Form	R	C.	.2.
4.158.185	EX	•	Z.

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(1) TO:_The Ohio Historical Society	Records Commission _6	14-297-2553	Telephone Number
1982 Velma Avenue	Columbus, Ohio	43211-2497	Hamilton
(address)	(city)	43211-2497 (zip code)	(county)
(2) FROM: _Sycamore Township, 8540	Kenwood Road, Cincinnati, O	Ohio 45236	
(political subdivision na		Market Market Street, and a st	(unit)
Deble amphell	Debbie Campbell	Records Officer	12/10/22
(signature of responsible official)	(name)	Records Officer(title)	(date)
(3) CERTIFICATION: I hereby certify t ORC, and passed the retention schedo commission will make every effort to in violation of this schedule and that action or request. Further, any microf	ules contained on this form ar prevent these record series fing no record will be knowingly o	d any continuation sheets. com being destroyed, transfilisposed of which pertains	I further certify that our ferred, or otherwise dispose to any pending case, claim
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*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7) (8)*	(9)	
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State
				or OHS- LGRP
	Bi-weekly Payroll	5 yrs after audit	Paper	
	Clerks Reports	5 yrs after audit	Paper	
	Checks & Invoices	5 yrs after audit	Paper	
	Clerks Records/Old Files	5 yrs after audit	Paper	
_	Cancelled Checks/ Ck Reconciliation	5 yrs after audit	Paper	
	Receipts/Bills/ Receipt Books	5 yrs after audit	Paper	· · · · · · · · · · · · · · · · · · ·
	Investment/Financial Statements	5 yrs after audit	Paper	
<i>)</i>	Appropriations/Budget/Annual report	5 yrs after audit	Paper	
	Insurance/Outdated Manuals	5 yrs after audit	Paper	
	Working Papers	5 yrs after audit	Paper	
	Deposits	5 yrs after audit	Paper	
	Auditor Settlement Sheet	5 yrs after audit	Paper	
	Transient Correspondence: faxes, voice	Until no longer	Phones, fax	
	mails, telephone message slips, emails,	administratively	machines, cads,	
	post it notes, digital pictures, chalkboards,	necessary-no RC3	computers,	
	training materials; palm pilots, drafts,	required	cameras,	
	copies, web site information, smart		palm pilots, smart	
	phones or other PDA's, superseded		phones, PDA's,	,
	drafts, all electronic correspondence		iPad's	
<u></u>	Traffic & Public Facilities Security Video	7 days after recording	Electronic video	

Form	R	C.	-2
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(1) TO:_The Ohio Historical Society	Records Commission _6	14-297-2553	Telephone Number
1982 Velma Avenue	Columbus, Ohio	43211-2497	Hamilton
(address)	(city)	43211-2497(zip code)	(county)
(2) FROM: _Sycamore Township, 8540 (political subdivision n	Kenwood Road, Cincinnati, (Ohio 45236	(1)212
(postered subdivision in	•		(unit)
(signature of responsible official)	Debbie Campbell	Records Officer(title)	12/6/20
(signature of responsible official)	(name)	(title)	(date)
(3) CERTIFICATION: I hereby certify to ORC, and passed the retention sched commission will make every effort to in violation of this schedule and that action or request. Further, any micro-	ules contained on this form and prevent these record series find record will be knowingly or the cord will be a cord with the cord will be a cord with the cord will be a cord will be a cord with the cord will be a cord with the cord will be a cord will be a cord with the cord will be a cord will be a cord with the cord will be a cord will be a cord with t	d any continuation sheets. com being destroyed, trans disposed of which pertains	I further certify that our ferred, or otherwise disposed to any pending case, claim
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*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE
(5) (6) (7) (8)* (9)

			(0)	(8)
Schedule Number	Record Title and Description	Retention Perlod	Media Type	For use by Auditor of State or OHS-LGRP
	Township Buildings Remodeling/Equipment	Permanent	Paper	
	Sanitary Sewer/Gas Main Projects	Permanent	Paper	
	Bond Information	Permanent	Paper	
	Park Projects	Permanent	Paper	
	Festival Information	5 yrs after audit	Paper	
	TIF Projects	Permanent	Paper	
·	Bids	Permanent	Paper	
	Road/Sidewalk Projects	Permanent	Paper	
	Storm Sewers/Drainage	Permanent	Paper	
	Lighting Districts	Permanent	Paper	, , , , , , , , , , , , , , , , , , , ,
	Lawsuits	Permanent	Paper	
*	Criminal Dockets	Permanent	Paper	·
	Township Minutes	Permanent	Paper	
	Township Resolutions	Permanent	Paper	
	BWC/Training Records	Permanent	Paper	
	Employee Information	Permanent	Paper	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	SCIP & Annexation	Permanent	Paper	

	Ohio Historical SocietyRe	cords Commission _	614-297-2553	Telephone Numb
1982 Velma	AvenueC	olumbus, Ohio	43211-2	197 Hamilton (county)
(address)		(city)	(zip co	le) (county)
(2) FROM:	Sycamore Township, 8540 Kenwa	ood Road, Cincinnati,	Ohio 45236	
	(political subdivision name)		- 	(unit)
·	Ţ	Debbie Campbell	Records Offi	cer 12/4/2
(signature of	responsible official)	(name)	(title)	(date)
commiss in violati action or	ICATION: I hereby certify that our d passed the retention schedules corion will make every effort to prever on of this schedule and that no recorequest. Further, any microfilm reps approved on12/17/2020	ntained on this form a nt these record series ord will be knowingly placing a record listed	and any continuation from being destroy disposed of which on this schedule was	on sheets. I further certify that ou yed, transferred, or otherwise disp pertains to any pending case, cla yill conform to ANSI stondards
Chairma	n, Records Commission:	A Rel	ulbs	
ZAN Oliment II. I I I	10	orgnature	~	Date
	o selection upon receipt of a e of Records Disposal (RC-3):			
	· · · · · · · · · · · · · · · · · · ·	For the Ohio Histor	ical Society	Date
Approved	by the Ohio Auditor of State:			•
		For the Ohio Audito	or of State	Date
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*SEPARA	TE ENTRIES SHOULD BE MAI	DE FOR RECORDS	S WITH MORE T	
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Schedule	TE ENTRIES SHOULD BE MAI (6) Record Title and Description	(7) Retention	S WITH MORE 7 (8)* Media Type	HAN ONE MEDIA TYPE (9) For use by Auditor of State
(5)	(6)	(7) Retention Period	(8)* Media Type Paper/	HAN ONE MEDIA TYPE (9)
Schedule	Record Title and Description Board of Zoning Appeals Car	Retention Period Ses Permanent	(8)* Media Type Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases	Retention Period ses Permanent Permanent	(8)* Media Type Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases Board of Zoning Appeals	Retention Period Ses Permanent	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Cas Zoning Commission Cases Board of Zoning Appeals Meeting Minutes & Agendas	Retention Period ses Permanent Permanent Permanent	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases Board of Zoning Appeals	Retention Period ses Permanent Permanent Permanent	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases Board of Zoning Appeals Meeting Minutes & Agendas Zoning Commission Meeting Minutes & Agendas Property Maintenance Board	Retention Period ses Permanent Permanent Permanent Permanent	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Cas Zoning Commission Cases Board of Zoning Appeals Meeting Minutes & Agendas Zoning Commission Meeting Minutes & Agendas	Retention Period ses Permanent Permanent Permanent Permanent	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases Board of Zoning Appeals Meeting Minutes & Agendas Zoning Commission Meeting Minutes & Agendas Property Maintenance Board Minutes & Agendas Zoning Complaints & Propert	Retention Period Ses Permanent Permanent Permanent Permanent Permanent Permanent Two Years	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases Board of Zoning Appeals Meeting Minutes & Agendas Zoning Commission Meeting Minutes & Agendas Property Maintenance Board Minutes & Agendas	Retention Period Ses Permanent Permanent Permanent Permanent Permanent Two Years /Permanent (pertinent	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
Schedule	Record Title and Description Board of Zoning Appeals Car Zoning Commission Cases Board of Zoning Appeals Meeting Minutes & Agendas Zoning Commission Meeting Minutes & Agendas Property Maintenance Board Minutes & Agendas Zoning Complaints & Propert	Retention Period Ses Permanent Permanent Permanent Permanent Permanent Two Years /Permanent (pertinent information)	(8)* Media Type Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic Paper/ Electronic	HAN ONE MEDIA TYPE (9) For use by Auditor of State
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(1) TO:Th	e Historical SocietyR	ecords Commission	614-297-2553	Telephone Number
1982 Velma	Avenue	Columbus, Ohio	43211-2497	Uamilton
(address)	Avenue	(city)	(zip code)	(county)
				(
(2) FRONE	Sycamore Township, 8540 K (political subdivision name	enwood Road, Cincinnat	· · · · · · · · · · · · · · · · · · ·	
	(pointour subdivision name	<i>')</i>		(unit)
	:	Debbie Campbell	Records Officer	(unit) [J/Le/27 (date)
(signature of	responsible official)	(name)	(title)	(date)
commiss of in viol action or RC-2 wa	ICATION: I hereby certify that d passed the retention schedules ion will make every effort to pration of this schedule and that request. Further, any microfilms approved on12/17/2020_ n, Records Commission:	s contained on this form a event these record series no record will be knowin a replacing a record listed	and any continuation sheets from being destroyed, trans gly disposed of which perta d on this schedule will confr	. I further certify that our sferred, or otherwise disposins to any pending case, common to ANSI standards.
Approved	e of Records Disposal (RC-3): by the Ohio Auditor of State TE ENTRIES SHOULD BE I	For the Ohio Histor	or of State	Date Date NE MEDIA TYPE
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Descript	Period	Media Type	For use by Auditor of State or OHS-LGRP
	Staffing Reports	Permanent	paper & electronic	
	EMS Reports Fire Reports	Permanent	paper & electronic	
	Personnel Files	Permanent	paper & electronic	
	Inspections Files	Permanent	paper	
	Purpose Files	Permanent	paper & electronic	
	Maintenance Files	Permanent Permanent	paper	
	Daily Logs	· · · · · · · · · · · · · · · · · · ·	paper & electronic	
	Training Records	Permanent	paper & electronic	
	Pharmacy Records	Permanent	paper & electronic	
	Hose Testing Records	Permanent	paper	
	Ladder Testing Reports	Permanent	paper	
	Pump Testing Reports	Permanent Permanent	paper	
	Fire Projects/Equipment	Permanent	paper	
	FMS Fire Hose Inventory	Permanent	paper	

Form	RC-2

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	Historical Society	Records (Commission	614-297-	2553	Telephone Numbe
1982 Velma AvenueCo		Colur	nbus, Ohio	43211-2	497	Hamilton
			(city)	(zip cod	ie)	(county)
	Sycamore Township, 8					
	(political subdivision	name)	Troud, Omornius	, 01110 45250		ınit)
		25.111			`	into to
signature of responsible official)		Debbie	Campbell Records Officer (name) (title)		er	Yd/6/d
0	-pomoto officially	•	(Hanke)	(title)		(date)
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Chairman, Records Commission:			Signature	ADEC.		Date
l) Subject to s Certificate	selection upon receipt of Records Disposal (R	of a CC-3):				
			For the Ohio Histori	cal Society	,	Date
Approved b	y the Ohio Auditor of	State:	For the Ohio Audito	u of Ctata		V-10-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
Approved b	y the Ohio Auditor of	State:	For the Ohio Audito	r of State		Date
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SEPARATI (5) Schedule	E ENTRIES SHOULE (6) Record Title and D	BE MADE F	(7) Retention Period	(8) Media Type	For use b	MEDIA TYPE 9) y Auditor of State
SEPARATI (5) Schedule	E ENTRIES SHOULD (6)	BE MADE F	(7) Retention Period Permanent	(8) Media Type paper	For use b	MEDIA TYPE 9) y Auditor of State
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SEPARATI (5) Schedule	E ENTRIES SHOULD (6) Record Title and D Rossmoyne EMS F Rossmoyne Fire R	escription Reports	OR RECORDS (7) Retention Period Permanent Permanent	(8) Media Type paper paper	For use b	MEDIA TYPE 9) y Auditor of State