

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit			
JACKSON TOWNSHIP TRUSTEES		GENERAL ADMINIST	TO ATION
(local government entity)		(unit)	RATION
Moules A Lum	MARILYN J. LYON	• ,	
(signature of responsible official)	(name)	TOWNSHIP ADMINIST (title)	
· · · · · · · · · · · · · · · · · · ·		(utie)	(date)
Section B: Records Commission			
JACKSON TOWNSHIP		330-832-	7/16
Records Commission		(telephone nur	
5735 WALES AVENUE N.W.	MASSILLON	44646	•
(address)	(city)	(zip code)	STARK (county)
		(-i, 1010)	(County)
listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendir commission Records Commission Chair Signature	, or otherwise disposed of in vi ig legal case, claim, action or r	olation of these schedules and equest. This action is reflected	that no record will be knowingled in the minutes kept by this H-24-12
			Date
Section C: Ohio Historical Society - St Onny Connica Signature		cords Archi	rst 5/12/12 Date
Section D: Auditor of State Martin & Murle			5-12-12
Signature			Date
Please Note; It is strongly recommended	The State Archives retains that the Records Commission	RC-2 forms permanently.	

It is strongly recommended that the Records Commission retain a permanent copy of this form



800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

GENERAL ADMINISTRATION

(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	(6) RC-3 Required by OHS-
	Policies, Procedures, Rules and Regulations: pertaining to township operations	6 yrs + current year after revised, superseded, rescinded, and no longer of an administrative or legal value	Multi	OHS-LGRP	LGRP
08-GA-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 years + current year after revised, superseded, rescinded, and no longer of an administrative or legal value	Paper		
08-GA-00003	Executive Correspondence - includes correspondence of the Department Head and the executive staff dealing with significant aspects of the administration of the township. Correspondence includes information concerning policies, program, fiscal and personnel matters.	3 years + current year and no longer of an Administrative or legal value	Multi		X
08-GA-00004	General Correspondence — includes correspondence from various individuals, companies and organizations requesting information pertaining to the department or township and other miscellaneous inquiries. Does not attempt to influence policy, just informative.	1 year + current year and no longer of an administrative or legal value (RC-3 not required)	Multi		
·	Routine Correspondence — referral letters, requests for routine information or Publications provided to the public by the department or township which is answered by a standard form letter.	1 year + current year and no longer of an administrative value (RC-3 not required)	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or	(6) RC-3 Required by OHS-
08-GA-00006	Transient Records - Faxes, notes, telephone inessages/books/logs, and other limited documents which serve to convey information of temporary importance.	Retain until no longer of an Administrative value, and then destroy. (RC-3 not required)	Multi	OHS-LGRP	LGRP
08-GA-00007	Unsolicited Correspondence: mail, etc.	Retain until no longer of an Administrative value and then destroy. (RC-3 not required)	Multi		
08-GA-00008	Copies - reading, informational and reference	Retain until no longer of an Administration	Multi		
08-GA-00009	Drafts and informal notes	value and then destroy. (RC-3 not required). Retain until no longer of an Administrative	Multi		
08-GA-00010	Bulletins, Posters and Notices - informational	Retain until no longer of an Administration			
08-GA-00011	Blank forms - forms created by the different	value and then destroy. (RC-3 not required) Until revised, obsolete or superseded and then	Paper		
08-GA-00012	departments Professional Magazines & Publications	desitoy. (AC-3 not required).	Multi		
08-GA-00013		Retain until no longer of an Administrative value and then destroy. (RC-3 not required)	Multi		
	Reference Publications & Direction	Until revised, superseded or obsolete (RC-3 not required).	Multi		
08-GA-00014	Laws, Regulations & Rules	Until revised, superseded or obsolete (RC-3 not required)	Multi		
8-GA-00015	Vendor & Suppliers Information contact and product information.	Until revised, obsolete or superseded (RC-3 not required)	Paper		
		not terlimie(t)	-		



Schedule Number	Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3. Required by OHS-
	Business Card/Rotary & Rolodex Files	Until obsolete, superseded or no longer having any administrative value. (RC-3 not required)	Multi	OHS-LGRP	ĹGRP
08-GA-00017	Maintenance/Work Orders Department Copy forms for repairs,	2 yrs + current year	Paper		
08-GA-00018	Workers Compensation Report - Dept. Copy - employee BWC claim information.	Until no longer of an administrative or legal value (RC-3 not required)	Paper		
08-GA-00019	Planning, Scheduling, Calendar & Training information on: Display boards, Erasable/Dryerase boards, chalkboards, easel pads and Microsoft Outlook	Continually updated, revised, erased or no longer of an administrative value (RC-3 not required)	Multi		
08-GA-00020	Daily, weekly, monthly and yearly appointment books, calendars, schedules, organizers, planners & Microsoft Outlook	Continually updated, revised, or erased (RC-3 not required)	Multi		
08-GA-00021	Facsimile logs, cover sheets, confirmation notices	Until no longer of an administrative, fiscal or legal value. (RC-3 not required)	Multi		
08-GA-00022	Employee training program publications. Manuals produced by an agency for internal personnel training.	Retain until superseded, obsolete, replaced scan to electronic form then destroy paper copy	Multi		
08-GA-00023	General Operations Files - files that are needed for general operations of the departments.	Until no longer of an Administrative value	Multi		
08-GA-00024	Professional Organizations/ Assoc, Files	1 year + current year and no longer of an administrative value	Paper		
8-GA-00025	News Releases - informational releases pertaining to township activities as needed.	1 year + current year then scan to electronic form for permanent retention	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or	Required
08-GA-00026	Awards, Newspaper articles	Until no longer of an administrative value	Multi	OHS-LGRP	
08-GA-00027	Surveys and Questionnaires – responses from township residents.	3 years + current year and no longer of an administrative or legal value	Paper		_ 🗷
08-GA-00028	Equipment Operating and Maintenance Manuals	Life of equipment	Multi		
08-GA-00029	Equipment Maintenance & Repair Records	Life of Equipment	Multi		
08-GA-00030	Annual Department Budget (Dept. Copy)	3 years + current year provided audited	Multi		
08-GA-00031	Annual Departmental Budget Preparation Documents and Work Papers	1 year + current year after final budget approval	Multi		
08-GA-00032	Requisitions for purchase orders, purchase orders, invoices & statements (department copy)	3 years + current year provided Township audited	Paper	PART TORRA	THE PROPERTY OF
98-GA-00033	Voice mail	Erase & reuse when no longer of an administrative value (RC-3 not required)	Multi	The bear out	end the
8-GA-00034	Time cards/Payroll (Dept. Copy)	3 years + current year provided Township audited	Paper	os. 117.03 Q.	i t to .C.
8-GA-00035	Employee training records – may be summarized annually	7 years + current year after employee leaves Township employment	Multi		



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Audited meens: the years encompessed by the records have been suchted by the Juditor of State and the akuk mesat has been released pursuant to Sec. 117.26 O.R.C.

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or	(6) RC-3 Required by OHS-
08-GA-00036	Active Personnel File — commendations, promotions, pay adjustments, performance evaluations, work information etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Office	Multi	OHS-LGRP	LGRP
08-GA-00037	Request for use of sick leave/vacation/compensatory time - request forms from employees	3 years + current year provided Township audited	Paper		
08-GA-00038	Overtime Records - timecards, request forms, etc.	3 years + current year provided Township audited	Multi		
08-GA-00039	Union & Labor Contracts & Agreements (including modifications, addendums) States all areas of employment and agreements between workers/mgmt (Department copy)	15 years + current year after expiration of contract or agreement	Paper		
08-GA-00040	Union & Labor Contracts & Agreements negotiation records and notes (Department copy)	5 years + current year after expiration of contract or agreement	Paper		
08-GA-00041	Employee Accident Reports – internal accident forms	10 years + current year and no longer of an administrative or legal value	Paper		
08-GA-00042	Certifications of publishing legal notices — shows when published, who published, for what reason, length of run and charge	3 years + current year	Paper		
08-GA-00043	Memorandums - including email memorandums	Until no longer of an administrative value (RC-3 not required)	Multi		
08-GA-00044	Public Records Request files and Log File (Notes, correspondence, research and other records regarding public records requests made and the log file maintained of all public record requests made of the department)	3 years + current year from response date, then destroy	Multi		



(1) Schedule Number	Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-
	Electronic Mail (E-Mail) & Attachments	Retain email which has significant administrative, fiscal or legal value according to content. (Refer to RC-2) Retain other Township business related email two years. (RC-3 not required)	Multi	Ons-LGRP	LGRP
08-GA-00047	Backup systems for e-mail system, server data, system backup files, copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Retain 2 system backup cycles, (2 weeks) then	Multi		
08-GA-00048	System Users Access Records — electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of an administrative value then destroy. (RC-3 not required)	Multi		
08-GA-00049	Computer usage files — electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage	Retain until no longer of administrative value then destroy. (RC-3 not required)	Multi		· []
08-GA-00051	Computer Generated Reports (Non-specific, administrative and financial, year-end)	Until no longer of administrative or fiscal value (RC-3 not required)	Multi		
08-GA-00052	Drafts, informal notes, reminder notes, copies of documents where originals exist elsewhere, blank forms,	Retain until no longer of an administrative value then destroy (RC-3 not required)	Multi		
8-GA-00053	Copies of cellular and telephone records.	Until no longer of an administrative value	Multi		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Perlod	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-GA-00054	Employee Grievances – grievance forms, etc.	7 years + current year after final decision rendered and no appeals or actions pending	Paper		
08-GA-00055	Grant requests/applications not funded — Contains purpose of grant, funds applying for, name of applicant, dates, information to support grant request and projects to be completed with grant funds	l year plus current year after decision rendered	Multi		
08-GA-00056	Township Disaster Plans (department copies) – instruction binders.	6 years after revised or rescinded	Multi		
08-GA-00057	Grant requests — funded. Contains purpose of grant, funds applying for, name of applicant, dates, information to support grant request and projects to be completed with grant funds	5 years + current year scan to electric form for permanent retention. Destroy excess paper	Multi		Ø
08-GA-00058	Township Expense Record (department copies) – expense forms and receipts	3 years + current year provided Township audited	Multi		
08-GA-00059	Administrative Project Files – information pertaining to project	Until no longer of an administrative value	Multi		
08-GA-00060	Fuel Transaction Record (department copies) – fuel slips.	3 years + current year provided Township audited	Multi		
10-GA - 00061	Cell phone text messages	Standard retention period of cellular service provider.	Multi		

encompared by the records home been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.23 O.R.C.



Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17th Avenue Columbus, Ohio 43211-2474 614.297.2553 locairecs a ohiohistory.org www.chiohistory.org/lgr

OHIO HISTORY CONNECTION

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JUNE 6 2022

STATE AND LOCAL **GOVERNMENT RECORDS**

RECORDS RETENTION SCHEDULE (RC-2)— Part 1 See instructions before completing this form. Must be submitted with PART 2

		CARLO ST. L. C. C.		
Section A: Local Government Unit				
Jackson Township Board of Trustees	Adn	ninistration		
(Local Government Entity)		(Unit)		
n Hell	Michael B. Vaccaro	•		
(Signature of Responsible Official)		Township Admin	istrator/Law Director	5-17-2
(1.2-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	(Name)	(Title)		(Date)
Section B: Records Commission				
Jackson Township	Records Commission	330	-832-7416	
		(Tel	ephone Number)	
5735 Wales Ave. NW	Massillon .	44646	Stark	
(Address)	(City)	(Zip Code)	(County)	
o have this form returned to the Records Comm	nission electronically, include an ema	il address:		
hereby certify that our records commission metorm and any continuation sheets. I further certificansferred, or otherwise disposed of in violation agal case, claim, action or request. This action is accords commission that Signature add J. Hawke	64	ATTOUT TO DIGABILI FILE	d approved the schedules li se records series from being cosed of which pertains to a	sted on this destroyed, my pending
ction C: Ohio History Connection - State Are	chives			
Jack Jabok	Government Records Arc	hivist	6/9/2022	
nature	Title		Date	
-			Date	
tion D: Auditor of State				
artin E. Meeks Meeks Date: 2022.06.14 07:55:12 -04'00'	Records Manager			
nature	Title		D.	
			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

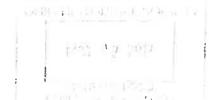
Section E: RECORDS RETENTION SCHEDULE (RC-2) — Part 2 See instructions before completing this form.

Jackson Township Board of Trustees	Administration	
(Local Government Entity)	(Unit) Township Administrator/Law Director	5-17-22
(1)		

(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
08-ADM- 00067	Yard Waste Card Registration	One Year + current year and no longer of an administrative or legal value	Paper	State of Logar	
CDD DC 1	rt 1 & 2), Revised January 2				



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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

JACKSON TOWNSHIP TRUSTEES (local government entity) MARILYN J. LYON TOWNSHIP ADMINISTRATOR (date) Section B: Records Commission JACKSON TOWNSHIP Records Commission (telephone number) Township Addition Records Commission (telephone number) Township Addition Township Addition Township Addition Records Commission (telephone number) Township Addition Township				
(local government entity) MARILYN J. LYON TOWNSHIP ADMINISTRATOR 4/19/12 (date) Section B: Records Commission JACKSON TOWNSHIP Records Commission (telephone number) 4/18/12 STARK (county) To have this form returned to the Records Commission electronically, include an email address: DKERROJACKSONTWP.CC Thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records form being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known is posed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this ommission. 4-24-1: Records Commission Chair Signature Date Date Section D: Auditor of State Title Date 5-33-73- Date	Section A: Local Government Unit			
(local government entity) MARILYN J. LYON TOWNSHIP ADMINISTRATOR 4/19/12 Septiature of responsible efficial) Section B: Records Commission JACKSON TOWNSHIP Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON (city) (city) (city) (city) (city) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC (county) To have this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recoveries from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known is posed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission. Heave the condition of the condition	JACKSON TOWNSHIP TRUSTEES		ADMINISTRATION	
Section B: Records Commission JACKSON TOWNSHIP Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON (city) (city) (vip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recorders from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be kno lisposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this certain commission. 4-24-1: Telectron C: Ohio Historical Society - State Archives Title Date 5-23-73 Date	(local government entity)			
Section B: Records Commission JACKSON TOWNSHIP Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON (city) (city) (vip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recorders from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be kno lisposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this certain commission. 4-24-1: Telectron C: Ohio Historical Society - State Archives Title Date 5-23-73 Date	martin 1 Lion	MARIEVALIVON	TOWNSHIP ADMINISTRATOR	4/40/40
Section B: Records Commission JACKSON TOWNSHIP Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON (city) (city) (vip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recorders from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be kno lisposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this certain commission. 4-24-1: Telectron C: Ohio Historical Society - State Archives Title Date 5-23-73 Date	(signature of responsible official)			
JACKSON TOWNSHIP Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON A4646 STARK address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the science from their form and any continuation sheets. I further certify that our commission will make every effort to prevent these recoveries from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known is preventing legal case, claim, action or request. This action is reflected in the minutes kept by this commission. H-24-1: Records commission Chair Signature Date Date Section D: Auditor of State Date Date Date	,			()
Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON 44646 STARK address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the science from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known is posed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission Chair Signature Date Date Title Date 5-23-12 Ignature Date	Section B: Records Commission		· ·	
STASE WALES AVENUE N.W. MASSILLON 44646 STARK address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.CC thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the science from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known is possible to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the disposed of the control of these schedules and that no record will be known is possible. This action is reflected in the minutes kept by the disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the disposed of the control of these schedules. This action is reflected in the minutes kept by the disposition of these schedules. This action is reflected in the minutes kept by the disposition of these schedules. This action is reflected in the minutes kept by the disposition of these schedules. This action is reflected in the minutes kept by the disposition of these schedules. This action is reflected in the minutes kept by the disposition of these schedules. This action is reflected in the minutes kept by the disposition of these schedules. This action is reflected in the minutes kept by the disposition of these schedules and that no record will be known in the schedules. The disposition of these schedules are recorded in the schedules. The schedules are recorded in the schedules and the schedules are recorded in the schedules and the schedules are recorded in the schedules. The schedules are recorded in the schedules are recorded in the schedules and the schedules are recorded in the schedules are recorded in the schedules are recorded in the schedules	JACKSON TOWNSHIP			
for have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.Co hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scheded on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recoveries from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known in the street of the minutes kept by this commission. **All Control of State** **Description** **De	Records Commission	on .	(telephone number)	
To have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.Cd Thereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the science is form and any continuation sheets. I further certify that our commission will make every effort to prevent these recoveries from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be know itsposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the commission. **Checords commission Cheir Signature** Date **Description** *	5735 WALES AVENUE N.W.	MASSILLON	44646	STARK
hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recoveries from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known lisposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this decords commission. 4-24-1: Records commission Chair Signature Date Date Section C: Ohio Historical Society - State Archives Title Title 5/12/12 Date 5-23-13 Ignature Date	(address)	(city)	(zip code)	
Section C: Ohio Historical Society - State Archives Section D: Auditor of State Martin E Muli Section D: Auditor of State Date 5-33-13 Date	Doer			4-24-12
Section D: Auditor of State Martin & Muli Jane 5/12/12 Date 5-22-13 Ignature	Records Commission Chair Signature			
Martin E Mulli- ignature 5-22-12- Date			cords archurst	5/12/12/ Date
Places Note: The State Archives retains PC-2 forms permanently			1	
	Signature			

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



800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

JACKSON	TOWNSHIP	TRUSTEES

ADMINISTRATION

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP	
08-ADM-00001	Accident Reports/Files: Employee injury reports, bodily injury to non-employee, damage to township vehicle or property	Place in personnel file, 6 years provided no action pending	Multi			
08-ADM-00002	Agendas: copies of Board of Trustees meeting agendas	2 years + current year	Paper			
08-ADM-00003	Annual Inventory: lists of equipment, departmental property, dates, status, and description.	3 years + current year	Paper			
08-ADM-00004	Annual Reports: annual report of the township	Permanent	Paper		×	
08-ADM-00005	Annual Budget Document: budget document for the township	5 years + current year	Paper			
08-ADM-00006	Applications for Employment	Retain with Personnel Record if applicant employed; others destroy after 2 years	Paper			
08-ADM-00007	Bids (Successful): contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided.	15 years + current year	Paper			



800 E. 17th Avenue Columbus, Ohio 43211-2497 tions it we are the to the kell for of five and the call report has been relicited pursuant to Sco. 117.26 O.R.C.

3,

STITLE SEED A TO TAKE

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-ADM-00008	Bids (Unsuccessful): same as successful	2 years + current year	Paper		
08-ADM-00009	Bonds, Officials & Department Heads: insurance company, agent, bond limit, bond term, bond number & premium	10 years after termination of officer or employee	Paper	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.⊠′
08-ADM-00010	CIC (Community Improvement Corporation): general operations files	3 fiscal years, provided audited	Paper		
08-ADM-00011	COBRA Notices: notices sent for coverage	6 years from the date of record	Paper		
08-ADM-00012	Contracts and Agreements: contracts and agreement for services and/or products	15 fiscal years + current	Paper		
08-ADM-00013	Department Head Monthly Reports: monthly reports from department heads	Current Year (RC-3 not required)	Paper		
08-ADM-00014	Driver Records Requests: annual DMV forms for drivers license checks	2 years + current year	Paper		
08-ADM-00015	Drug free workplace files: drug testing of employees	3 years + current year	Paper		
08-ADM-00016	Employee Standards of Conduct Investigation: internal Investigations – copies	7 years + current year and no longer of an administrative or legal value	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Perlod	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-ADM-00017	Employee Performance Evaluations: yearly evaluation forms	5 years	Paper		
08-ADM-00018	EPA Phase II Plans & files; yearly report	Until revised, superseded or obsolete	Multi		
08-ADM-00019	Executive Correspondence — Files pertaining to tornado, property appraisals, land conservation, LOGIC Board, RED Center, compost facility, yard waste, census, recycling station, CEDA & JEDD, home rule & home rule violations.	3 years + current year and no longer on an Administrative or Legal value	Paper		⊠′
08-ADM-00020	FMLA Files: FMLA applications, certification from the physician, balance leave letters	3 years + current year after taken	Multi		
08-ADM-00021	General photographs, negatives, electronic images	Retain images that have significant legal, fiscal, administrative or historical value. Keep significant images according to content (Refer to RC-2). Erase images that have no significant value. (RC-3 not required).	Multi		- ≥ ≥
08-ADM-00022	Health Insurance Enrollment Records: enrollment forms to health insurance provider	1 year after employee leaves employment	Paper		
08-ADM-00023	Health Insurance Explanation of Benefits: EOB's from health insurance provider	3 years + current year	Multi		
08-ADM-00024	Health Insurance Records: records from health insurance provider	5 years	Paper	***************************************	
08-ADM-00025	Insurance Policies: property and liability insurance policies	2 years + current year after expiration, provided all claims settled	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-ADM-00026	Job/Position Descriptions	One year after superseded	Paper		
08-ADM-00027	Lawsuits: files for current and past lawsuits	5 years + current year after decision	Paper		
08-ADM-00028	Leases: equipment and real estate lease files	5 fiscal years + current year after expiration, provided audited	Multi		
08-ADM-00029	Levy files: past and current levy files	Life of levy plus 1 year	Paper	:	
08-ADM-00030	Mail – unsolicited mail	Until no longer administratively necessary	Multi		
08-ADM-00031	Meeting Notices: notices for township meetings that are faxed for press notification	One year	Paper		
08-ADM-00032	Notices to destroy weeds: files containing notification letters from residents, notices to property owner to destroy weeds, letters to auditor for tax liens	2 years + current year	Multi		
08-ADM-00033	Nuisance abatement records: active and inactive nuisance files containing property information	Permanent	Multi		
08-ADM-00034	Oaths of Office of Elected Officials	10 years after leaving office	Paper		
08-ADM-00035	Obsolete signature stamps	Until superseded (No RC-3 required)	n/a		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-ADM-00036	Ohio Dept of Liquor Control Notices: approval letters to commissioners and copies of notices	4 years + current year	Paper		
08-ADM-00037	Organizational Charts: township departments organization charts	Until superseded	Paper		
08-ADM-00038	OSHA Logs/Records: PERRP Logs	5 years	Paper		
08-ADM-00039	OTARMA Insurance files: statement of values for automobiles, equipment, and property	2 years + current year	Paper	70	
08-ADM-00040	Performance /Maintenance Bonds	Duration of project +2 years	Paper		
08-ADM-00041	Petty Cash Records: receipts	3 years + current year provided audited	Paper		
08-ADM-00042	Printing Orders: quotes and orders for letterhead, envelopes, and business cards	3 Years	Paper		
08-ADM-00043	Project Files (Highway): Contracts, specifications, change orders, progress reports, etc.	15 years after completion of project	Paper		
08-ADM-00044	Publications of the Township: quarterly township newsletters	Permanent, retain two copies	Multi		8
08-ADM-00045	Quotes: quotes for products or services	1 year + current year	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-ADM-00046	RPC Minutes: copies of meeting minutes from Stark County Regional Planning Commission	1 year + current year	Paper		
08-ADM-00047	RPC Agendas: copies of agendas for Stark County Regional Planning Commission meetings	1 year + current year	Paper		
08-ADM-00048	RPC Notice Subdivision/Plat Review: notices of meetings	1 year + current year	Paper	Audita: 1108RS	the years the tecords
08-ADM-00049	Receipts/Receipt Books: Administration & CIC receipt books for cash received	2 years provided audited	Paper	here boon audi factor of State south raper h	and the
08-ADM-00050	Records of Committees: Citizen Advisory Committees agendas, minutes	2 years + current year	Multi	released pursu Sec. 117.26 C	nt to R.C.
08-ADM-00051	Recycling Board Minutes: copies of board meeting minutes	1 year + current year	Paper		
08-ADM-00052	Reports to Bureau of Employment Services/Child Support: Medical Support Notices	2 years	Paper		
08-ADM-00053	Resolutions: copies of resolutions that contain 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)	Paper		×
08-ADM-00054	Requisitions: invoices and purchase orders	3 fiscal years, provided audited	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-ADM-00055	Revolving Loan Fund: files for companies that are in the Stark County Revolving Loan Fund	Duration of the loan plus 1-year	Paper		
08-ADM-00056	Safety Committee Meeting minutes: copies of meeting minutes	3 years + current year	Paper		
08-ADM-00057	Specification Books: project specification books	Incorporate 1 copy with contracts	Paper		
08-ADM-00058	Stark County Safety Council minutes: copies of meeting minutes	1 year + current year	Paper		
08-ADM-00059	Stark Soil and Water Conservation Inspection Reports: inspection reports for projects in the township	2 years + current year	Paper		
08-ADM-00060	Street Lighting Files: copies of street lighting petitions	Permanent	Paper		
08-ADM-00061	Street Releases Stark County Commissioners: notices from the commissioners on streets released to the township	2 years after release of street	Paper		
08-ADM-00062	Tax Abatement Records: files on companies that have tax abatements with the township	Duration of the abatement plus 1-year	Paper		
08-ADM-00063	Telephone Messages: written messages of calis received	Until no longer of administrative value	Paper		
08-ADM-00064	Workers Compensation Claim Files: contains name of injured, date of injury, how happened, degree of injury, amount of time off, claim number, amount of benefits, length of benefits,	10 years after date of final payment	Paper		



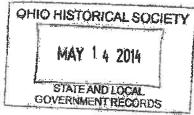
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	final payment, and decision of board.				
08-ADM-00065	Unemployment Compensation Records: employee files for unemployment benefits	3 years, provided audited	Paper		
08-ADM-00066	Vehicle insurance claim files: copies of insurance claims, including accident reports, photos, and claim information	2 years + current year unless claim still pending	Paper		
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Ohio Historical Society State Archives of Onio Local Government Records Program

800 E. 17th Avenue Columbus, Ohio 43211-2497



ADDITIONS/AMENDMENTS

RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

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Section A: Local Government Unit			
	WNSHIP TRUSTEES	76	CENTRAL MAINTENANCE
(local gevernment entity)		Ŧ	d as not
/ Month		CENTRAL MAINTENAN	ICE FOREMAN 4-22-14
(signature of responsible official)	(usine)	(fitte)	(dále)
Section 6: Records Commission		till tillings of pitt o	
JACKSON TOWNSHIP		3	30-832-5886
Records Commission)	(teleph	one pumber)
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK
(address)	(city)	(zip code)	(county)
I hereby certify that our records commis- listed on this form and any continuation series from being destroyed, transferrer disposed of which perialitis to any pend commission.	sheets. I further certify that d. or otherwise discosed of i	our commission will make n violation of these sched	is every effort to prevent these records littles and that no record will be knowing
Records Commission Chair Signature			Ditte
Section 8: Ohio Historical Society - S		cords Arch	unst 5/27/14
Section D. Auditor of State Martin S. Mu Signature	4		6-4-14 Date
Please Note	: The State Archives reti	ins RC-2 forms perman	ently.
tt is strongly recommende	ed that the Records Comm	ission retain a permane	at copy of this form

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-CM-003	Disaster plan and updates	DELETE - Permanent ALREADY INCLUDED AS 08-GA- 00056	Multi		
08-CM-036	Inventory Lists	DELETE - 3 years + current year ALREADY INCLUDED AS 12-FO- 006	Paper/electr onic	87.	
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800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

Section A: Local Government Unit				
JACKSON TOWN	JACKSON TOWNSHIP TRUSTEES		CENTRAL MAINTEN	ANCE
(local government entity)		(un	it)	
Maure	CARLES MOORE	CENTRAL MAINTENANO	TE FOREMAN	4-20-12
(signature of responsible official)	(name)	(title)	(date)	1 000
Section B: Records Commission				
JACKSON TOWNSHIP		330	J-832-5886	
Records Commission	***	(telepho	ne number)	
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK	
(address)	(city)	(zip code)	(county)	
Records Commission Chair Signature	: =-		4	-24-12 Date
The state of the s			*	———
Section C: Ohio Historical Society - State	e Archives		1	
Signature Conner	Hout.	Lecords ar	hurst	5/12/17 Date
Section D: Auditor of State				
Signature E. Mule			ک	Date
Please Note:	The State Archives reta	ins RC-2 forms permaner	ntiy.	

It is strongly recommended that the Records Commission retain a permanent copy of this form



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Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

CENTRAL MAINTENANCE

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(6) For use by RCI3 Required Auditor of State by OHS or OHS-LIGHT LIGHT
08-CM-001	Lists of items for auction	1 year + current year	Multi	
08-CM-002	EPA Phase II plans	Until revised, superseded or obsolete	Multi	
08-CM-003	Disaster plan and updates	Permanent	Multi	
08-CM-004	Driver record requests	2 years + current year	Paper	
08-CM-005	Drug free workplace information	3 years + current year	Paper	
08-CM-006	Blank forms	Until revised, superseded or obsolete (RC-3 not required)	Multi	
08-CM-007	Cost information	10 years + current year	Multi	
08-CM-008	Quotes	1 year + current year	Multi	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-CM-009	Vehicle information and accidents	Lifetime of vehicle	Paper		
08-CM-010	Building information	Lifetime of Building	Multi		
08-CM-011	Fire Inspections	3 years + current year	Paper		
08-CM-012	Personnel Exams	Retain with personnel record if applicant employed; others destroy after 1 year + current year	Paper		
08-CM-013	Personnel Job Descriptions	Until revised, superseded or obsolete	Multi		
08-CM-014	Lightening strike information	years + current year after damage discovered and repaired or replaced	Multi		
08-CM-015	Operation/Maintenance Manual	Until revised, superseded or obsolete (RC-3 not required)		April of the profit of the control o	Fire D
08-CM-016	MSDS	Until revised, superseded or obsolete (RC-3 not required)	Multi	As the of Services and audit report best from	ffa Se 🗆
08-CM-017	Cell Phone bills	2 years + current year provided audited	Paper	released cursuant to Sec. 117.26 C.R.C.	
08-CM-018	OSHA reports	10 years + current year	Multi		
08-CM-019	End of Month Reports	2 years + current year	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS=LGRP	(6) RC-3 Required by OHS- LGRP
08-CM-020	OTARMA	2 years + current year	Paper		
08-CM-021	Agendas (copies)	1 year + current year	Paper		
08-CM-022	Accrual forms	Until revised, superseded or obsolete (RC-3 not required)	Paper		
08-CM-023	Vehicle insurance claim forms	2 years + current year unless claim still pending	Multi		o o
08-CM-024	Facility quotes	Lifetime of facility	Paper		
08-CM-025	Vehicle information	Life of Vehicle	Paper		
08-CM-026	Accruals	3 years + current year provided township audited	Paper	DELEGATION OF THE	
08-CM-027	Sick leave bonus	3 years + current year provided township audited		vill de yene den een durweg in	
08-CM-028	Payroll summary report	3 years + current year provided township audited	Paper		
08-CM-029	Longevity pay	3 years + current year provided township audited	Paper		
08-CM-030	Ohio Utilities Dig Information	2 years + current year	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) (6) For use by RG-3 Required by OHS- or OHS-LGRP LGRP
08-CM-031	Chargeback Files	-3 years + current year provided township audited	Paper	
08-CM-032	Uniform Information	3 years + current year provided township audited	Paper	
08-CM-033	Housekeeping Checklist	2 years + current year	Paper	
08-CM-034	Overviews	2 years + current year	Paper	
08-CM-035	Quarterly Reports	1 year + current year	Paper/electr onic	
08-CM-036	Inventory Lists	3 years + current year	Paper/electr onic	

Audited meens: the years encompassed by the records here 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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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

(local government entity) (unit) TRACY HOGUE FIRE CHIEF 4/16/12 (signature of responsible official) (name) (title) (date) Section B: Records Commission JACKSON TOWNSHIP 330-832-5886 Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON 44646 STARK (address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: DKERROJACKSO I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approvised on this form and any continuation sheets. I further certify that our commission will make every effort to prevent series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record visposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes commission.	
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Section C: Ohlo Historical Society - State Archives	these record
Section C: Ohlo Historical Society - State Archives Connect Connect Skyl Records archives 5	Date
Signature Title	//2 / / Z 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 JACKSON TOWNSHIP TRUSTEES

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FD-001	Evidence/property log	20 yrs + current yr after destruction of evidence	Multi		
12-FD-002	False alarm reports	3 yrs ∓ current yr	Paper		* . 🗆
12-FD-003	Complaints of employee conduct	Follow guidelines in union contracts; no longer of admin. value	Multi	(20) (2)	
12-FD-004	Anonymous & unfounded complaints	No longer of admin. value	Paper		
12-FD-005	Fire department annual reports	Permanent	Multi	•	
12-FD-006	Monthly reports – Administrative reports	3 yrs + current yr	Multi	er 6	
12-FD-007	Daily/monthly actual fire officer special events work schedules and assignments	3 yrs + current yr	Multi	(1) B	П
12-FD-008	Building entry – system and reports	No longer of admin. or legal value	Multi		
12-FD-009	Photographic/digital image logs (evidentiary and administrative)	20 yrs + current yr; no longer of admin. or legal value	Multi		
12-FD-010	Results for tests for employment	If employed retain w/file; others destroy after 1 yr + current yr	Multi		
12-FD-011	Reprimands and counseling	Remove from pers. file; retain in EEOC compliance file	Multi	Ţ	Q
12-FD-012	EEOC compliance file (personnel, employment rec., payroll rec., benefit plan, collective barg. agrmts., wage rates, merit systems)	7 yrs + current yr after emp. term.; no longer of legal value	Multi		П



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Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FD-013	Employee standards of conduct investigation	7 yrs + current yr; no longer of admin. or legal value	Multi		
12-FD-014	Dispatch call cards	5 yrs + current yr	Paper		
12-FD-015	Fire department reports or forms not specifically listed on this retention schedule	3 yrs ≠ current yr	Multi	:,1	0
12-FD-016	Building entry – system & reports	No longer of admin. or legal value	Multi		
12-FD-017	Results of tests for employment	If employed retain w/file; others 1 yr + current yr	Paper		. 🗆
12-FD-018	Master test for employment	2 yrs + current yr	Multi		· .
12-FD-019	Reprimands and counseling	Remove from pers. file; retain in EEOC compliance file	Paper		
12-FD-020	Construction files arranged chronologically; records relating to bldg, construction, blds, improvements, contracts, etc.	15 yrs + current yr after const. complete	Multi		
12-FD-021	Levy files	Life of levy + current yr	Multi		
12-FD-022	Specification books	Incorporate one copy w/contract; other no longer of admin. value	Paper		
12-FD-023	Contracts and agreements	15 yrs + current yr	Multi		
12-FD-024	Violations notices – address, date, owner, violation, time allowed to correct, reinspection date, inspector	1 yr + current yr after violation corrected	Multi		
12-FD-025	Request sheets education/training requests by employee	No longer of admin. value	Multi		



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Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FD-026	Architect cut pages	No longer of admin. value	Paper	4	
12-FD-027	Monthly/quarterly reports – sent to Administrator	Gurrent yr	Paper		
12-FD-028	Standard Operating Guidelines	Until superseded	Multi		
12-FD-029	Paramedic Standing Orders	Until superseded	Multi		
12-FD-030	Incident Reports – situation found and action taken, address, owner, fire origin, number of engines, OIC, date, time	5 yrs + current yr if no action pending	Multi		
12-FD-031	Inspection of structure records – for fire code violations	Life of structure	Multi		
12-FD-032	Insurance claim files	10 yrs + current yr	Multi		
12-FD-033	Insurance update requests – yearly updates of insurance on vehicles and equipment	Copies w/notes to Fiscal Ofc.; destroy FD copy	Paper		
12-FD-034	Master run reports	3 yrs + current yr	Paper		
12-FD-035	Medic reports – medic run records	5 yrs + current yr	Paper		
12-FD-036	Personal Injury Waivers – waivers for release of information to FD for employment purposes	Merge w/Fiscal Ofc. files	Paper	TE 1 CAPAGE	he yeds
12-FD-037	Training materials files	Until superseded	Multi	property of Con-	at the stee
12-FD-038	Vouchers	3 yrs + current yr if audited	Paper	swift report in released target 365, 117.25	nt to



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Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

FIRE

(local	government	entity)
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(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FD-039	Work schedules – contains shift, hours, days off, dates, station	1 yr + current yr after sched. change	Multi		
12-FD-040	Appropriation ledgers	5 yrs + current yr if audited	Paper		
12-FD-041	Equipment missed, damaged or destroyed – date, facts of incident, description of equipment	3 yrs + current yr	Paper		
12-FD-042	Bids for equipment (successful)	Until equip. out of service	Multi		
12-FD-043	Burning complaint files	1 yr + current yr	Paper	dited meess ti	e Dids
12-FD-044	Cash receipt book	3 yrs + current yr if audited	8	the proud sugge	i by the
12-FD-045	Civilian casualty reports contains name, address, date, degree of injury, disposition and officer in charge	Permanent	Multi	uall report to elearch pursues and 117.25 and	t to
12-FD-046	EMS Reports – location, date, time, patient information, disposition	5 yrs + current yr	Paper		
12-FD-047	Fire Prevention Application Permits – applicant, date issued, permit #, type of business, storage used, applicant's signature	Permanent	Multi		
12-FD-048	Fire loss records	Permanent	Multi		
12-FD-049	Fire Inspection Reports – address, date, inspector, violations, finding	Life of structure	Multi		
12-FD-050	Fire Reports Log Book (listed chronologically)	5 yrs + current yr	Paper	,	
12-FD-051	Fireworks Permits	30 days + current yr after expiration	Paper		



800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

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FIRE COST 111/75 O.R.C.

(unit)

(local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FD-052	Gas and oil disbursement records	3 yrs + current yr if audited	Paper		
12-FD-053	Hydrant location records	Continually updated, revised or superseded	Multi		
12-FD-054	General photographs, negatives, electronic images	Retain if significant legal, fiscal, admin. or historical value according to content. Erase if no value.	Multi		
12-FD-055	Accident files – FD internal investigation	2 yrs + current yr if no claims pending	Multi	a. 5	
12-FD-056	Annual inventory – township equipment and supplies	3 yrs + current yr if audited	Multi		
12-FD-057	Alarm response reports – info. on runs, time, date, location, address, equipment dispatched	5 yrs + current yr if no action pending	Paper		
12-FD-058	Apparatus Check List – item location, condition when inspected	No longer of admin. value, destroy	Paper		
12-FD-059	Arson files – fatal structure and vehicle – date of fire, address, investigation, personnel	Permanent	Multi		
12-FD-060	Arson files – vehicle non-fatality – date of fire, address, investigation, personnel	20 yrs + current yr	Multi		
12-FD-061	Daily/weekly/monthly checkout sheets - vehicle inspection/equipment worksheet	1 month after completion	Paper		
12-FD-062	Runbooks – contains maps, street index, hydrant locations, special sections	Until revised, superseded or obsolete	Paper		
12-FD-063	Inventory worksheets	Until no longer of admin. value	Paper		
12-FD-064	Township wall maps	Until revised, superseded or obsolete	Paper		



800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

(focal govern)	nent entity)	(unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FD-065	Sign-up forms for special details	Until no longer of admin. value	Paper		
12-FD-066	Employee Training Program publications manuals produced by the FD for internal personnel training	3 yrs + current yr	Multi		Ö
12-FD-067	Copies of business blueprints	Retain until superseded, obsolete or replaced	Paper		
12-FD-068	Active personnel files – commendations, promotions, pay adjustments, performance evaluations, work information, etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Ofc.	Paper		
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				•	



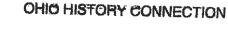
800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule JACKSON TOWNSHIP TRUSTEES

AMBULANCE BILLING (Fire)

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-AB-001	EMS run reports	3 yrs + current yr if audited	Paper		. 🗆
12-AB-002	Explanation of benefits	3 yrs + current yr if audited	Paper		
12-AB-003	Remittance of benefits	3 yrs + current yr if audited	Paper		
12-AB-004	EMS deposits	3 yrs + current yr if audited	Paper		
12-AB-005	Invoices to non-residents	3 yrs + current yr after bill pd in full, if audited	Paper	1 *	
12-AB-006	Payments made by non-residents	3 yrs + current yr after bill pd in full, if audited	Paper	T.	
12-AB-007	Information sent to collection agency	7 yrs + current yr after bill sent to collections	Paper		
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Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
iocalrecs@ohiohistory.org
www.ohiohistory.org/igr

MAY 3 0 2017

Page 1 of 2

STATE AND LOCAL GOVERNMENT RECORDS

GOVERNMENT HECORDS

RECORDS RETENTION SCHEDULE (RC-2)—Part 1
See Instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit	¥		
JACKSON TOWNSHIP TRUSTEES		FISCAL OFFICE	
(Local Government Entity)		(Unit)	
Rand Lond	RANDY GONZALEZ	FISCAL OFFICER	MAY 23, 2017
(Signature Responsibly Official)	(Name)	(Title)	(Date)
Section B: Records Commission			
JACKSON TOWNSHIP TRUSTEES	Records Commi	ssion 330	832-5886
5735 WALES AVENUE N.W.	MASSILLON	(Telephon	Number) STARK
(Address)	(City)	(Zip Code)	(County)
To have this form returned to the Records Comm DKERR@JACKSONTWP.COM I hereby certify that our records commission met form and any continuation sheets. I further certify transferred, or otherwise disposed of in violation legal case, claim, action or request. This action is Records Commission Chair Signature	in an open meeting, as required by Se y that our commission will make ever of these substitutes and that no record	ction 121.22 ORC, and appropriate to prevent these records	
Section C: Ohio History Connection - State Are	Abiusa		
and D Rivolle La	al barman Reco	ds Achivot	615/17
Signature	Title		Date
Section D: Auditor of State Martin E. Mus	Becords Mb	R	6-14-17
Signature	Title		Date

Please Note: The State Archivez retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

ADDITIONS/AMENDMENTS ONLY

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit				
JACKSON TOWNSHIP TRUSTEES		FISCAL OFFIC	E	
(Local Government Entity)				
Rand Lond	RANDY GONZALE	Z FISCAL OFFIC	ER MAY 23,	2017
(Signature Responsible Official)	(Name)	(Title)		(Date)
Section B: Records Commission				
JACKSON TOWNSHIP TRUSTEES	Records Co	mmission	330-832-5886	
		(Te	elephone Number)	
5735 WALES AVENUE N.W.	MASSILLON	44646	STÁRK	
(Address)	(City)	(Zip Code)	(County)	
To have this form returned to the Records Comm	nission electronically, include an	email address:		
DKERR@JACKSONTWP.COM	•			
I hereby certify that our records commission mer form and any continuation sheets. I further certitransferred, or otherwise disposed of in violation legal case, claim, action or request. This action	fy that our commission will make of these schedules and that no re	every effort to prevent the cord will be knowingly d	sece records series from being de	ctrowed
Records Commission Chair Signature	Date			
Section C: Ohio History Connection - State A	rchives			
Signature	Title		Date	
Section D: Auditor of State				
Signature	Title		Date	

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

See instructions before completing this form.

CKSON TOWNSHIP TRUSTEES		FISCAL OFFI	CE		
ocal 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 Require by LGRP
12-FO-055	Purchase Orders	3 yrs + current yr	Paper		
17-FO-084	Employee self-identification forms for U.S. EEOC reports	1 year	Paper		
17-FO-085	Employee self-identification forms for U.S. EEOC reports	60 years	Electronic		



800 E. 17th Avenue Columbus, Ohio 43211-2497



Mark Contraction of the Contract

ADDITIONS/AMENDMENTS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Section A: Local Government Unit				
JACKSON TOWN	ISHIP TRUSTEES	Ele	CAL OFFICE	
(local government entity)		FISCAL OFFICE (unit)		
- Henel Lone	RANDY GONZAI			
(signature of responsible official)	(name)	title)	OFFICER 5/24/16	
0 00		(due)	(date)	
Section B: Records Commission				
JACKSON TOWNSHIP		330	N-832-5886	
Records Commission			ne number)	
5735 WALES AVENUE N.W.	MASSILLON	44646	•	
(address)	(city)	(zip code)	STARK (county)	
		(1)	(County)	
listed on this form and any continuation she series from being destroyed, transferred, or disposed of which pertains to any pending commission. Records Commission Chair Signature	r otherwise disposed of in vi legal case, claim, action or r	plation of these schedule equest. This action is re	es and that no record will be knowingly effected in the minutes kept by this 5/24/16	
Orlan Signature	30-		Date	
Soction C: Ohio Historical Contata Conta				
Section C: Ohio Historical Society - State	Archives			
Amande Brindled Signature	Title	d Reards An	Chivist 6/2/16 Date	
Section D: Auditor of State				
Martin 9. Much			6-15-16	
			Date	
Please Note: T It is strongly recommended th	he State Archives retains at the Records Commission	RC-2 forms permanent on retain a permanent	tly.	



800 E. 17th Avenue Columbus, Ohio 43211-2497

ADDITIONS/AMENDMENTS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

JACKSON TOV	VNSHIP TRUSTEES	FISCAL O	PFFICE	
(local government entity)		(unit)		
- denes Lone	RANDY GONZALEZ	FISCAL OFFIC	CER 5/24/16	
(signature of responsible official)	(name)	(title)	(date)	
Section B: Records Commission				
JACKSON TOWNSHIP		330-832-	5886	
Records Commission		(telephone nur	mber)	
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK	
(address)	(city) (zip	code) ((county)	
I hereby certify that our records commis listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendi commission.	sion met in an open meeting, as requ sheets. I further certify that our comr l, or otherwise disposed of in violatior	ired by Section 121.22 nission will make every of these schedules an	ORC, and approved the scheffort to prevent these reco	
I hereby certify that our records commis listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendi	sion met in an open meeting, as requ sheets. I further certify that our comr l, or otherwise disposed of in violatior	ired by Section 121.22 nission will make every of these schedules an	ORC, and approved the scheffort to prevent these reco	
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I hereby certify that our records commis listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendi commission. Records Commission Chair Signature Section C: Ohio Historical Society - S	sion met in an open meeting, as requipments. I further certify that our comments, or otherwise disposed of in violationing legal case, claim, action or requestate Archives	ired by Section 121.22 nission will make every of these schedules an	ORC, and approved the sch effort to prevent these reco d that no record will be know ed in the minutes kept by thi 5/24/16 Date	



800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

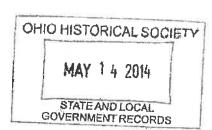
FISCAL OFFICE

	(local government entity)				
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FO-006	Annual Inventories (ORC 505.04)	3 years + current year	Paper	60 s	
12-FO-007	Appropriation ledgers	5 years + current year	Paper		
12-FO-009	Audit Reports	5 years + current year	Paper		Q
12-FO-032	EMS Payment Copies	DELETE-Record is no longer created	Paper		
12-FO-060	Recordings of Trustee Meetings	2 years + current year	Electronic		□.
12-FO-064	U.S. Dept. of Commerce Form E-4 Census of Governments	5 years + current year	Paper		
					GSBRIT
12-FO-069	Annual workers compensation payroll reports	5 years + current year	Paper		





800 E. 17th Avenue Columbus, Ohio 43211-2497



ADDITIONS/AMENDMENTS

RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

Section A: Local Government Unit	MAISHIR TRUCTERS			
(local government entity)	WNSHIP TRUSTEES		SCAL OFFICE Init)	
fond Land		(0	nity,	
(signature of responsible dicial)	RANDY GONZALEZ (name)	FISCA	L OFFICER 4/22 (date)	/14
0	V	((oata)	
Section B; Records Commission				
JACKSON TOWNSHIP		33	80-832-5886	
Records Commission		(teleph	one number)	
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK	
(address)	(city) (z	ip code)	(county)	
listed on this form and any continuation	sion met in an open meeting, as re	quired by Section	121.22 ORC, and appro	ved the sched
listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendicommission. Records Commission Chair Signature	sheets. I further certify that our co	mmission will make ion of these sched	e every effort to prevent	these records
listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendi commission.	sheets. I further certify that our co i, or otherwise disposed of in violati ng legal case, claim, action or requ	mmission will mak- ion of these sched est. This action is	e every effort to prevent ules and that no record reflected in the minutes	these records will be knowing kept by this
Records Commission Chair Stonature Section C: Ohio Historical Society - S	sheets. I further certify that our condition of the condi	mmission will mak- ion of these sched est. This action is	e every effort to prevent ules and that no record reflected in the minutes	these records will be knowing kept by this



800 E. 17th Avenue Columbus, Ohio 43211-2497

(local government entity)

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

FISCAL OFFICE

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Additor of State of OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-FO-066	Vendor Payment Reports - Annual	DELETE – Record is no longer created	Paper		
4-FO-082	OPERS forms "PEDACKN" completed by independent contracts	6 years + current year	Paper)	
4-FO-083	Signed timesheets to report days & hours worked (excel & Kronos)	4 years + current year	Paper		



800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

	WNSHIP TRUSTEES	FISCAL OFFICE (unit)		
(local government entity) (signature of responsible official)	RANDY GONZALEZ (name)	•	L OFFICER 4-24-1	
Section B: Records Commission JACKSON TOWNSHIP		3	30-832-5886	
Records Commissio	n	(teleph	ione number)	
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK	
(address)	(city) (zi	code)	(county)	
To have this form returned to the Reco I hereby certify that our records comm listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pene	ission met in an open meeting, as red n sheets. I further certify that our cor	juired by Section nmission will mal	121.22 ORC, and approved the so se every effort to prevent these rec	
I hereby certify that our records comm listed on this form and any continuation	ission met in an open meeting, as red n sheets. I further certify that our cor	juired by Section nmission will mal	121.22 ORC, and approved the so se every effort to prevent these rec	
I hereby certify that our records comm listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pene	ission met in an open meeting, as red n sheets. I further certify that our cor	juired by Section nmission will mal	121.22 ORC, and approved the so ce every effort to prevent these rec dules and that no record will be kno s reflected in the minutes kept by the	
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I hereby certify that our records commissed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendicommission. Records Commission Chair Signature Section C: Ohio Historical Society-	ission met in an open meeting, as red in sheets. I further certify that our cor ed, or otherwise disposed of in violati ding legal case, claim, action or requi	quired by Section nmission will mal on of these scher est. This action is	121.22 ORC, and approved the some every effort to prevent these recordules and that no record will be known reflected in the minutes kept by the series of t	
I hereby certify that our records comm listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendicommission. Records Commission Chair Signature Section C: Ohio Historical Society— Signature	ission met in an open meeting, as red in sheets. I further certify that our cor ed, or otherwise disposed of in violati ding legal case, claim, action or requi	quired by Section nmission will mal on of these scher est. This action is	121.22 ORC, and approved the some every effort to prevent these recordules and that no record will be known reflected in the minutes kept by the series of t	



800 E. 17th Avenue Columbus, Ohio 43211-2497

(local government entity)

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

FISCAL OFFICE

			(Line)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State for OHS-LGRP	(6) RC-3 Required by OHS LGRP
12-FO-001	1099 Forms issued to vendors	2 years + current year	Paper		
12-FO-002	1099 Forms received	1 year + current year .	Paper		
12-FO-003	Amended official certificate of estimated resources	5 years + current year	Paper		
12-FO-004	Annual budget document (July) copies	2 years + current year	Paper		
12-FO-005	Annual financial reports to State Auditor	Permanent	Paper		X
12-FO-006	Annual inventories (ORC505,04)	3 years + current year	Multi		
12-FO-007	Appropriation ledgers	5 years + current year	Multi		
12-FO-008	Appropriation transfer printouts	2 years + current year	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required py-OHS: LGRP
12-FO-009	Audit reports	5 years + current year	Multi		
12-FO-010	Back-up tapes for CMI software	Until audited	Data tape		
12-FO-011	Bank Deposit slips/receipts	2 years + current year	Paper		
12-FO-012	Banks quarterly collateral statements	2 years + current year	Paper		
12-FO-013	Bank statements	2 years + current year	Paper		
12-FO-014	Bank summary analysis statements	2 years + current year	Paper		
12-FO-015	Bids (successful)	15 years + current year	Paper		
12-FO-016	Bids (unsuccessful)	2 years + current year	Paper		
12-FO-017	BMV monthly tax statistics reports	2 years + current year	Paper		
12-FO-018	Board of Election correspondence re: "polling location provider" info & related memos to the departments	1 year + current year	Paper		
12-FO-019	Budgetary and Fiscal Worksheets	2 years + current year	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) (6) (6) (7) (7) (6) (7) (7) (7) (7) (7) (7) (7) (7) (7) (7
12-FO-020	Cancelled checks - imaged	10 years + current year	C.D. disk	
12-FO-021	Cancelled checks	60 days by bank (No RC-3 required)	Paper	
12-FO-022	Cash Expense Journal	5 years + current year	Paper	
12-FO-023	Cash Receipts Journal	5 years + current year	Paper	
12-FO-024	Certificates of Liability Insurance	2 years.+ current year	Paper	
12-FO-025	Certificates of Total Amt. to County Auditor	3 years + current year	Paper	
12-FO-026	Check Approval Reports (Copies)	2 years + current year	Paper	
12-FO-027	Copies of Depts, Budgets with Modules	2 years + current year	Paper	
12-FO-028	Copies of Jackson General Award Info	Permanent	Paper	
12-FO-029	Copies of returned Performance Bonds for "permit to open Township roads for building service connection"	2 years + current year	Paper	
12-FO-030	Deferred Compensation 457 Plans Quarterly reports & correspondence	2 years + current year	Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS LGRP
12-FO-031	Depository Agreements for active, interim, or inactive public funds	3 years after expiration date	Paper		
12-FO-032	EMS payment copies	5 years + current year	Paper		
12-FO-033	False alarm payment copies	2 years + current year	Paper	Applications of	
12-FO-034	Fuel Slips	1 year + current year provided audited	Paper		
12-FO-035	Fund Journals	5 years + current year	Paper		
12-FO-036	Grant files – copies of fiscal requirements and payments	10 years + current year	Paper		
12-FO-037	Insurance Polices – Life Insurance	2 years + current year after expiration, if all claims are settled	Paper		
12-FO-038	Investment & Depository Policy signed by each depository	3 years after superseded or depository agreement expired	Paper		
12-FO-039	Investment Journals and records	5 years + current year	Paper		
12-FO-040	Invoices and Vouchers	3 years + current year	Paper		
12-FO-041	Leases (Copies)	2 years + current year after expiration	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	Forcuse by Auditor of State by OHS
12-FO-042	Levy Files - Certificates of Election Results, correspondence from the Board of Elections, resolution copies, miscellaneous related info	Permanent	Paper	or OHS LICRP
12-FO-043	License plates	Until no longer needed (RC-3 not required)	Metai	
12-FO-044	Lodging Excise Tax Returns	2 years + current year	Paper	
12-FO-045	Obsolete keys	Until superseded (No RC-3 required)	n/a	
12-FO-046	Obsolete office ink stamps	Until superseded (No RC-3 required)	n/a	
12-FO-047	Obsolete signature plates or stamps	Until superseded (No RC-3 required)	n/a	
12-FO-048	Obsolete software manuals	Until superseded (RC-3 not required)	Paper or C.D.	
12-FO-049	Officials Bonds and Oaths	10 years + current year after termination	Paper	
12-FO-050	OH Division of Liquor Control Notices to Legislative Authority & Institution Notices for Liquor Permit (copies)	2 years + current year	Paper	
12-FO-051	OH Estate Tax Monthly notices from county	4 years + current year	Paper	
12-FO-052	OH New Hire Reporting form for <u>vendors</u>	3 years + current year	Paper	

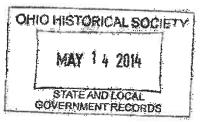
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by RCL3 Required Auditoriof State by Ons Or Ohs-Light
12-FO-053	Parking hearing files	3 years + current year	Paper	
12-FO-054	Parking tickets, receipts and reports	3 years + current year	Paper	
12-FO-055	Purchase Orders	2 years + current year	Paper	
12-FO-056	Receipt book of Fiscal Dept	2 years + current year	Paper	
12-FO-057	Reference files and materials	Until superseded (RC-3 not required)	Paper	
12-FO-058	Street light repair reports & notifications	1 year + current year	Paper	
12-FO-059	Street Lighting Files	Permanent	Paper	
12-FO-060	Tape Recordings of Meetings	1 year + current year	C.D. disk	
12-FO-061	Tax Settlements	3 years + current year	Paper	
12-FO-062	Title Agency assessment inquiries	2 years + current year	Paper	
12-FO-063	Township Record of Minutes	Permanent	Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	FOLUSE by RC 3 Required Auditor of State or OHS LGRP LGRP
12-FO-064	U.S. Dept. of Commerce Form E-4 Census of Governments	5 years + current year		
12-FO-065	Union Contract (F.O. Copies)	Permanent	Paper	
12-FO-066	Vendor Payment Reports – Annual	2 years + current year	Paper	
12-FO-067	W-9 Form "Request for Taxpayer Identification Number and Certification" from vendors	3 years + current year	Paper	
12-FO-068	Annual attendance records (sick, vacation, etc)	60 years + current year	Paper	
12-FO-069	Annual workers compensation payroll reports	5 years + current year	Multi	
12-FO-070	Federal EEO-4 Reports	5 years + current year	Paper	
12-FO-071	Federal / State / City monthly, quarterly, annual payroll returns	6 years + current year	Paper	
12-FO-072	OBES quarterly payroll reports	5 years + current year	Paper	
12-FO-073	OH New Hire Reporting form for employees	Later of 3 years after hire date or 1 year after termination date	Paper	
12-FO-074	Payroll Annual Records with Year-to-Date totals	60 years + current year	Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For userby Auditor of State or OHS LIGRES	(6) RC,3 Required by ons
12-FO-075	Payroli bi-weekly records	4 years + current year	Paper	Orous Lightly	
12-FO-076	Payroll Forms I-9	Later of 3 years after hire date or 1 year after termination date	Paper		
12-FO-077	Payroll W-2 Forms	6 years + current year	Paper .		
12-FO-078	Payroll W-4 forms	4 years + current year after superseded	Paper		
12-FO-079	Pension Reports (monthly)	60 years + current year	Paper		
12-FO-080	Personnel Records	60 years + current year	Paper		
12-FO-081	Workers Compensation Claims	10 years after final pay + current year	Paper		
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800 E. 17⁶ Avenue Columbus, Ohio 43211-2497



ADDITIONS/AMENDMENTS

RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

JAEKSON TOW	NSHIP TRUSTEES		SCAL OFFICE
(local government entity)		(i	unity
blend for	RANDY GONZA	FISCA	L OFFICER 4/22/14
(signature of responsible valicial)	(name)	(title)	(date)
Section B: Recards Commission		The second distriction of the second	A day control
JACKSON TOWNSHIP	6 . 1 . 12	<u></u>	30-832-5886
Records Commission	The state of the s	(telepi	ione number)
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK
address)	(citý)	(Zip code)	(county)
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800 E. 17th Avenue Columbus, Ohio 43211-2497

(local government entity)

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

FISCAL OFFICE

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	For use by Addition of State of OHS-LGRP	(6) RC-3 Required by OHS LGRP
12-FQ-066	Vendor Payment Reports - Annual	DELETE - Record is no longer created	Paper		
14-FO-082	OPERS forms "PEDACKN" completed by Independent contracts	6 years + current year	Paper	-	
14-FO-083	Signed timesheets to report days & hours worked (excel & Kronos)	4 years + current year	Paper		O



800 E. 17th Avenue Columbus, Ohio 43211-2497



See instructions before completing this form.

	Section A: Local Government Unit	V10	HIGHWAY DEPARTM	MENT
		ISHIP TRUSTEES	(unit)	1(6)
	(local government entity)		•	4/13/17-
	Korm & Kaloger	RALPH BOGER	PUBLIC WORKS DIRE	(date)
	(signature of responsible official)	(name)	(title)	(date)
_				
	Section B: Records Commission			
	JACKSON TOWNSHIP		330-832-5	886
	Records Commission		(telephone num	ber)
		MASSILLON	44646	STARK
	5735 WALES AVENUE N.W.	(city)	(zip code) (d	county)
	(address)	(4.5)		
			ally include an amail address: DKE	ERR@JACKSONTWP.COM
	To have this form returned to the Record	s Commission electronic	ally, include an email address.	
	I hereby certify that our records commiss	ion met in an open meet	ing, as reguired by Section 121.22 (ORC, and approved the sched
	I hereby certify that our records commiss listed on this form and any continuation s	heets. I further certify th	at our commission will make every	effort to prevent these records
	listed on this form and any continuation s series from being destroyed, transferred,	or otherwise disposed o	f in violation of these schedules and	of the minutes kent by this
	series from being destroyed, transferred, disposed of which pertains to any pendin	g legal case, claim, actio	on or request. This action is reflecte	a in the finite control to be to be
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	75 Dec			4-24-12
	-()			Date
	Records Commission Chair Signature			
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	Section C: Ohio Historical Society - Si	tate Archives	0 10 1	1 -1 1
		Mont	KIRONANILYOLUM	st 5/12/12
	(mnie (chnir	Title	Recordsarchive	Date
	Signature	11.00		
_				
	Section D: Auditor of State			
				5-22-12
	Martin & Much			
	Signature			Date
	Signature			
_	Please Note	: The State Archives	retains RC-2 forms permanently.	
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800 E. 17th Avenue Columbus, Ohio 43211-2497 Audited mosas: the years crooming seems by the records Auditor of State and the released pursuant to See, 117.26 O.R.C.

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

HIGHWAY DEPARTMENT

(local government entity)

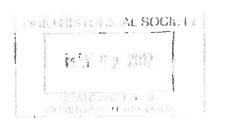
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by RC-3 Required Auditor of State by OHS- or OHS-LGRP LGRP
12-HWY-001	Blacktopping and Resurfacing Records – contains name of street or road, date done, who did work, what was done, cost, what materials were used	Permanent	Multi	
12-HWY-002	Ditch Records (Applications, Journals, Plats and Profiles)	Permanent	Multi	- ₩
12-HWY-003	Easements – drainage easements necessary to maintain road drainage	Permanent	Multi	
12-HWY-004	Insect Control Records – who is certified for mosquito control	2 years + current year	Multi	
12-HWY-005	Work Orders - contains date work requested, address of job, employees sent, work done, completion date, follow up comments	3 years + current year after job completed	Multi	
12-HWY-006	Notices to Destroy Weeds – nuisance weed control per Trustee action	2 years + current year	Multi	
12-HWY-007	Road Fund Records - expenses of Township road repairs, computerized print out of line item expenses.	10 years + current year after last entry, provided audited	Multi	
12-HWY-008	Road Improvement Records (ORC 5575.09) – road improvement projects that were bid by outside contractor	Permanent	Multi	

12-HWY-009	Road Mileage/Log Reports - yearly check of miles of roads in township	Permanent	Multi	For use by RC 3 Required Auditor of State by OHS or OHS LGRP
12-HWY-010	Road Records (507.05; 5575.09) contains resolutions regarding the establishment, alteration, or vacation of public roads	Permanent	Multi	or one core
12-HWY-011	Active Personnel File- commendations, promotions, pay adjustments, performance evaluations, work information etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Officer	Multi	
12-HWY-012	Monthly reports to administrator-current road projects, meetings Superintendent attended, wages paid, employee absence, major purchases, accidents.	Current Year (No RC-3 required)	Paper	
	•			
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800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

Section A: Local Government Unit			
JACKSON TO	OWNSHIP TRUSTEES	LEGAL OF	FICE
(local government entity)		(unit)	
Mal Though	NEAL FITZGERALD	LAW DIRECTOR	4/17/12
(signature of responsible official)	(name)	(title)	(date)
Section B: Records Commission			
JACKSON TOWNSHIP		330-832-58	386
Records Commission	on	(telephone numl	per)
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK
address)	(city) (zip	code) (c	ounty)
hereby certify that our records comm sted on this form and any continuatio eries from being destroyed, transfern lisposed of which pertains to any pen	ords Commission electronically, include hission met in an open meeting, as requ on sheets. I further certify that our commed, or otherwise disposed of in violation ding legal case, claim, action or reques	ired by Section 121.22 Onission will make every e	RC, and approved the sch ffort to prevent these recon that no record will be know
hereby certify that our records commisted on this form and any continuation series from being destroyed, transferratisposed of which pertains to any pentonmission.	nission met in an open meeting, as requent sheets. I further certify that our commed, or otherwise disposed of in violation ding legal case, claim, action or reques	ired by Section 121.22 Onission will make every e	RC, and approved the sch ffort to prevent these recon that no record will be know
hereby certify that our records commisted on this form and any continuations from being destroyed, transferr	nission met in an open meeting, as requent sheets. I further certify that our commed, or otherwise disposed of in violation ding legal case, claim, action or reques	ired by Section 121.22 Onission will make every e of these schedules and t. This action is reflected	RC, and approved the schiffort to prevent these reconthat no record will be know in the minutes kept by this

It is strongly recommended that the Records Commission retain a permanent copy of this form



800 E, 17th Avenue Columbus, Ohio 43211-2497 consequent by the records to several records to the records to the records to the records to the record to the record the record the bean traced current to Sec. 12, 26 C.R.C.

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

LEGAL OFFICE

(local government entity)	(unit)	
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5): For use by the RC-1 Required Audito (5) State Audito (5) State (6) State (6) State (6) State (6) State (6) Audito (6) Required (7) State (6) Audito (7) Required (7) Requ
12-LD-0001	Account Records	2 years + current year provided Township audited	Paper	
12-LD-0002	Annual Inventory	3 years + current year provided audited	Multi	September 1985
12-LD-0003	Construction Files	15 years + current year after construction is completed	Multi	The state of the s
12-LD-0004	Contracts and Agreements	15 years + current year	Paper	
12-LD-0005	Correspondence	10 years + current year	Paper	
12-LD-0006	Grants	Permanent	Multi	The graph of the state of the s
12-LD-0007	Lawsuits	10 years + current year after decision	Paper	
12-LD-0008	Leases	2 years + current year after expiration	Paper	

12-LD-0009	Legal Memorandums	10 years + current year	Multi	(5) For use by Auditor of State or OHS-LGRP (6) RC-3 Required b) OHS-
12-LD-0010	Legal Notice Publications	2 years + current year provided Township Audited	Multi	
12-LD-0011	Levy Files	5 years + current year after life of levy	Paper	
12-LD-0012	Personnel Files	60 years + current year	Multi	
12-LD-0013	Petty Cash Books	3 years + current year provided Township audited	Paper	
12-LD-0014	Public Bids	Successful bids 15 years + current year, Unsuccessful bids 2 years + current year	Paper	
12-LD-0015	Real Estate Deeds and Easements	Permanent	Paper	.
12-LD-0016	Specification Books	15 years + current year	Paper	
12-LD-0017	Active Personnel File — commendations promotions, pay adjustments, performance evaluations, work information etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Office	Paper	
12-LD-0018	Union contracts	10 years + current year after expiration	Paper	
12-LD-0019	Fence Dispute Forms (Line Fence Dispute Forms) Forms filed with trustees to settle building of fences	5 years + current year after settlement	Paper	
			d 200	

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800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form,

Section A: Local Government Unit JACKSON TOWNSHIP TRUSTEES PARK (local government eptity) (unit) DAVID RUWADI PARK GROUNDS FOREMAN (signature of responsible official) (name) (title) (date) Section B: Records Commission **JACKSON TOWNSHIP** 330-832-5886 Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON 44646 STARK (address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: <u>DKERR@JACKSONTWP.COM</u> 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. Records Commission Chair Signature Date Section C: Ohio Historical Society - State Archives Good Records archivest Section D: Auditor of State 5-22-12 Signature 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



800 E. 17th Avenue Columbus, Ohio 43211-2497

(local government entity)

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

PARK DEPARTMENT

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Tỳpe	(5) (6) For use by RC-3 Required: Auditor of State by olds
08-PKD-001	Requests for fields	1 Year + current year	Paper	CORP.
08-PKD-002	Pavillon requests	1 year + current year	Paper	
08-PKD-003	Playground Inspections	3 years + current year	Paper	
08-PKD-004	Daily restroom checks	1 year + current year	Paper	
08-PKD-005	GFCI inspections	3 years + current year	Paper	
08-PKD-006	Copies of legal documents	2 years + current year	Paper	
08-PKD-007	BWC Orders	5 years + current year	Multi	
08-PKD-008	Safety Committee Meeting minutes	3 years + current year	Multi	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) EO: use by RC-3 Required Auditor of State by OHS- Or OHS LGRP LGRP
08-PKD-009	Recycling board minutes (copies)	1 year + current year	Paper	on OHS LIGRA LIGRA
08-PKD-010	Stark County Safety Council minutes (copies)	1 year + current year	Paper	
08-PKD-011	Disaster Plans	Permanent	Multi	
08-PKD-012	MSDS	Until revised, superseded or obsolete (RC-3 not required)	Paper	
08-PKD-013	Lawn fertilization records	5 years + current year	Multi	
08-PKD-014	Maps	Until revised, superseded, or obsolete (RC-3 not required)	Paper	
08-PKD-015	Newsletter Information	1 year + current year	Multi	
08-PKD-016	Chemical applicator license	3 years + current year after termination of trained serviceperson's employment	Paper	
08-PKD-017	Program brochures	1 year + current year	Multi	
08-PKD-018	Blueprints buildings in parks	Retain until superseded, obsolete or replaced	Paper	
08-PKD-019	Advisory Committee Minutes	1 year + current year	Multi	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) (6) For use by Re-3 Required Auditor of State by Oris or OFS-LGR? LGRP
08-PKD-020	Miscellaneous Articles	1 year + current year (RC-3 not required)	Multi	
08-PKD-021	Thank You Letters	Current year (RC-3 not required)	Paper	
08-PKD-022	Field Permits	1 year + current year (RC-3 not required)	Paper	
08-PKD-023	Field Information	Retain until superseded, obsolete or replaced	Paper	
08-PKD-024	Appropriation Transfer Requests	5 years + current year provided township audited	Paper	
08-PKD-025	Insurance Information (including claim files)	10 years + current year	Multi	
08-PKD-026	Inventory Lists (copies) Twp equipment and supplies	3 years + current year provided township audited	Multi	
08-PKD-027	Key sign out sheet	Current year (No RC-3 required)	Paper	
08-PKD-028	Police Reports	1 year + current year	Paper	
08-PKD-029	Monthly Report sent to administrator	Current Year (No RC-3 required)	Paper	
08-PKD-030	Active Personnel File – commendations, promotions, pay adjustments, performance evaluations, work information etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Office	Paper	

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Page 1 of 4



Ohio Historical Society State Antifives of Ohio Local Government Records Program

800 E. 17th Avenue Golimbus, Ohio 43211-2497

OHIO HISTORICAL SOCIETY MAY 1 4 2014 STATE AND LOCAL GOVERNMENT RECORDS ADDITIONS PAMENDMENTS

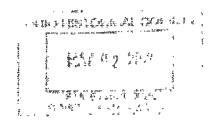
RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

Bection B: Records Commission JACKSON TOWNSHIP Section B: Records Commission JACKSON TOWNSHIP ASSILLON MASSILLON (dity) (dity)		MNSHIP TRUSTEES		PARK
Section B: Records Commission JACKSON TOWNSHIP S30-832-5886 Records Commission (telephone number) 5736 WALES AVENUE N.W. MASSILLON 44646. STARK (address) (city) (zip code) (comity) There this form returned to the Records Commission electrorically, include an email address. DKERR/6JACKSONTWP. GCI I hereby cartily that our records commission met in an open meeting, as required by Section 121-22 ORC, and approved the scillisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the commission.	(local government entity)		(9	unit)
Records Commission 5735 WALES AVENUE N.W. MASSILLON 44646. STARK (address) (dity) (zip code) (county) There this form returned to the Records Commission electronically, include an email address. DKERR@JACKSONTWP.GCI I hereby cartify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schlisted on this form and arry continuation sligets. I further certify that our commission will make every effort to prevent these records from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowledge of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.	(signature of responsible official)		The second secon	
Records Commission (telephone number) 5735 WALES AVENUE N.W. MASSILLON 44646. STARK (address). (dity) (zip code) (county) That this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTWP.GCI hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scripted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recorded from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known that the perturbation of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.	Section B: Records Commission		amening to the second	The state of the s
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have this form returned to the Records Commission electronisally, include an email address: DKERR@JACKSONTWP.GO hereby cartily that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the school test on this form and arry continuation sheets. I further certify that our commission will make every effort to prevent these recoveries from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known is perfected in the minutes kept by this commission. Hereby cartily that our records commission met in an open perfect that our commission is reflected in the minutes kept by this population.	Records Commission	1	(telept	ione number)
have this form returned to the Records Commission electronically, include an email address: DKERR@JACKSONTVP.GCI I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schlisted on this form and arry continuation sheets. I further certify that our commission will make every effort to prevent these recordes from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowledged or which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the commission.	5735 WALES AVENUE N.W.		C. Inc. St. Co.	
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(1) Schedule Number	(2) Record Title and Description	(3). Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PKD-011	DISASTER PLAN	DELETE - ALREADY INCLUDED AS 08-GA-00056			
08-PKD-024	APPROPRIATION TRANSFER REQUESTS	DELETE - ALREADY INCLUDED AS 12-FO-008			
08-PKD-026	INVENTORY LISTS	DELETE - ALREADY INCLUDED AS 12-FO-006			
14-PKD-031	RECEIPT BOOKS - DEPARTMENT COPY	3 YEARS + CURRENT YEAR			
14-PKD-032	COMMUNITY CELEBRATION RECORDS	1 YEAR + CURRENT YEAR			
14-PKD-033	TEMPORARY EMPLOYEE TIME TICKETS	1 YEAR + CURRENT YEAR			
14-PKD-034	PROGRAM REGISTRATION FORMS	1 YEAR + CURRENT YEAR			
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800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

(local government entity)	VNSHIP TRUSTEES	PÓLI (un	CE DEPARTMENT	
(iocal government entity)	ma, as a state a service and	444.	11-2-	13
(signature of responsible official)	DAVID ZINK (name):	POLICE CHI (title)	(date)	
Section B: Records Commission				
JACKSON TOWNSHIP			-632-5686	
Records Commission		(telephor	ne number)	
5735 WALES AVENUE N.W.	MASSILLON	44646	STARK	
(address)	(city)	(zip code)	(county)	
To have this form returned to the Recon- I hereby certify that our records commis- listed on this form and any continuation series from being destroyed, transferred disposed of which perfains to any pendir	sion met in an open meeting, a stieets. I further certify that ou or atherwise discossit of in v	s required by Section 1: r commission will make olation of these schedul	21.22 ORC, and approved the every effort to prevent these re-	sch cor
I hereby certify that our records complisited on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendit commission.	sion met in an open meeting, a stieets. I further certify that ou or atherwise discossit of in v	s required by Section 1: r commission will make olation of these schedul	21.22 ORC, and approved the every effort to prevent those reas and that no record will be knowledged in the minutes kept by:	sch cor row this
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800 E. 17th Avenue Columbus, Ohio 43211-2487

Section E: Records Refention Schedule

JACKSON TOWNSHIP TRUSTEES

POLICE DEPARTMENT

(local government entity)			(unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(6) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0001	Video/Audlo/Digital Recordings of traffic stops as recorded in cruiser	Erase and reuse when no longer of an administrative or legal value (RC-3 not required)	Multi		. 🗆
08-PD-0002	LEADS/NCIC validations	3 years + current year	Paper		
08-PD-0003	Offense/Incident reports all felonies except homicides	2 years + current year after entered into JTPD computer system and input accuracy verified, then destroy	Paper		
08-PD-0004	Offense/Incident reports – all felonies except homicides	20 years + current year and no action pending	Computer		
08-PD-0005	Offense/Incident reports - Homicides	Permanent	Multi		
08-PD-0006	Missing Person Report	20 years + current year	Computer		in the second
08-PD-0007	Missing Person Report	2 years + current year after entered into JTPD computer system and input accuracy verified	Paper		
08-PD-0008	Emergitech Data System, files and reports	Continually updated, revised or superseded (RC-3 not required)	Computer		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	For use by: Auditor of State or OHS-LORP	(6) RC-3:Required by OHS- LGRP
08-PD-0009	Index to Emergitech data system and reports	Continually updated, revised or superseded (RC-3 not required)	Computer		
08-PD-0010	Traffic citations including parking and voided citations (departmental copy)	1 year + current year after entered JTPD computer system and accuracy verified, then destroy.' (RC3 not required)	Paper ·		
08-PD-0011	Traffic citations including parking and voided citations (officer copy)	1 year + current year after entered JTPD computer system and accuracy verified, and then destroy. (RC3 not required)	Paper		0
08-PD-0012	Accident reports/supplemental/statements OH- 1,2,3 forms –non fatal	3 years + current year and no action pending	Paper		
08-PD-0013	Accident reports/supplemental/statements OH- 1,2,3 forms, non fatal	20. years + current year	Computer		
08-PD-0014	Accident reports/supplemental/statements OH- 1/2/3 forms –Fatal	Permanent .	Computer		ý 10 mg
08-PD-0015	Master name file and index/offense/incident reports and accident reports	Continually maintained and updated	Computer		S
08-PD-0016	Master name index	Continually maintained and updated	Computer		M
08-PD-0017	Evidence/property log	20 years + current year	Multi		
08-PD-0018	Firearms weapons log – confiscated	20 years + current year	Multi		
08-PD-0019	Confiscated firearms/weapons destruction records	20 years + current year	Multi		

Schedule Number	Record Title and Description	(3) Retention Period	(4) Media Type	For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0020	BCI Evidence submission form and Forensic Lab specimen form	Incorporate into case files	Paper		
08-PD-0021	JTPD Firearm Inventories and Administrative Records	5 year + current year scan to electronic form for permanent retention	Matti		· —
08-PD-0022	JTPD Firearm Records and Inventories	Permanent	Gomputer		- G
08-PD-0023	Alarm Directory	Continually updated, revised or superseded (RC-3 not required)	Multi		
08-PD-0024	False Alarm Reports	3 years + current year	Paper	, B	
08-PD-0025	Police record check request forms — civilian requestor	3 years + current year	Paper		Q
08-PD-0026	Lock out walvers	1 year + current year	Paper		
08-PD-0027	Towed & Impounded vehicle files — contains date of tow, complaint, time, release/pase disposition, tow company, officer responding, release date, lot towed to and signature	1 year +current year	Paper	the state of the s	
08-PD-0028	Township expense record	3 years * current year provided township audited	Paper		
08-PD-0029	Complaints of employee conduct	Follow guidelines in union contract and until no longer of an administrative value	Paper	1726 ORC	
08-PD-0030	Anonymous and unfounded complaints	2 years + current year and no longer of an administrative value (RC-3 not required)	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0031	JTPD Annual Reports	Permanent	Paper		DK.
08-PD-0032	Station Message Detail System Data	Automatically erased monthly (RC-3 not required)	Computer		
08-PD-0033	Station Message Detail Reports	Until no longer of an administrative or fiscal value then destroy (RC-3 not required)	Paper		. []
08-PD-0034	Response to Resistance Reports	4 years + current year provided no actions pending	Multi	2 .78	
08-PD-0035	Monthly administrative reports	3 years + current year	Multi		
08-PD-0036	Daily/monthly actual Police Officer special events work schedules and assignments	3 years + current year	Multi		
08-PD-0037	Copies of Property Destruction Orders	Destroy after original returned from court (RC-3 not required)	Paper		
08-PD-0038	Field Training Report Officer in Training Hired	7 years + current year after employee leaves fownship employment and no longer admin. Value (RC-3 not required)	Paper		. 0
08-PD-0039	Field Training Report - Officer in Training not Hired	3 years + current year and no longer of an administrative value (RC-3 not required)	Paper		Ward.
08-PD-0040	Auxiliary Police Records	7 years + current year after Officer's resignation, termination or Commission revoked	Multi		- 0
08-PD-0041	Patrol Units – video/audio logging	Erase and reuse when records are no longer of an administrative value and no action pending (RC-3 not required)	Multi	7	

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LIGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0042	Building Entry - System and Reports	Until no longer of an administrative or legal value (RC-3 not required)	Muiti		
08-PD-0043	Warrant Log	Until no longer of an administrative or legal value	Multi		
08-PD-0044	Warrants, subpoenas, summons, temporary protection orders	Until served, discharged, answered or withdrawn by the issuing Court	Paper		
08-PD-0045	Civil Protection Order	Until order expires, withdraws or served	Paper		
08-PD-0046	Wanted Posters	Until person apprehended or poster no longer of an administrative value (RO-3 not required)	Paper		
08-PD-0047	Expunged Records and Case Files	Upon receipt of expungment order erase all electronic references and redact related info. Contained in any other department records (RC- 3 not required)	Multi		
08-PD-0048	Photographic/Digital Image logs (Evidentiary and Administrative)	20 years + current year and no longer of an administrative or legal value	Multi		Z
08-PD-0049	Photographic Negatives/Digital Images	20 years + current year and no longer of an administrative or legal value	Multi		
08-PD-0050	Off duly employment and permission records	3 years + current year provided township sudited	Mill		
08-PD-0061	Personnel Records - pre-employment	Until employee's resignation, termination or commission revoked then transfer to Fiscal Office	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0052	Community Oriented Policing Records	3 years + current year	Paper		
08-PD-0058	DARE, PRIDE and Hooked on Fishing Department Records	à years + current year provided. Township audited	Multi		Employed:
08-PD-0054	Canine Records – Individual canine (dog's) Officer File	3 years + current year after retired from active service:	Paper		
08-PD-0055	Directives - Read and sign acknowledgment	3 years + current year	Multi		
08-PD-0056	Administrative Project Files	Until no longer of an administrative value	Multi	wi magazin	П
08-PD-0057	Fuel Transaction Record	3 years + current year provided township audited	Paper		Ö
08-PD-0058	VT-Prism Data System, files and reports	20 years + current year and no longer of an administrative value	Computer		
08-PD-0059	Index T-Prism Date System, files and reports	20 years + current year and no longer of an administrative value	Computer		.: []
08-PD-0060	Reprimends and Counseling	Remove from file pursuant to contract retain in EEOC compliance file	Paper		
08-PD-0061	Statement of charges	7 years + current year efter Officer's resignation, termination or commission revoked (RC-3 not required)	Malii		D

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0062	Minor Misdemeanor Citations	3 years + current year	Paper		
08-PD-0063	Arrest Cards - Form 8	6 years + current year	Paper		
08-PD-0064	Cross Reference Indexes: Master Name File / Accidents / offense/ Property etc.	5 years + current year and no longer of an administrative value (RC-3 not required)	Paper	2 (1) (1) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	. <u> </u>
08-PD-0065	Arrest Book and Documentation (Record of Arrests)	3 years + current year	Paper		
08-PD-0066	Record of Arrests contains all information on arrest including date, time, offense, officer, name of subject, location and disposition	Until 80 years of age or deceased	Computer		
08-PD-0067	Case Number Assignment Books	5 years + current year	Paper	100 mg	
08-PD-0068	Arrest Number Assignment Books	6 years + current year	Paper	, and a	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
08-PD-0069	Dispatch Call cards	5 years + current year	Paper		
08-PD-0070	Juvenile Complaints/Contacts/Admissions	Until subject of record turns 21 years old	Multi		
08-PD-0071	Cruiser logs	1 year + current year	Multi		

(1) Schedule Number	. (2) Record Title and Description	(3) Retention Period	(4) Media Type	(6)- For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0072	Shift line up sheet	1 year + current year	Multi		
08-PD-0073	Written warning violations - various	1 year + current year	Paper	In the second	
08-PD-0074	COPS assistance rendered forms	3 years + current year	Paper	400	
08-PD-0075	Field Investigation Cards/Sheets	Until data entered into JTPD computer then destroy (RC-3 not required)	Paper		
08-PD-0076	Arrest Jackets: Photographs, pertinent documents	Until 80 years of age or deceased	Multi		
08-PD-0077	Fingerprints	30 years + current year	Paper	100	
08-PD-0078	JTPD reports or forms not specifically listed on this retention schedule	3 years + current year	Multi		
08-PD-0079	Employee Standards of Conduct Investigation	7 years + current year and no longer of an administrative or legal value	Multi		, D.
08-PD-0080	Lists and Rosters	Continually updated, revised or superseded (RC-3 not required)	Multi		
08-PD-0081	Recovered Property Records	2 years + current year after disposal of property	Multi		.0
08-PD-0082	JTPD In-House Video	15 days then system recycles tape (RC-3 not required)	Video	A STATE OF THE STA	

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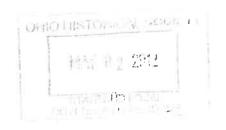
				111.20 Links	
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or GHS-LGRP	(6) RC-3 Required by OHS- LGRP
08-PD-0083	MDT Reports	Until no longer of an administrative or fiscal value (RC-3 not required)	Multi		
08-PD-0084	General photographs, negatives, electronic images	Retain images that have significant legal, fiscal, administrative or historical value. Keep significant images according to content (Refer to RC-2). Erase images that have no significant value. (RC-3 not required).	Multi		
08-PD-0085	OVI Case Files – alcohol influence report, breath test results, statement of facts by arresting officer, accident reports, driving records	6 years + current year scan to electronic form for permanent refention then destroy excess paper	Multi		П
08-PD-0086	Preventative Patrol Report	3 years + current year	Paper	41	
08-PD-0087	Park violation citations	3-years + current year	Paper		
08-PD-0088	Noise nuisance violation	3 years + current year	Paper		
08-PD-0089	Petty cash records	3 years + durrent year provided audited	Meiti		
08-PD-0090	Accident reports/supplement/statements OH- 1/2/3 forms - Fatal	3 years + current year after data entered into computer system and data verified for accuracy	Paper		
08-PD-0091	Active Personnel File – commendations, promotions, pay adjustments, performance evaluations, work information etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Office	Multi		
08-PD-0092	Monthly Report to administrator	Current year (No RC-3 required)	Paper		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5). For use(by: Auditor:of(State of OHS/LIGRP	RC-3 Required by OH8- LGRP
08-PD-0093	Front deak activity logs	1 year + current year	Paper		
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800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

JACKSON TOWNSHIP TE	RUSTEES	ZONING DEPARTME	NT
Signature of responsible official)	JONI POINDEXTER (name)	ZONING INSPECTOR (title)	4/12/12 (date)
Section B: Records Commission			
JACKSON TOWNSHIP		330-832-	5886
Records Commission	1	(telephone nur	mber)
5735 WALES AVENUE N.W. (address)	MASSILLON (city)		STARK (county)
To have this form returned to the Record I hereby certify that our records commis listed on this form and any continuation series from heigh destroyed transferred	sion met in an open meeting, sheets. I further certify that o	as required by Section 121.22 ur commission will make every	ORC, and approved the sci
I hereby certify that our records commis	ssion met in an open meeting, sheets. I further certify that o d, or otherwise disposed of in	as required by Section 121.22 ur commission will make every violation of these schedules an	ORC, and approved the scl effort to prevent these reco
I hereby certify that our records commis listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pend commission.	ssion met in an open meeting, sheets. I further certify that or otherwise disposed of in an legal case, claim, action or	as required by Section 121.22 ur commission will make every violation of these schedules an	ORC, and approved the scl effort to prevent these reco d that no record will be know ed in the minutes kept by thi 4-24-1 Date

It is strongly recommended that the Records Commission retain a permanent copy of this form



800 E. 17th Avenue Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

JACKSON TOWNSHIP TRUSTEES

ZONING DEPARTMENT

(local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-ZD-001	Zoning Permits for uses or buildings no longer existing	5 years + current year after nonexistence of use or building and no longer of an administrative value	Multi	1000	
12-ZD-002	Conditional Use Permits	Permanent	Multi		
12-ZD-003	Certificate of Compliance Permits (inactive)	5 years + current year and no longer of an administrative value	Multi		
12-ZD-004	Freestanding and Fascia Sign Permits (inactive)	5 years + current year and no longer of an administrative value	Multi		
12-ZD-005	Non-conforming Use Certificates (inactive)	5 years + current year and no longer of an administrative value	Multi		D
12-ZD-006	Vendor Permits (inactive)	5 years + current year or until no longer of an administrative value	Multi		D
12-ZD-007	Temporary Sign Permits	l year + current year after issuance	Multi		
12-ZD-008	Sign violation letters	2 year + current year after concluded and no longer of an administrative or legal value	Multi		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	For use by Auditor of State 6. OHS-LGRP	RC3 Required
12-ZD-009	Zoning violation letters	2 years + current year after concluded and no longer of an administrative or legal value	Multi		
12-ZD-010	Nuisance violations (inactive)	2 years + current year and no longer of an administrative value	Multi		
12-ZD-011	Complaint forms	2 years + current year provided no action pending	Multi		
12-ZD-012	Vendor permit inquiry letters and responses	2 years + current year and no longer of an administrative or legal value	Multi	2000	e II Swal
12-ZD-013	Board of Zoning Appeals minutes (in notebook only)	2 years + current year	Paper		
12-ZD-014	Zoning Commission minutes (in notebook only)	2 years + current year	Paper		
12-ZD-015	Board of Zoning Appeals Files	Permanent	Paper		. 50
12-ZD-016	Amendment Files	Permanent	Paper		
12-ZD-017	Site Plans (active)	Permanent (does not include site plans for uses or buildings no longer existing)	Paper		学園
12-ZC-018	Site Plans (inactive) for uses or buildings no longer existing	3 years + current year and no longer of administrative value	Paper		
12-ZD-019	Jackson Township Zoning Map	Permanent	Paper		B

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS ₂ LGRP	RC 3:Required - 25y one
12-ZD-020	Tex Maps	2 years after revised	Paper		B
12-ZD-021	Jackson Township Zoning Annual Reports (Department Copy Only)	2 years + current year	Multi		
12-ZD-022	Jackson Township Zoning Department Monthly Report (Department Copy Only)	2 years + current year	Multi		
12-ZD-023	Legal Opinions	Permanent	Multí		Z.
12-ZD-024	Jackson Township Zoning Ledger	Permanent	Multi		12
12-ZD-025	Jackson Township Zoning Resolution Book	Permanent	Paper		
12-ZD-026	Stark Soil and Water Reports	2 years + current and no longer of an administrative value	Paper		
12-ZD-027	RPC Recommendations (notebook copies only)	2 years + current year	Paper .		
12-ZD-028	Address Files	Continually updated, revised or superseded (RC-3 not required)	Paper		
12-ZD-029	Monthly reports to administrator	Current Year (RC-3 not required)	Paper		
12-ZD-030	Active Personnel File commendations, promotions, pay adjustments, performance evaluations, work information etc.	Until employee's resignation, termination or commission revoked then transfer to Fiscal Office	Multi		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	- (4) Media Type	(5) (6) For Use by RC 3-Required Auditor of States # by OHS of OHS-LORP LGRP
12-ZD-031	Notices to destroy weeds	2 years + current year	Multi	
12-ZD-032	Applications submitted for Zoning Certificates for alterations and additions/model home/new construction	1 year + current year	Paper	
12-ZD-033	Applications submitted for Temporary Sign Certificates	i year + current year	Paper	
12-ZD-034	Application submitted for Permanent Sign Certificate	1 year + current year	Paper	
12-ZD-035	Application submitted for Home Occupation permit	1 year + current year	Paper	
12-ZC-036	Application submitted for Transient Vendor Permit	1 year + current year	Paper	
12-ZD-037	Application submitted for Informational Distributor Pennit	1 year + current year	Paper	
12-ZC-038	Application submitted for Special Event Vendor Permit	1 year + current year	Paper	
12-ZD-039	Application submitted for Inside Vendor Permit	I year + current year	Paper	
12-ZD-040	Application submitted for Certificate of Compliance Permit	l year + current year	Paper	