Defense Records	Until no longer of administrative value		

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00036	Construction Files (Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories and contracts	15 years after construction is complete	Multi	
FO-00037	Contracts and Agreements	15 fiscal years	Multi	
FO-00038	Correspondence	2 fiscal years	Multi	
FO-00039	Employee Time Records	3 years, provided audited	Multi	
FO-00040	Employment Reports (Ohio Bureau of Employment Reports) Quarterly payroll reports.	Permanent	Multi	
FO-00041	Equipment missed, damaged, destroyed Contains description of equipment, facts of incident, and date.	2 years	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00042	Federal Revenue Sharing Records	Obsolete. Destroy if no longer of any administrative value	Multi	
FO-00043	Fence Dispute Forms (Line Fence Dispute Forms) Forms filed with trustees to settle building of fences	5 years after settlement	Multi	
FO-00044	Fence Partition Records Arranged chronologically. Contains complaints over fences, border repairs and other minutes	Appraise for historical value	Multi	
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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00045	Fence Proceedings Arranged chronologically. Contains complaints over fences, border repairs and other minutes.	Appraise for historical value	Multi	
FO-00046	Gas Slips Charge slips and receipt for township vehicles. Contains date, care, amount and cost	1 year, provided audited	Multi	
FO-00047	Grants Contains purpose of grant, funds applying for, name of applicant, dates, information to support grant request, and projects to be done with grant funds.	Permanent	Multi	
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00047	Income Tax Returns	6 fiscal years	Multi	
FO-00048	Indenture and Apprenticeship Records Arranged chronologically. Contains name and age of indenture or apprenticeship, type of service, master, duties and responsibilities of both parties and date approved.	Obsolete. Appraise for historical value	Multi	
FO-00049	Insurance policies	2 years after expiration, provided all claims are settled	Multi	
FO-00050	Inventories (Lists)	1 year until superseded	Multi	
FO-00051	Law suits (After decisions)	5 years	Multi	
FO-00052	Leases	5 fiscal years after expiration, provided audited	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00053	Levy Files	Life of levy plus 1 year	Multi	
FO-00054	Memorandums	Until no longer of administrative value	Multi	
FO-00055	Military Volunteer Records Arranged chronologically. Contains names, company, regiment and marital status	Obsolete. Appraise for historical value	Multi	
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00056	Minutes (Proceedings of Township Trustees; ORC 507.04) Includes proceedings, election data, bonds, settlements, accounts and other matters pertaining to the township's jurisdiction. 19 th 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	Multi	
FO-00057	Pay-In Orders (Receipts)	3 years, provided audited	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00058	Payroll Records (Individuals' Annual Records) Contains information about township employees' pay, vacation, sick time, comp time, application and personal history.	60 years	Multi	
FO-00059	Payroll Records (Biweekly Records) Contains all payroll information, sick days, vacation, injury, social security number and dates.	3 fiscal years, provided audited	Multi	
FO-00060	Permits and Licenses	1 year after expiration, provided audited	Multi	
FO-00061	P.E.R.S. Monthly Reports (Public Employees Retirement System Reports)	60 years	Multi	
(5)	(6)	(7)	(8)*	(9)

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00062	Personnel Records Contains history on current and past employees. Includes work information, memos, pay increases and worker's compensation.	60 years	Multi	
FO-00063	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	Multi	
FO-00064	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	Appraise for historical value	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00064 (continued)	for each candidate, proposal, or amendment.			
FO-00065	Poor Record and Account Books Arranged chronologically by date of case. Contains case description, date, items of expense, amount, date of trustees' services, name of trustee, and what service was rendered.	Obsolete. Appraise for historical value	Multi	
FO-00066	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	Appraise for historical value	Multi	
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00066 (continued)	data on the individual seeking relief.			
FO-00067	Publications of the Township	Permanent, retain two copies	Multi	
FO-00068	Real Estate Data Reproduced from County Auditor's Records	Permanent, updated as available	Multi	
FO-00069	Registry of Legal Voters	Appraise for historical Value	Multi	
FO-00070	Records of Committees Served On	2 years	Multi	
FO-00071	Requisitions (Invoices; Purchase Orders)	3 fiscal years, provided audited	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00072	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)	Multi	
FO-00073	Semi-Annual Apportionments of Taxes	5 fiscal years	Multi	
FO-00074	Sick and Vacation Leave Records Contains time allowed, employee name, dates used, and total time available.	Permanent	Multi	
FO-00075	Soldiers Relief Records (Military Relief Records) In 1886 The Ohio General Assembly created the Soldiers Relief	Obsolete. Appraise for historical value	Multi	
(5)	(6)	(7)	(8)*	(9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00075 (continued)	Commission in each county to provide for the relief of indigent Union servicemen and the indigent wives and children of the deceased veterans. Prior to the 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.			

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00076	Specification Books	Incorporate 1 copy with contracts	Multi	
FO-00077	Statements of Account for Per Diem and Services(ORC 505.24) 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.	3 fiscal years, provided audited	Multi	
FO-00078	Subdivision Records Plan (Lot Number and Street Address Index)	Permanent	Multi	
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00079	Surety Bonds – see Bonds			
FO-00080	Tape Recordings of Trustees' Meetings	Incorporate in official Minutes, then retain 1 year	Multi	
FO-00081	Tape Recordings of Discipline And Grievance Hearings	Incorporate into Personnel Files, then retain 30 days after appeal time has elapsed	Multi	
FO-00082	Tax Settlements Semi-annual apportionment of taxes from County Auditor	5 years	Multi	
FO-00083	Telephone Bills, Telephone Long Distance Logs	2 fiscal years, provided audited	Multi	
FO-00084	Telephone Messages Calls Received	Until no longer of administrative value	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00085	Time Sheets Contains data concerning time, dates, and running totals of time available.	3 years, provided audited	Multi	
FO-00086	Total Wage and Salaries Reports Office copy. Reports Sent to County Auditor.	5 years	Multi	
FO-00087	Union Contracts States all areas of employment and agreements between workers and management.	5 years after expiration	Multi	
FO-00088	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	Multi	
FO-00089	Vouchers, Invoices and Purchase Orders	4 fiscal years, provided audited	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00090	W-2 Forms	4 fiscal years	Multi	
FO-00091	W-4 Forms	Until superseded or employee terminates	Multi	
FO-00092	Work Schedules Hours of work, days off, employee assignments, dates, and station.	1 year after schedule. Contains shift change	Multi	
FO-00093	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	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00094	Electronic Correspondence Relating to Specific Projects and Fiscal Officer's general duties and responsibilities	Email correspondence pertaining to a specific project, or specific duties of the Fiscal Officer, will be printed and stored in the appropriate file for that specific project or duty, and will be retained in accordance with the Records Retention Policy regulations for that particular project or duty	Multi	

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FO-00095	Administrative and General Electronic Correspondence	Administrative email correspondence, not related to a specific project or a specific duty of the Fiscal Officer, will be stored in a file, on site, for a minimum of 30 days. the email correspondence file will be reviewed on an annual basis	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FD-00001	FIRE-RESCUE DEPARTMENT Accident Files	2 years, provided no claims pending	Multi	
FD-00002	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	Multi	
FD-00003	Apparatus Check List Contains name of item, condition of item, location and when last inspected.	Life of equipment	Multi	
(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-00004	Arson Files (Arson Reports) Contains date of fire, address, investigation and personnel involved	Permanent	Multi	
FD-00005	Bids for Equipment (Successful)	Until equipment is out of service	Multi	
FD-00006	Burning Complaint Files	1 year	Multi	
FD-00007	Civilian Casualty Reports Contains name, address, date, degree of injury, disposition and officer in charge.	Permanent	Multi	
FD-00008	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	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FD-00009	Environmental Protection Agency Burning Violation Records	5 years after violation corrected	Multi	
FD-00010	Equipment Maintenance Records Vehicles, pumps, hoses and other apparatus, except hydrants.	Life of equipment	Multi	
FD-00011	Fire Prevention Application Permits Lists applicant, date issued, date applied, permit number, type of business, storage used and applicant's signature.	Permanent	Multi	
FD-00012	Fire Code (Copies)	Until superseded	Multi	
FD-00013	Fire and Loss Records	Permanent	Multi	

(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-00014	Fire Inspection Reports Contains address, date, inspector, violations, findings and suggestions.	Life of structure	Multi	
FD-00015	Fire Reports/Fire Run Records Arranged chronologically	5 fiscal years	Multi	
FD-00016	Firework Permits	30 days after expiration	Multi	
FD-00017	Gas and Oil Disbursement Records	1 year, provided audited	Multi	
FD-00018	Hose Load Cards	Until superseded	Multi	
FD-00019	Hydrant Location Records	Permanent	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FD-00020	Hydrant Maintenance Records Contains repairs of hydrants, location, cause of damage and company making repairs.	2 years after test date	Multi	
FD-00021	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	Multi	
FD-00022	Inspection of Structures Records Fire Code Violations	Life of structure	Multi	
FD-00023	Insurance Claim Files	10 years after final settlement	Multi	
FD-00024	Master Run Reports	3 years	Multi	
(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-00025	Medic Reports (Medic Run (Records)	5 years	Multi	
FD-00026	Personal Injury Waivers Contains waiver for the release of information to Fire-Rescue Department for employment purposes.	Merge with Fiscal Officer's Accident Files	Multi	
FD-00027	Radio/Phone Calls Audio Recording Tapes	30 days, erase and reuse provided no action pending	Multi	
FD-00028	Training Materials Files	Until superseded	Multi	
FD-00029	Training Records Contains employee's name, rank, training received, certification, dates, instructor and grade.	Merge with personnel records	Multi	
FD-00030	Truck Mileage Records	Life of vehicle	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FD-00031	Truck Repair Records	Life of vehicle	Multi	
FD-00032	Violation Notices Contains address, date, owner, violation, time allowed to correct, reinspection date, inspector	1 year after violation corrected	Multi	
FD-00033	Work Schedules	1 year after schedule change	Multi	
FD-00034	Electronic Correspondence Relating to Specific Cases	Email correspondence pertaining to a specific case will be printed and stored in the case file and will be retained in accordance with the Records Retention Policy regulations for that particular case file	Multi	
(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-00035	Administrative and General Electronic Correspondence	Administrative email correspondence, not relating to a specific case file, will be stored in a file, on site, for a minimum of 30 days. the email correspondence file will be reviewed on an annual basis	Multi	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	POLICE DEPARTMENT			
PD-00001	Accident Files	10 years, provided no claim pending	Multi	
PD-00002	Activity Sheets	2 years	Multi	
PD-00003	Animal Control Records	2 years	Multi	
PD-00004	Arrest Cards Contains all information on arrest including date, time, offense, officer, name of subject, location and disposition.	Until age 80 years or deceased	Multi	
PD-00005	Bicycle License Receipts	3 years, provided audited	Multi	
PD-00006	Bicycle License Registers	7 years after last entry	Multi	
PD-00007	Bicycle Theft Logs	3 years	Multi	

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00008	Breathalyser Records (OAC 3701-53-01)	Not less than 5 years	Multi	
PD-00009	Child Abuse Case Records	Permanent	Multi	
PD-00010	Complaint Reports	2 years, provided no action pending	Multi	
PD-00011	Police Department Case Files (OVI Case Files; T 21.10) Court files of OVI cases including Alcohol Influence Reports, Breath Test Results, Statements of Facts by Arresting Officer, Accident Reports and Driving Records	Permanent	Multi	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

(political subdivision name)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00012	Criminal Case Files – Felonies	20 years, provided no action pending	Multi	
PD-00013	Criminal Case Files - Misdemeanors	7 years, providing no action pending	Multi	
PD-00014	Federal Bureau of Investigation Reports	7 years	Multi	
PD-00015	Field Interrogation Cards	6 years	Multi	
PD-00016	Fingerprints	Until age 80 years, or deceased	Multi	
PD-00017	Firearm Records and Inventories	3 years, provided audited	Multi	
PD-00018	House Checks Lists house, address, date leaving, date back, cars and lights	30 days after return	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00019	Incident Logs (Police Logs) Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen and reason for run.	7 years	Multi	
PD-00020	Jail Records of Personal Property	2 years	Multi	
PD-00021	Jail Registers	Permanent	Multi	
PD-00022	Junk Vehicle Cards	2 years after sale or other disposition	Multi	
PD-00023	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	Multi	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

(political subdivision name)

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00024	Master Name Index	Permanent	Multi	
PD-00025	Missing Person Reports	20 years, or until found	Multi	
PD-00026	Offense Reports – Felonies	20 years, provided no action pending	Multi	
PD-00027	Offense Reports - Misdemeanors	5 years, provided no action pending	Multi	
PD-00028	Pawnshop Cards	1 year, provided no action pending	Multi	
PD-00029	Polygraph Records	6 years	Multi	
PD-00030	Prisoner Booking Video Recording Tapes	90 days, erase and reuse provided no action pending	Multi	
PD-00031	Radio and Telephone Logs	2 years	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00032	Radio/Phone Calls Audio Recording Tapes	30 days, erase and reuse provided no action pending	Multi	
PD-00033	Recovered Property Records	2 years after disposal of property	Multi	
PD-00034	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	Multi	
PD-00035	Rules and Regulations	Until superseded	Multi	
PD-00036	Subpoenas, Summonses, and Warrants	Until discharges	Multi	

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CONTINUATION SHEET**

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

(political subdivision name)

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00037	Tow Tickets	3 years after paid, provided audited	Multi	
PD-00038	Traffic Crash Reports Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries and citations issued.	5 years, provided no action pending	Multi	
PD-00039	Traffic Citations Contains violation, date, time, vehicle, owner, officer and offense	3 years, provided audited	Multi	
PD-00040	Training Materials Files	Until superseded	Multi	
PD-00041	Training Records	Merge with personnel records	Multi	
(5)	(6)	(7)	(8)*	(9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00042	Type of Crime Files	Permanent	Multi	
PD-00043	Vehicle Impound Records Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to and signatures	3 years	Multi	
SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET				

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO
(political subdivision name)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
(5)	(6)	(7)	(8)*	(9)

PD-00044 **Electronic Correspondence Relating to Specific Cases** Email correspondence pertaining to a specific case will be printed and stored in the case file and will be retained in accordance with the Records Retention Policy regulations for that particular case file Multi

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
PD-00045	Administrative and General Electronic Correspondence	Administrative email correspondence, not relating to a specific case file, will be stored in a file, on site, for a minimum of 30 days. The email correspondence file will be reviewed on an annual basis	Multi	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO
(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

ROAD DEPARTMENT

RD-00001	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	Multi
RD-00002	Easements	Permanent	Multi
RD-00003	Job Orders Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent on job.	3 years after completed	Multi

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
RD-00004	Road Fund Records (Expenses of Township Road and Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05). Arranged chronologically by date of entry. Contains date, township funds and orders issued, to whom paid and amount paid.	10 years after last entry, provided audited	Multi	
RD-00005	Road Mileage/Log Reports Yearly check of miles of road in township.	Permanent	Multi	

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(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
RD-00006	Electronic Correspondence	Email correspondence	Multi	

Relating to Specific Projects relating to specific projects will be printed and stored in the case file and will be retained in accordance with the Records Retention Policy regulations for that particular project

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
RD-00007	Administrative and General Electronic Correspondence	Administrative email correspondence, not related to a specific project, will be stored in a file, on site, for a minimum of 30 days. the email correspondence file will be reviewed on an annual basis	Multi	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00001	ZONING DEPARTMENT Applications for Conditional	Permanent	Multi	

Use 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

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00001 (continued)	Board of Zoning Appeals; if approved, conditions and safeguards prescribed; and whether denied and reason.	Permanent	Multi	
ZD-00002	Applications for Variance (Zoning Variance Case Files) 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;			

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00002 (continued)	conditions and safeguards prescribed; and whether denied and reason.			

ZD-00003	Board of Zoning Appeals Case Files	Permanent	Multi
ZD-00004	Board of Zoning Appeals Minutes (ORC 519.15) Arranged chronologically by date of proceeding	Permanent	Multi
ZD-00005	Certificates and Plans (Certificates of Zoning Approval) Arranged by address, and then numerically and/or chronologically. Contains number and date of certificate to whom approval is granted and address, description of property, property owner,	Permanent	Multi

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00005 (continued)	address, legal description of property, zoning fee and date.			
ZD-00006	Change Requests (Requests for Zoning Changes) 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.	Permanent if granted. Otherwise, 5 years, provided no action pending	Multi	
ZD-00007	Complaint Forms 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	5 years, provided no action pending	Multi	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00007 (continued)	investigator, reference code, disposition and date, re-inspection information, condition found, and			

recommendations.

ZD-00008	Grant Applications	5 years	Multi
ZD-00009	Legal Opinions	Permanent	Multi
ZD-00010	Nuisance Abatement Records (Active and Inactive)	Permanent	Multi
ZD-00011	Permit Applications – Buildings (Applications for Zoning Approval) Estimated value, legal description, property owner and address, contractor and address, dimensions and construction, proposed use of building, type of sewage disposal, yard	Permanent	Multi

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00011 (continued)	dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application was denied and reason.			
ZD-00012	Permit Applications – Ponds (Applications for Zoning Approval) Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner 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	Permanent	Multi	
SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET				

RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00012 (continued)	application denied and reason.			
ZD-00013	Permit Applications - Signs	Permanent	Multi	

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

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00013 (continued)	above grade, projection from building, whether and electric sign, and by whom submitted.			
ZD-00014	Electronic Correspondence Relating to Specific Cases or Projects	Email correspondence pertaining to a specific case or project, will be printed and stored in case or project file and will be retained in accordance with the Records Retention Policy regulations for that particular case or project	Multi	

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RUSSELL TOWNSHIP, GEAUGA COUNTY, OHIO

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ZD-00015	Administrative and General Electronic Correspondence	Administrative email correspondence, not relating to a specific case or project, will be stored in a file, on site,	Multi	

for a minimum of 30 days. The email correspondence file will be reviewed on an annual basis

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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(political subdivision name)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP