



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Braceville Township, Trumbull County

(Local government entity)

(Unit)


(Signature of responsible official)

Tom Shay
(Name)

Fiscal Officer
(Title)

8/23/2013
(Date)

Section B: Records Commission

Braceville Township, Trumbull County

330-872-0085

Records Commission

(telephone number)

P.O. Box 582
(Address)

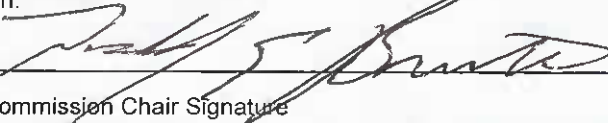
Leavittsburg, OH
(City)

44430
(Zip code)

Trumbull
(County)

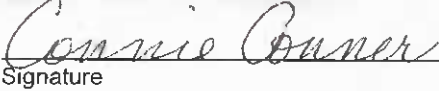
To have this form returned to the Records Commission electronically, include an email address: bracevilletwp@gmail.com

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.


Records Commission Chair Signature

9/3/13
Date

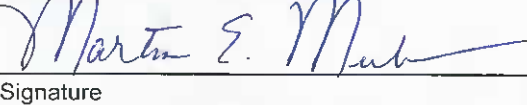
Section C: Ohio Historical Society - State Archives


Signature

Govt. Records Archivist
Title

9/20/13
Date

Section D: Auditor of State


Signature

9-30-13
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**



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.

Section E: Records Retention Schedule

Braceville Township, Trumbull County

(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
1	ACCIDENT REPORTS	2 fiscal years, provided audited	Paper		<input type="checkbox"/>
2	AGENDAS	2 years	Paper, Electronic		<input type="checkbox"/>
3	AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES From County Auditor of township for yearly budget.	5 Years	Paper		<input type="checkbox"/>
4	ANNUAL BUDGET RESOLUTIONS (July December amendments)	Incorporate into Minutes; retain copies 5 years	Paper		<input type="checkbox"/>
5	ANNUAL INVENTORIES (ORC 505.04) Annual inventory of township equipment and supplies	3 fiscal years, provided audited	Paper, Electronic		<input type="checkbox"/>
6	APPLICATIONS FOR EMPLOYMENT	Retain with Personnel Record if applicant employed; others destroy after 2 years	Paper		<input type="checkbox"/>
7	APPROPRIATIONS LEDGERS (Receipts and Expenditures Records) Contains who the funds are for, for what purpose, when available, year available, amount, and where funds came from.	5 fiscal years, provided audited	Paper		<input type="checkbox"/>
8	AUDIT REPORTS	5 fiscal years	Paper		<input type="checkbox"/>
9	BANK DEPOSIT SLIPS	4 fiscal years, provided audited	Paper		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LEP	(6) RC-3 Required by OHS- LEP
10	BANK STATEMENTS (Reconciliations)	4 fiscal years, provided audited	Paper	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.	<input type="checkbox"/>
11	BIDS (Successful) Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided, and penalties for non- completion.	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
12	BIDS (Unsuccessful) Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided, and penalties for non- completion.	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
13	BONDS, OFFICIALS (Record Of Officials' ORC 503.25; ORC 507.04; ORC 507.05; ORC 507.08) Arranged by official's title and therein chronologically. Contains a record of surety bonds filed by township officials showing office holder, office, sureties, amounts and conditions of bonds, date approved, date filed, and oath.	10 years after termination of office Oaths And Bonds; Certificates Of Oaths; or employee. Appraise for Notices To Officers Elected Or Appointed; historical value	Paper		<input type="checkbox"/>
14	BUDGETARY AND FISCAL WORK SHEETS	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
15	CASH BOOKS (Cash Receipts And Expenditures Journals)	3 years, provided audited	Paper		<input type="checkbox"/>
16	CERTIFICATES OF TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES Shows beginning balance and monies expected for the year.	3 years, provided audited	Paper		<input type="checkbox"/>
17	CERTIFICATIONS OF PUBLISHING LEGAL NOTICES Shows when published, who published, for what reason, length of run, and charge.	2 years	Paper		<input type="checkbox"/>



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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	(6) RC-3 Required by OHS LGRP
18	CHECK REGISTERS (Stubs; Duplicate Copies Of Checks)	4 fiscal years, provided audited	Paper	As of 12/31/13, OHS LGRP 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.	<input type="checkbox"/>
19	CONTRACTS AND AGREEMENTS	15 fiscal years	Paper		<input type="checkbox"/>
20	CORRESPONDENCE	2 fiscal years	Paper		<input type="checkbox"/>
21	EMPLOYEE TIME RECORDS	3 years, provided audited	Paper		<input type="checkbox"/>
22	GAS SLIPS Charge slips and receipts for township vehicles. Contains date, care, amount, and cost.	1 year, provided audited	Paper		<input type="checkbox"/>
23	INSURANCE POLICIES	2 years after expiration, provided all claims are settled	Paper		<input type="checkbox"/>
24	LEVY FILES	Life of levy plus 1 year	Paper		<input type="checkbox"/>
25	PAY-IN ORDERS (Receipts)	3 years, provided audited	Paper		<input type="checkbox"/>
26	PAYROLL RECORDS (Individuals' Annual Records) Contains information about township employees' pay, vacation, sick time, comp time, application, and personal history.	60 years	Paper		<input type="checkbox"/>
27	PAYROLL RECORDS (Bimonthly Records) Contains all payroll information, sick days, vacation, injury, social security number and dates.	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
28	PAYROLL RECORDS (Monthly Records) Contains all payroll information, sick days, vacation, injury, social security number and dates	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
29	P.E.R.S. MONTHLY REPORTS (Public Employees Retirement System Reports)	60 years	Paper		<input type="checkbox"/>
30	PERSONNEL RECORDS Contains history on current and past employees. Includes work information, memos, pay increases, and worker's compensation.	60 years	Paper		<input type="checkbox"/>



(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
31	RESOLUTIONS (Copies) Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board.	Retain copies 5 years after incorporation into Minutes (Proceedings)	Paper		<input type="checkbox"/>
32	SEMI-ANNUAL APPORTIONMENTS OF TAXES	5 fiscal years	Paper		<input type="checkbox"/>
33	TAX SETTLEMENTS Semi-annual apportionment of taxes from County Auditor	5 years	Paper		<input type="checkbox"/>
34	TELEPHONE BILLS, TELEPHONE LONG DISTANCE LOGS	2 fiscal years, provided audited	Paper	Audited means: the year 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.	<input type="checkbox"/>
35	TIME SHEETS Contains data concerning time, dates, and running totals of time available	3 years, provided audited	Paper, Electronic		<input type="checkbox"/>
36	VOUCHERS, INVOICES, AND PURCHASE ORDERS	4 fiscal years, provided audited	Paper		<input type="checkbox"/>
37	W-2 FORMS	4 fiscal years	Paper		<input type="checkbox"/>
38	W-4 FORMS	Until superseded or employee terminates	Paper		<input type="checkbox"/>
40	WORK SCHEDULES, Hours of work, days off, employee assignments, dates, and station.	1 year after schedule Contains shift change	Paper		<input type="checkbox"/>
41	WORKERS COMPENSATION CLAIMS Contains name of injured, date of injury, amount of time off, degree of injury, how happened, claim number, place of employment, amount of benefits, length of benefits, and decision of board.	10 years after date of final payment	Paper		<input type="checkbox"/>