

Harrison Township Records Retention Policy

Fiscal Officer and Trustees

ACCIDENT REPORTS:	2 years, provided audited
ACCOUNT RECORDS (ORC 507.04): Arranged chronologically by date of entry. Contains date, name, purpose or source, number of warrantor 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 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 for 5 years
ANNUAL FINANCIAL REPORTS: (ORC 507.07) (Proceedings)	Incorporate into minutes
ANNUAL FINANCIAL REPORTS TO AUDTOR 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 two 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, and number of peach trees, plum trees, cherry trees, prune trees, apple trees, etc.	Appraise for historical value
AUDIT REPORTS:	5 fiscal years
BANK DEPOSIT SLIPS:	4 fiscal years, provide audited
BANK STATEMENTS (Reconciliations):	4 fiscal years, provide audited
BIDS (Successful): Contains bidder information, dates, cost of materials, labor, expected completion date, services to be rendered, 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 (Records 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:	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.

CANCELLED 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 FO 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/mortgage, 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	Obsolete. Appraise for historical value

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).

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, specification, inventories, and contracts.	15 years after construction is complete
CONTRACTS AND AGREEMENTS:	15 fiscal years
CORRESPONDENCE:	2 years
CRYPT RECORDS (Mausoleum records: see cemetery records): Arranged chronologically. Contains owner's names at mausoleum, mapping and statistics.	Permanent
ELECTRONIC CORRESPONDENCE (E-mails text messages):	2 years, unless spam which can be deleted immediately
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, OR DESTROYED (Including sale or destruction, for security purposes, of any significant equipment): Contains description of equipment, facts of incident, and date):	2 years
FEDERAL REVENUE SHARING RECORDS:	Obsolete. Destroy if no longer of administrative value
FENCE DISPUTE FORMS (Line fence dispute forms):	5 years after settlement

Forms filed with trustees to settle building of fences.

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

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

HUNTING AND FISHING LICENSE RECORDS:

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.

Until expired. Appraise for historical value

INDENTURE AND APRENTICESHIP RECORDS:

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

INSURANCE POLICIES:

2 years after expiration, provided all claims are settled

INVENTORIES:

Lists of equipment, departmental property, dates, status, and description.

1 year until superseded

LANDFILL RECORDS:

5 years after site ceases operation

LAW SUITS (After decisions):

5 years

LEASES:	5 fiscal years after expiration, provided audited
LEVY FILES:	Life of levy plus one year
LIQUOR BLACKLISTS (Notices to liquor dealers): Arranged chronologically. Notices to tavern owners and liquor establishments not to sell liquor to individuals.	Obsolete. Appraise for historical value
MAINTENANCE NEEDS STUDIES: Arranged chronologically. contains equipment type, percent expected, annual depreciation (if any), and replacement needs.	5 years after end of fiscal year
MEMORANDUMS:	Until no longer of administrative value
MILITARY VOLUNTEER RECORDS: Arranged chronologically. Contains names, company, regiment, and marital status.	Obsolete. Appraise for historical value
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", "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 (Bi-weekly records): Contains all payroll information, sick days, vacation, injury, social security number and dates.	
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

<p>PLATS AND MAPS: Contains plats of subdivisions, towns, and villages within the township showing owners, parcel numbers, streets, alleys, streams and rivers, and railroads.</p>	<p>Appraise for historical value</p>
<p>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.</p>	<p>Appraise for historical value</p>
<p>POOR RECORD AND ACCOUNT BOOKS: Arranged chronologically by date of case. Contains case description, date, items of expensed, amount, date of trustee's services, name of trustee, and what service was rendered.</p>	<p>Obsolete. Appraise for historical value</p>
<p>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.</p>	<p>Appraise for historical value</p>
<p>PUBLICATIONS OF THE TOWNSHIP:</p>	<p>Permanent, retain 2 copies</p>
<p>REAL ESTATE DATA REPRODUCED FROM COUNTY AUDITOR'S RECORDS:</p>	<p>Permanent; updated as available</p>
<p>RECORDS OF COMMITTEES SERVED ON:</p>	<p>2 years</p>
<p>RECORDS OF ESTRAY (Stray animal records): Arranged chronologically by report. Contains copies of notices filed by persons having possession of any stray domestic animals, showing date reported, description of stray, name and addresses of person holding the stray, justice of the peace's appraisal, and the date claimed or sold at auction.</p>	<p>Permanent</p>
<p>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</p>	<p>Permanent</p>

brand or earmark used, type of livestock, and date filed.

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 for 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,

Appraise for historical value

disease or cause of death, and previous residence.

SUBDIVISION RECORD PLANS (Lot number and street address index):

Permanent

SURETY BONDS see **BONDS**:

TAPE RECORDINGS OF TRUSTEES MINUTES:

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 lapsed

TAX SETTLEMENTS:

Semi-annual apportionment of taxes form county auditor.

5 years

TELEPHONE BILL, TELEPHONE LONG DISTANCE LOGS:

2 fiscal years, provided audited

TELEPHONE MESSAGES:

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 and change

WORKERS COMPENSATION CLAIMS:

Contains name of injured, date of injury, amount of time off, degree of injury, how

10 years after date of final payment

happened, claim number, place employment, amount of benefits, length of benefits, and decision of board.

Road Department

BLACKTOPPING AND RESURFACING RECORDS: Contains name of street or road, date done, who did work, what was done, completion date, cost, what materials were used, and projected redo date	Permanent
CERTIFICATES OF LABOR PERFORMED:	Until no longer of administrative value. Appraise for historical value.
DRAGGING RECORDS: Arranged by dragging district number. Contains name of person who dragged, date dragged, date notified, date dragged, date of return card, amount charged, and amount allowed.	Obsolete. Appraise for historical value
DITCH RECORDS (Applications, journals, plats, and profiles): Arranged chronologically by date of meeting. Includes a record of proceedings relative to the establishment and construction of 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 of completed construction.	Permanent
EASEMENTS:	Permanent
INSECT CONTROL RECORDS: Contains day of spray, area done, when to re-spray, what chemicals used, time, date, and operator.	2 years
JOB ORDERS: Contains date work requested, address of job, employees sent, work done,	3 years after completed

completion date, follow up comments, and time spent on job.

NOTICES TO DESTROY WEEDS:

Arranged chronologically. Contains date, date notified, date to destroy and what to destroy, and where. Also contains property of owner and address.

Until no longer of administrative value.
Appraise for historical value.

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

ROAD IMPROVEMENTS RECORDS (ORC 5575.09):

Arranged chronologically by date of meeting. Contains a record of proceedings for the construction, reconstruction, resurfacing, or improvement public roads, and date; accounts of receipts and expenditures including date, items of receipts, and amount.

Permanent

ROAD MILEAGE/LOG REPORTS:

Yearly check of miles of roads in township.

Permanent

ROAD RECORDS (ORC 507.05; ORC 5575.09):

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 appropriated, and resolutions granting or rejecting the petition. May also include plats and maps, accounts, and names of citizens who worked on roads.

Permanent

ROAD TAX RECORDS (Road tax duplicates, supervisor's abstracts of tax duplicates and yearly reports and accounts):

Arranged alphabetically by name of landowner. Contains assessments on real estate showing names of owners, location, description, acres, value, and tax information.

Permanent

Zoning Department

APPLICATIONS FOR CONDITIONAL 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 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.	Permanent
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 and with present and or future buildings; justification of variance; date and name of applicant; fee paid; decision of Board of Zoning Appeals; conditions and safeguards prescribed; and whether denied and reason.	5 years, provided no act pending
BOARD OF ZONING APPEALS CASE FILES	Permanent
BOARD OF ZONING APPEALS MINUTES (ORC 519.15): Arranged chronologically by date of proceeding.	Permanent
CERTIFICATES AND PLANS (Certificates of zoning approval): Arranged numerically and/or chronologically. Contains number and date of certificate, to whom approval is granted and address, description of property, property owner, address, zoning fee, and date.	Permanent

CHANGE REQUESTS (Requests for zoning changes): 5 years, provided no action pending
Arranged by address. Contains date, change in classification requested, street address of property, change in classification requested, street address of property, owner's name and address, signature, date, fee paid, and receipt number.

COMPLAINT FORMS: 5 years, provided no action pending
Arranged by address. Contains name of complainant, date, by who referred, 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.

GRANT APPLICATIONS: 5 years

LEGAL OPINIONS: Permanent

NUISANCE ABATEMENT RECORDS (Active and inactive): Permanent

PERMIT APPLICATIONS-BUILDINGS OR FENCES (Application for zoning approval): 1 year after final decision rendered
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.

PERMIT APPLICATIONS- SIGNS-BILLBOARDS (Applications for permits to erect or place in use sign or billboard): 1 year after final decision rendered
Arranged by address, contains zoning approval date and use zone, issue date, certificate number; name of owner of sign, number and street; 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.

PERMIT RECORDS: Permanent