

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: The Ohio Historical Society Records Commission 614-297-2553 Telephone Number

1982 Velma Avenue Columbus, Ohio 43211-2497 Hamilton
(address) (city) (zip code) (county)

(2) FROM: Sycamore Township, 8540 Kenwood Road, Cincinnati, Ohio 45236
(political subdivision name) (unit)

Debbie Campbell Records Officer 03/18/2024
(signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 11/01/2023 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 3/18/24
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Amy Czubak Digitally signed by Amy Czubak Date: 2024.03.25 16:50:56 -04'00' 3/25/2024
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2024.04.09 10:53:06 -04'00' _____
For the Ohio Auditor of State Date

***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	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
	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	
	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	Insurance/Outdated Manuals	5 yrs after audit	Paper	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 mails, telephone message slips, emails, post it notes, digital pictures, chalkboards, training materials; palm pilots, drafts, copies, web site information, smart phones or other PDA's, superseded drafts, all electronic correspondence	Until no longer administratively necessary-no RC3 required	Phones, fax machines, cads, computers, cameras, palm pilots, smart phones, PDA's, iPad's	
	Traffic & Public Facilities Security Video	7 days after recording	Electronic video	

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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) 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	RC-3 Required
	Criminal Dockets	Permanent	Paper	RC-3 Required
	Township Minutes	Permanent	Paper	RC-3 Required
	Township Resolutions	Permanent	Paper	RC-3 Required
	BWC/Training Records	Permanent	Paper	
	Employee Information	Permanent	Paper	
	SCIP & Annexation	Permanent	Paper	

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	Board of Zoning Appeals Cases	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 & Property Maintenance Complaints	Two Years /Permanent (pertinent information)	Paper/ Electronic	
	Zoning Certificates	Three years/ Permanent (pertinent information)	Paper/ Electronic	

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	Staffing Reports	Permanent	Electronic	
	EMS Reports	7 Years	Electronic	
	Fire Reports	10 Years	Electronic	
	Personnel Files	Permanent	Electronic	
	Inspections Files	Permanent	Electronic	
	Purpose Files	Permanent	Electronic	
	Maintenance Files	Permanent	Electronic	
	Daily Logs	Permanent	Electronic	
	Training Records	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	