

Records Retention  
February 13, 2024

BROWN TOWNSHIP RECORDS RETENTION SCHEDULE			
		Sched. No.	Media
<b>TOWNSHIP FISCAL OFFICER</b>			
ACCIDENT REPORTS, VEHICLE	4 fiscal years, provided audited	FO1	paper/electronic
ACCOUNT RECORDS (ORC 507.04)	10 years after last entry, provided audited	FO2	paper/electronic
AGENDAS	2 years	FO3	paper/electronic
AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES	5 years	FO4	paper/electronic
ANIMAL CLAIMS	3 years, provided audited	FO6	paper/electronic
ANNUAL BUDGET RESOLUTIONS	Incorporate into Minutes; retain copies 5 years	FO7	paper/electronic
ANNUAL FINANCIAL REPORTS (ORC 507.07)	Incorporate into Minutes	FO8	paper/electronic
ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE	25 years	FO9	paper/electronic
ANNUAL INVENTORIES (ORC 505.04)	3 fiscal years, provided audited, & until superseded	FO10	paper/electronic
ANNUAL REPORTS (ORC 5571.13)	Permanent	FO11	paper/electronic
APPLICATIONS FOR EMPLOYMENT	Retain with Personnel Record if applicant employed; Others, destroy after two years	FO12	paper/electronic
RESUMES RECEIVED IN RESPONSE TO ADS (DOES NOT APPLY TO COMMISSIONS OR BOARD POSITIONS )	Destroy after 6 Months	FO13	paper/electronic
APPROPRIATIONS LEDGERS	5 fiscal years, provided audited	FO14	paper/electronic
AUDIT REPORTS	5 fiscal years	FO16	paper/electronic
BANK DEPOSIT SLIPS	4 fiscal years, provided audited	FO17	paper/electronic
BANK STATEMENTS (Reconciliations)	4 fiscal years, provided audited	FO18	paper/electronic
BIDS (Unsuccessful)	3 fiscal years, provided once audited	FO19	paper/electronic
BOND REGISTERS (Revenue Bonds)	20 fiscal years after issue called	FO20	paper/electronic
BONDS, OFFICIALS	10 years after termination of office or employee. Appraise for historical value	FO21	paper/electronic
BONDS, REVENUE	2 years after redemption, provided audited	FO22	paper/electronic
BUDGETARY AND FISCAL WORK SHEETS	3 fiscal years, provided audited	FO23	paper/electronic

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BURIAL PERMITS	Permanent	FO24	paper/electronic
BURIAL RECORDS	Permanent	FO25	paper/electronic
CANCELLED CHECKS	4 fiscal years, provided audited	FO26	paper/electronic
CASH BOOKS	3 years, provided audited	FO27	paper/electronic
CEMETERY ACCOUNT RECORDS	Permanent	FO28	paper/electronic
CEMETERY DEED RECORDS/CEMETERY LOT SALES RECORDS (ORC 517.07)	Permanent	FO29	paper/electronic
CEMETERY PLATS (ORC 517.06)	Permanent	FO30	paper/electronic
CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES	3 years, provided audited	FO31	paper/electronic
CERTIFICATIONS OF PUBLISHING LEGAL NOTICES	Non-Zoning: 2 years, provided audited Zoning: Permanent	FO32	paper/electronic
CHECK REGISTERS	4 fiscal years, provided audited	FO35	paper/electronic
CIVIL DEFENSE RECORDS	Until no longer of administrative value	FO36	paper/electronic
CONSTRUCTION FILES	15 years after construction is complete	FO37	paper/electronic
CONTRACTS AND AGREEMENTS, SUCCESSFUL BIDS	15 fiscal years	FO38	paper/electronic
<b>CORRESPONDENCE (INCLUDING E-MAILS)</b>			
<i>General</i> (Internal memos, Requests for info re: twp dept interpretation, i.e., zoning)	2 fiscal years	FO39	paper/electronic
<i>Routine</i> (Referral letters, inquiries answered by a std. form letter)	6 months		
<i>Accounting</i> (Memos and Correspondence)	2 fiscal years		
<i>Transitory</i> (Convey info of temp importance, e.g. telephone messages, Drafts-publications, reports, memos)	When no longer of administrative value		
<i>Executive</i> (Twp Policies, Programs, Fiscal or Personnel Matters)	Permanent		
<i>Departmental</i> (Policies, procedures, unpublished studies)	Retain until superseded		
<i>General</i> (Internal memos, Requests for info re: twp dept interpretation, i.e., zoning)	2 fiscal years	FO40	Electronic
<i>Routine</i> (Referral letters, inquiries answered by a std. form letter)	6 months		Data
<i>Accounting</i> (Memos and Correspondence)	2 fiscal years		
<i>Transitory</i> (Convey info of temp importance, e.g. telephone messages, Drafts-publications, reports, memos)	When no longer of administrative value		
<i>Executive</i> (Twp Policies, Programs, Fiscal or Personnel Matters)	Permanent		
<i>Departmental</i> (Policies, procedures, unpublished studies)	Retain until superseded		
EMPLOYEE TIME RECORDS	3 years, provided audited	FO42	paper/electronic
EMPLOYMENT REPORTS	Permanent	FO43	paper/electronic

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EQUIPMENT MISSED, DAMAGED, DESTROYED	2 years	FO44	paper/electronic
FENCE DISPUTE FORMS	5 years after settlement	FO46	paper/electronic
FENCE PARTITION RECORDS	Appraise for historical value	FO47	paper/electronic
FENCE PROCEEDINGS	Appraise for historical value	FO48	paper/electronic
GAS SLIPS	1 year, provided audited	FO50	paper/electronic
GRANTS (Including FEMA application records)	Permanent	FO51	paper/electronic
INSURANCE POLICIES	2 years after expiration, provided all claims are settled	FO54	paper/electronic
INVENTORIES	3 years until superseded	FO55	paper/electronic
LAW SUITS (after Decisions)	5 years	FO57	paper/electronic
LEASES	5 fiscal years after expiration, provided audited	FO58	paper/electronic
LEVY FILES	Life of levy plus 1 year	FO59	paper/electronic
MAINTENANCE NEEDS STUDIES	5 years after end of fiscal year	FO61	paper/electronic
MEMORANDUMS	Until no longer of administrative value	FO62	paper/electronic
MINUTES	Permanent	FO64	paper/electronic
MONTHLY REPORTS (INCLUDES E-MAIL)	2 years	FO65	paper/electronic
Update status of ongoing projects, events, issues	1 year	FO67	paper/electronic
PAY-IN ORDERS	3 years, provided audited	FO68	paper/electronic
PAYROLL RECORDS (individuals' annual record)	60 years	FO69	paper/electronic
PAYROLL RECORDS (Biweekly records)	3 fiscal years, provided audited	FO70	paper/electronic
PERMITS AND LICENSES	1 year after expiration, provided audited	FO71	paper/electronic
P.E.R.S. MONTHLY REPORTS	60 years	FO72	paper/electronic
NON RECORD (PERSONAL) E-MAIL			
Family, friends, miscellaneous	Delete at will	FO73	electronic
PERSONNEL RECORDS	60 years	FO74	paper/electronic
PUBLICATIONS OF THE TOWNSHIP, NEWSLETTERS	Permanent, retain 2 copies	FO79	paper/electronic

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RECORDINGS OF MEETINGS (Fiscal Officer, Zoning and Park Board Secretaries)	Retain until Minutes Approved, then reuse or destroy absent specific instruction to retain	FO80	paper/electronic
RECORDS OF MARKS AND BRANDS (ORC 507.5)	Permanent	FO81	paper/electronic
REGISTRY OF LEGAL VOTERS	Appraise for historical value	FO82	paper/electronic
REQUISITIONS	3 fiscal years, provided audited	FO83	paper/electronic
SECURITY CAMERA RECORDINGS	30 days, they are deleted/copied over	FO100	electronic
SEMI-ANNUAL APPORTIONMENT OF TAXES	5 fiscal years	FO84	paper/electronic
SPECIFICATIONS BOOKS	Incorporate 1 copy with Contracts	FO85	paper/electronic
STATEMENTS OF ACCOUNT FOR PER DIEM AND SERVICES (ORC 505.24)	3 fiscal years, provided audited	FO86	paper/electronic
SUBDIVISION RECORD PLANS	Permanent	FO87	paper/electronic
TAPE RECORDINGS OF TRUSTEES MEETINGS	Retain until Minutes Approved, then reuse or destroy absent specific instruction to retain	FO89	electronic
TAX SETTLEMENTS	5 years	FO90	paper/electronic
TELEPHONE BILLS, TELEPHONE LONG DISTANCE LOGS	2 fiscal years, provided audited	FO91	paper/electronic
TELEPHONE MESSAGES	Until no longer of administrative value	FO92	paper/electronic
TIME SHEETS	3 years, provided audited	FO93	paper/electronic
TOTAL WAGE AND SALARIES REPORTS	5 years	FO94	paper/electronic
VEHICLE MAINTENANCE REPORTS	Life of vehicle plus 3 years	FO96	paper/electronic
VOUCHERS, INVOICES, AND PURCHASE ORDERS	4 fiscal years, provided audited	FO97	paper/electronic
W-2 FORMS	4 fiscal years	FO98	paper/electronic
W-4 FORMS	Until superseded or employee terminates	FO99	paper/electronic
WORKERS COMPENSATION CLAIMS	10 years after date of final payment	FO100	paper/electronic
<b>ZONING DEPARTMENT</b>			
APPLICATION FOR CONDITIONAL USE	Permanent	Z1	paper/electronic

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APPLICATIONS FOR VARIANCE	Permanent	Z2	paper/electronic
BOARD OF ZONING APPEALS CASE FILES	Permanent	Z3	paper/electronic
BOARD OF ZONING APPEALS MINUTES (ORC 519.15)	Permanent	Z4	paper/electronic
CERTIFICATES AND PLANS	Permanent	Z5	paper/electronic
CHANGE REQUESTS	Permanent	Z6	paper/electronic
COMPLAINT FORMS, CORRESPONDENCE, E-MAIL	5 years, provided no action pending	Z7	paper/electronic
<i>General</i> (Internal memos, Requests for info re: twp dept interpretation, i.e., zoning)	2 fiscal years		
<i>Routine</i> (Referral letters, inquiries answered by a std. form letter)	6 months		
<i>Accounting</i> (Memos and Correspondence)	2 fiscal years		
<i>Transitory</i> (Convey info of temporary importance, e.g. telephone messages, Drafts-publications, reports, memos)	When no longer of administrative value		
<i>Executive</i> (Twp Policies, Programs, Fiscal or Personnel Matters)	Permanent		
<i>Departmental</i> (Policies, procedures, unpublished studies)	Retain until superseded		
<i>General</i> (Internal memos, Requests for info re: twp dept interpretation, i.e., zoning)	2 fiscal years	Z8	electronic
<i>Routine</i> (Referral letters, inquiries answered by a std. form letter)	6 months		
<i>Accounting</i> (Memos and Correspondence)	2 fiscal years		
<i>Transitory</i> (Convey info of temporary importance, e.g. telephone messages, Drafts-publications, reports, memos)	When no longer of administrative value		
<i>Executive</i> (Twp Policies, Programs, Fiscal or Personnel Matters)	Permanent		
<i>Departmental</i> (Policies, procedures, unpublished studies)	Retain until superseded		
LEGAL OPINIONS	5 years	Z9	paper/electronic
NUISANCE ABATEMENT RECORDS	Permanent	Z10	paper/electronic
PERMIT APPLICATIONS - BUILDING	Permanent	Z11	paper/electronic
PERMIT APPLICATIONS - SIGNS OR BILLBOARDS	Permanent	Z12	paper/electronic
PERMIT RECORDS	Permanent	Z13	paper/electronic
VIOLATION RECORDS	3 years after corrected	Z14	paper/electronic
ZONING COMMISSION MINUTES	Permanent	Z15	paper/electronic
ZONING PLANS, BOOKS	Permanent	Z16	paper/electronic