



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

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



RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

RIDGE TOWNSHIP, VAN WERT COUNTY

ENTIRE TOWNSHIP

(local government entity)	JULIE DONER	(unit)	FISCAL OFFICER	8/3/2012
(signature of responsible official)	(name)	(title)	(date)	

Section B: Records Commission

Ridge Township	Records Commission	419-968-2222
16905 MIDDLE POINT ROAD	VAN WERT	45891
(address)	(city)	(zip code)
		(telephone number)
		VAN WERT
		(county)

To have this form returned to the Records Commission electronically, include an email address: ridgevw@yahoo.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

William Poe	8-3-2012
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo	Gov't Records Archivist-LGRP	8/16/12
Signature	Title	Date

Section D: Auditor of State

Martin E. Mah	8-28-12
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.**

(1) Schedule Number	(2) Record Title Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State of OHS-LGRP
A-1- 2012	MINUTES OF TRUSTEE MEETINGS		Permanent	paper	RC-3 Required by OHS
A-2-2012	MINUTES OF TRUSTEE MEETINGS	rough draft on computer	Destroy after minutes approved	electronic	
A-3-2012	MINUTES OF TRUSTEE MEETINGS	rough draft on paper	Destroy after minutes approved	paper	
A-4-2012	BONDS, OFFICIALS		10 years after termination of office or employee	paper	
A-5-2012	RESOLUTIONS	various resolutions passed at trustee meetings	permanent	paper	RC-3 Required by OH
B-1-2012	AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES		4 years, provided audited	paper	
B-2-2012	ANNUAL BUDGET RESOLUTION	original July document & December amendments	original, incorporate in minutes	paper	RC-3 Required by OH
B-2-2012	ANNUAL BUDGET RESOLUTION	copies of July document & December amendments	:copies, keep 4 years, provided audited	paper	
B-3-2012	BUDGETARY AND FISCAL WORKSHEET		4 years, provided audited	paper	
B-4-2012	CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES	Shows beginning balance and monies expected for the year	4 years, provided audited	paper	
CEM-1-2012	BURIAL PERMITS		4 years, provided audited	paper	
CEM-2-2012	BURIAL RECORDS	Contains a record of burials in the township cemetery	Permanent	paper	RC-3 Required by OH
CEM-3-2012	CEMETERY ACCOUNT RECORDS	payments, receipt books	4 years, provided audited		
CEM-4-2012	CEMETERY DEED RECORDS/CEMETERY LOT SALES		permanent	paper	RC-3 Required by OH
CEM-5-2012	CEMETERY PLATS	Contains plat of township cemetery showing roads and and pathways with lots separately defined and numbered consecutively	Permanent	paper	RC-3 Required by OH
CON-1-2012	BIDS (SUCCESSFUL OR UNSUCCESSFUL)	Contains Bidder information, dates, cost of materials, labor, expected completion date, services to be provided and penalties for non-completion	4 years, provided audited	paper	

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

(1)	(2)		(3)	(4)	(5)
Schedule Number	Record Title	Description	Retention Period	Media Type	For use by Auditor of State of OHS-LGRP
CON-2-2012	CONSTRUCTION FILES	Contains records relating to building or road constructions, improvements, bids, specifications, Inventories, and contracts	15 years after construction is complete	paper	
CON-3-2012	CONTRACTS AND AGREEMENTS		4 years after expiration, provided audited	paper	
CON-3-2012	SPECIFICATIONS BOOKS		Incorporate 1 copy with contracts	paper	
COR-1-2012	CORRESPONDENCE		Until no longer of administrative value	paper	
COR-2-2012	TELEPHONE MESSAGES		Until no longer of administrative value	paper	
EMP-1-2012	APPLICATIONS FOR EMPLOYMENT		IF hired, retain with Personnel record; others destroy after 1 year	paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
EMP-2-2012	EMPLOYEE WITHHOLDING REPORTS & RECORDS	941, State, City, School District, Child Support	4 years, provided audited	paper	
EMP-3-2012	EMPLOYMENT REPORTS	Ohio Bureaus of Employment Quarterly Reports, Worker's Compensation Semi-Annual Reports, PERS monthly reports	60 years	paper	
EMP-4-2012	PAYROLL EMPLOYEE PERSONNEL RECORDS	Individual Annual Records, contains information about township employees' pay, vacation, sick time, comp , memos, time, application, personal history, etc.	60 years	paper	
EMP-5-2012	PAYROLL BIWEEKLY SHEETS	Biweekly payroll sheets showing hours worked	4 years, provided audited	paper	
EMP-6-2012	TOTAL WAGE AND SALARY REPORTS		60 years	paper	
EMP-7-2012	W-2 FORMS		60 years	paper	
EMP-8-2012	W-4 FORMS		until superseded or employee terminates	paper	
EMP-9-2012	WORKER'S COMPENSATION CLAIMS	name of injured, date of injury, amount of time off, degree of injury, how happened, claim number, etc	10 years after date of final payment	paper	

(1)	(2)		(3)	(4)	(5)
Schedule Number	Record Title	Description	Retention Period	Media Type	For use by Auditor of State of OHS-LGRP
FIS-1-2012	ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE		25 years	electronic	RC-3 Required by OH
FIS-2-2012	ANNUAL FINANCIAL REPORTS		Permanent	paper	RC-3 Required by OH
FIS-3-2012	AUDIT REPORTS	Misc reports from auditor	Permanent	paper	RC-3 Required by OH
FIS-4-2012	AUDITED FINANCIAL REPORTS		Permanent	paper	RC-3 Required by OH
FIS-7-2012	BANK DEPOSIT SLIPS		4 years, provided audited	paper	
FIS-8-2012	BANK STATEMENTS	Reconciliations	4 years, provided audited	paper	
FIS-9-2012	CANCELED CHECKS		4 years, provided audited	paper	
FIS-10-2012	CHECK REGISTERS	Stubs, Duplicate Copies of Checks	4 years, provided audited	paper	
FIS-11-2012	REQUISITIONS (INVOICES, PURCHASE ORDERS)		4 years, provided audited	paper	
FIS-12-2012	VOUCHERS, INVOICES, AND PURCHASE ORDERS		4 years, provided audited	paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
FIS-13-2012	TRUSTEE ACCOUNT FOR PER DIEM		4 years, provided audited	paper	
FIS-14-2012	TAX SETTLEMENTS		4 years, provided audited	paper	
FIS-15-2012	BANK DEPOSITORY AGREEMENT		4 years after expired, provided audited	paper	
FIS-16-2012	BANK COLLATERAL STATEMENTS		4 years, provided audited	paper	
FIS-17-2012	CPIM EXEMPTION OR CONTINUED EDUCATION FORMS		4 years, provided audited	paper	
FIS-18-2012	CASH JOURNAL		10 years, provided audited	electronic	
FIS-19-2012	APPROPRIATIONS LEDGERS	Expenditures Records	10 years, provided audited	electronic	
FIS-20-2012	REVENUE LEDGERS	Receipts Records	10 years, provided audited	electronic	
FIS-21 -2012	PAYMENT REGISTER	List of Payments	10 years, provided audited	electronic	
INV-1-2012	ANNUAL INVENTORIES	annual inventory of township equipment and supplies	4 years, provided audited	paper	
MAP-1-2012	PLATS AND MAPS	contains plats of subdivision, towns, and villages within the township showing owners, parcel numbers, streets, alleys, streams and rivers, and railroads	appraise for historical value	paper	RC-3 Required by OH
MAP-2-2012	SUBDIVISION RECORD PLANS		Permanent	paper	RC-3 Required by OH
MISC-1-2012	CERTIFICATIONS OF PUBLISHING LEGAL NOTICES	Shows when published, who published, for what reason	4 years, provided audited	paper	
MISC-2-2012	INSURANCE POLICIES		4 years after expiration, provided all claims are settled	paper	

(1) Schedule Number	(2) Record Title Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State of OHS-LGRP
MISC-3-2012	LEASE INFORMATION		4 fiscal years after expiration, provided audited	paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
MISC-4-2012	LOAN INFORMATION		4 fiscal years after expiration, provided audited	paper	
MISC-5-2012	LEVY FILES		Life of levy plus 1 year	paper	
Q-1-2012	QUARRY ACCOUNT RECORDS	All fiscal records generated by quarry receivables & scale program	10 years, provided audited	paper	
Q-2-2012	QUARRY ACCOUNT RECORDS	All fiscal records generated by quarry receivables & scale program	10 years, provided audited	electronic	
ROAD-1-2012	DITCH RECORDS		permanent	paper	RC-3 Required by OH
ROAD-2-2012	EASEMENTS		permanent	paper	RC-3 Required by OH
ROAD-3-2012	NOTICES TO DESTROY WEEDS		until no longer of administrative value	paper	
ROAD-4-2012	ROAD IMPROVEMENTS RECORDS	Contains name of street or road, date done, who did work, what was done, completion day, cost, what materials were used	permanent	paper	RC-3 Required by OH
ROAD-5-2012	ROAD/MILEAGE/LOG REPORTS	yearly check of miles of roads in township	permanent	paper	RC-3 Required by OH
ROAD-1-2012	ROAD RECORDS	Contains information regarding the establishment, alteration, or vacation of public roads	permanent	paper	RC-3 Required by OH
ZON-1-2012	BOARD OF ZONING APPEALS CASE FILES		permanent	paper	RC-3 Required by OH
ZON-2-2012	BOARD OF ZONING APPEALS MINUTES		permanent	paper	RC-3 Required by OH
ZON-3-2012	PERMIT RECORDS (General Building, Conditional Use, Variance, etc)	Includes the application, owner & property information, type of permit, fee paid, any set backs, etc.	permanent	paper	RC-3 Required by OH