STATE AND LOCAL GOVERNMENT RECORDS

Page 1

(1) TO:_T	he Ohio Historical Society	Records Com	nission _6	514-297-2553_	ef and	Telepho	ne Number	
1982 Velma Avenue								
(address)		(city)		(zip c	-2497 sode)	Fiami		
(2) FROM	Sycamore Township, 8540 F (political subdivision nar	Zenwood Road, C ne)	incinnati, (Ohio 45236		(unit)		
All 1	the (Amphell	Debbie Camp	bell	Records Of	ficer	03/18/20	00 A	
(signature o	of responsible official)	(name))	(title)	11001	03/18/20 (date) 24	
commi in viola action	IFICATION: I hereby certify the and passed the retention schedul ssion will make every effort to pation of this schedule and that neor request. Further, any microfil was approved on11/01/2023_	es contained on trorevent these reco precord will be kn m replacing a reco	ns form and series frowingly coord listed co	d any continuation being destricted any continuation of the second of which the second and the s	tion sheets. oyed, transfe ch pertains to	I further certiferred, or other	y that our wise disposed o	of
Chairm	uan, Records Commission:		J			3/1	8/24	
		Signature	• /			Date		
Certifie:	to selection upon receipt of a ate of Records Disposal (RC-3 ed by the Ohio Auditor of Stat	e: Marti For the C	Phio Historico n E. Mee Phio Auditor	Digitally signed by Meeks Date: 2024.04.09 of State	y Martin E. 10:53:06 -04'00'	Date Date		
(5)	ATE ENTRIES SHOULD BE	WADE FOR RE	(7)				PE	
Schedule Number	Record Title and Description	n	Retention Period	(8) * on	Media T	(9) ype	For use by Auditor of State or OHS-	
	Bi-weekly Payroll		5 yrs af	ter audit	Paper	Audited	LGRP means: the	voors
	Clerks Reports			ter audit	Paper	Audited	nicans. in	r years
	Checks & Invoices			er audit	Paper	encomp	assed by t	ne record
	Clerks Records/Old Files		5 yrs afl		Paper		en audited	
	Cancelled Checks/		5 yrs aff	ter audit	Paper		of State an	1
	Ck Reconciliation			The second secon			port has be	1
	Receipts/Bills/ Receipt Boo	KS	5 yrs aff		Paper		d pursuant	
	Investment/Financial Stater Appropriations/Budget/Ann			er audit	Paper	<u>Sec. 11</u>	7.26 O.R.C	3
	Insurance/Outdated Manua			er audit	Paper			
	Working Papers	15		er audit	Paper	· · · · · · · · · · · · · · · · · · ·		_
	Deposits Deposits	Colombia Col	5 yrs aft 5 yrs aft	er audit	Paper			
**************************************	Auditor Settlement Sheet		5 yrs aft		Paper Paper			-
	Transient Correspondence: mails, telephone message s post it notes, digital pictures training materials; palm pilo copies, web site information phones or other PDA's, sup	slips, emails, s, chalkboards, ts, drafts, n, smart erseded	Until no adminis	longer tratively ary-no RC3	Phones, machine compute cameras	es, cads, ers, e, ots, smart		
	drafts, all electronic corresp				iPad's			
	Traffic & Public Facilities Se	curity Video	7 days a	after recording		ic video		1

(1) TO:_The Ohio Historical Society					ephone Numb
1982 Velma Avenue (address)		Columbus, Ohio	43211	-24971	lamilton
		(city)	(zip	code)	(county)
	_Sycamore Township, 8540 Keny				
	(political subdivision name)	vood Road, Chlemnan, On	10 45230	(unit)	
				(unti)	
		Debbie Campbell	Records O	fficer 03/	/18/2024
(signature of	responsible official)	(name)	(title		(date)
commiss in violat action or	ICATION: I hereby certify that out dispassed the retention schedules called a sion will make every effort to previous of this schedule and that no record request. Further, any microfilm reas approved onI 1/01/2023	ontained on this form and a ent these record series from ord will be knowingly disposed on a solacing a record listed on	any continuant being destroyed of what this schedule	ation sheets. I further to yed, transferred, or contains to any pending to ANS and the will conform to ANS	certify that ou otherwise disp
Chairma	n, Records Commission:				
		Signature	The second secon		Date
(4) Subject t	o selection upon receipt of a				
Certificat	e of Records Disposal (RC-3):				
	(ite b).	For the Ohio Historical S	For the Ohio Historical Society		
de la companya de la					Date
Approved	by the Ohio Auditor of State:	***			
		For the Ohio Auditor of	State		Date
SEPARA (5) Schedule Number	TE ENTRIES SHOULD BE MA (6) Record Title and Description	(7) 1 Retention	(8) Media	(9) For use by Audit	
, w		Period	Туре	or OHS-LGRP	
	Township Buildings	Permanent	Paper		
	Remodeling/Equipment				
- Harrison - Landson	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 Read/Sidewalk Projects	Permanent	Paper		
	Road/Sidewalk Projects	Permanent	Paper		
	Storm Sewers/Drainage	Permanent	Paper		
	Lighting Districts	Permanent	Paper		
	Lawsuits Criminal Dockets	Permanent	Paper	RC-3 Required	
	Criminal Dockets Township Minutes	Permanent	Paper	RC-3 Required	
	Township Minutes	Permanent	Paper	RC-3 Required	
	Township Resolutions BWC/Training Records	Permanent	Paper	RC-3 Required	
	Employee Information	Permanent	Paper		
	SCIP & Annexation	Permanent	Paper		
	T DOIL & WILLEXSTION	Permanent	Paper	1	

(1) TO:_The	Ohio Historical Society R	ecords Commission	614-297-2553	Telephone Number	
100-24				2497 Hamilton	
		(city)	(zip co	ode) (county)	
 FROM: _Sycamore Township, 8540 Ken (political subdivision name) 		ood Road, Cincinnati,	Ohio 45236	(unit)	
		* 1 1 1 m · · ·			
(signature of responsible official)		Jebbie Campbell	Records Off	1cer03-18-24(date)	
		(name)	(titte)	(date)	
commiss in violati action or	ion will make every effort to preve ton of this schedule and that no reco	ntained on this form a nt those record series ord will be knowingly placing a record listed	nd any continuati from being destro disposed of which on this schedule	yed, transferred, or otherwise dispose h pertains to any pending case, clain will conferm to A NSI standards. The	
Chairma	n, Records Commission:	Signature		Date	
4) Subject to Certificat	o selection upon receipt of a e of Records Disposal (RC-3):				
		For the Ohio Histori	or the Ohio Historical Society		
Approved	by the Ohio Auditor of State:	For the Ohio Audito			
SEPARA (5) Schedule	TE ENTRIES SHOULD BE MAI (6) Record Title and Description	(7)	(8)	(9)	
Number		Period	Media Type	For use by Auditor of State or OHS-LGRP	
·	Board of Zoning Appeals Car	ses Permanent	Paper/ Electronic	RC-3 Required	
	Zoning Commission Cases	Permanent	Paper/ Electronic	RC-3 Required	
	Board of Zoning Appeals Meeting Minutes & Agendas	Permanent	Paper/ Electronic	RC-3 Required	
	Zoning Commission Meeting Minutes & Agendas	Permanent	Paper/ Electronic	RC-3 Required	
	Property Maintenance Board Minutes & Agendas	Permanent	Paper/ Electronic	RC-3 Required	
	Zoning Complaints & Propert Maintenance Complaints	y Two Years /Permanent (pertinent information)	Paper/ Electronic	, 7 * 19 gitts em	
	Zoning Certificates	Three years/ Permanent (pertinent information)	Paper/ Electronic		

(I) TO:TI	ne Historical SocietyRe	cords Commission	614-297-2553_	Telephone Number
1982 Velma Avenue(address)		Columbus, Ohio	43211-2497	Hamilton
(address)		(city)	(zip code)	(county)
				(vounty)
(2) FROM:	Sycamore Township, 8540 Ke	nwood Road, Cincinna	ti, Ohio 45236	
	(political subdivision name)			(unit)
	ľ	Debbie Campbell	Records Officer	03-18-24
(signature of	responsible official)	(name)	(title)	(date)
commiss of in vio action or RC-2 wa	ICATION: I hereby certify that of dipassed the retention schedules ion will make every effort to prelation of this schedule and that no request. Further, any microfilm is approved on11/01/2023, Records Commission:	contained on this form vent these record series record will be knowin replacing a record listed	and any continuation shee from being destroyed, traigly gly disposed of which per don this schedule will con	ts. I further certify that our nisferred, or otherwise dispostains to any pending case, classification to ANSI standards. The
Certificat	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 Audit	or of State	Date
*SEPARA	TE ENTRIES SHOULD BE M	ADE FOR RECORD	S WITH MORE THAN (NE MEDIA TYPE
(0)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	n Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	Staffing Reports	Permanent	Electronic	
	EMS Reports	7 Years	Electronic	
	Fire Reports	10 Years	Electronic	
	Personnel Files Inspections Files	Permanent	Electronic	
	Purpose Files	Permanent	Electronic	
	Maintenance Files	Permanent	Electronic	
	Daily Logs	Permanent	Electronic	
	Training Records	Permanent	Electronic	177-178-148-148-148-148-148-148-148-148-148-14
		Permanent	Electronic	
	Pharmacy Records	Permanent	Electronic	
	Hose Testing Records	Permanent	Electronic	
	Ladder Testing Reports	Permanent	Electronic	
	Pump Testing Reports	Permanent	Electronic	
	Fire Projects/Equipment	Permanent	Electronic	
	EMS Fire Hose Inventory	Permanent	Electronic	