

RESOLUTION 2007-22

A RESOLUTION TO APPROVE AND ADOPT SCHEDULE OF RECORDS RETENTION AND DESTRUCTION

The Westfield Township Board of Trustees, Medina County, Ohio, met in regular session November 19, 2007 @ 7:00 PM at 6699 Buffham Road with the following members present:

JEFFREY J. PLUMER –TIMOTHY L. KRATZER

Timothy L. Kratzer moved the following resolution and moved the adoption of same which was duly seconded by Jeffrey J. Plumer;

WHEREAS, The Westfield Township Board of Trustees considers the WESTFIELD TOWNSHIP RECORDS RETENTION AND DESTRUCTION SCHEDULE (attached as Exhibit A) to be a necessary document to set in place for records retention and destruction;

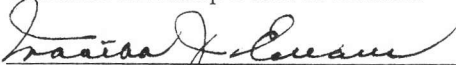
WHEREAS, The Westfield Township Board of Trustees, Medina County, State of Ohio, will hereby send a copy of this resolution and Exhibit A to the Ohio Historical Society for their approval;

NOW THEREFORE, the Westfield Township Board of Trustees, Medina County, State of Ohio; does hereby resolve to adopt Westfield Township Records Retention and Destruction Schedule attached as Exhibit A.

ROLL CALL VOTE: Jeffrey Plumer AYE; Timothy Kratzer AYE.

ADOPTED: November 19, 2007

I, **Martha J. Evans**, Fiscal Officer/Clerk, Westfield Township, do hereby certify that RESOLUTION 2007-22 was proposed by Timothy L. Kratzer, and seconded by Jeffrey J. Plumer, was duly passed and adopted by the Westfield Township Board of Trustees/


Martha J. Evans, Fiscal Officer/Clerk
Westfield Township

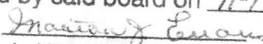
I, Martha J. Evans, Fiscal Officer/Clerk
Westfield Township, do hereby certify that
the foregoing is a true and correct copy of
a resolution adopted by said board on 11-19-07
Martha J. Evans 
Fiscal Officer/Clerk, Westfield Township

EXHIBIT A
WESTFIELD TOWNSHIP, MEDINA COUNTY, OHIO
RECORDS RETENTION AND DESTRUCTION

TOWNSHIP CLERK

<u>ACCIDENT REPORTS</u>	2 fiscal years, provided audited
<u>ACCOUNT RECORDS (ORC 507.04)</u> Arranged chronologically by date of entry. Contains date, name, purpose or source, Number of warrant or voucher number, receipts and expenditures and balance from various accounts. Although series loses administrative value rapidly expiring by the time 10 years has elapsed and loses fiscal value once audited, some Account Records have included Minutes and Results of Elections.	10 years after last entry, provided Audited
<u>AGENDAS</u>	2 years
<u>AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES</u> From County Auditor of township for yearly budget	5 years
<u>ANNUAL BUDGET RESOLUTIONS</u> (July document & December amendments)	Incorporate into Minutes; retain copies 5 years
<u>ANNUAL FINANCIAL REPORTS (ORC 507.07)</u> (Proceedings)	Incorporate into Minutes
<u>ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE</u>	25 years
<u>ANNUAL INVENTORIES (ORC 505.04)</u> Annual inventory township equipment and supplies	3 fiscal years, provided audited
<u>ANNUAL REPORTS (ORC 5571.13)</u>	PERMANENT
<u>APPLICATIONS FOR EMPLOYMENT</u>	Retain with Personnel Record IF applicant employed; others destroy after 2 years
<u>APPROPRIATIONS LEDGERS</u> (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

AUDIO TAPES OR CD'S (Includes message recorders or recording of public meetings)

Incorporate into official minutes then retain 6 months and/or until approved and no longer of administrative value.

AUDIT REPORTS

5 fiscal years

BANK DEPOSIT SLIPS

4 fiscal years, provided audited

BANK STATEMENTS (Reconciliation's)

5 fiscal years, provided audited

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

BIDS (Unsuccessful)

See above.

3 fiscal years, provided audited

BONDS, OFFICIALS (Record of Officials' Oaths and Bonds; Certificates of Oaths; Notices to Officers Elected or Appointed; ORC 503.25; 507.04; 507.05; 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.

BUDGETARY AND FISCAL WORK SHEETS

3 fiscal years, provided audited

BURIAL PERMITS (Burial Transit Permits)

5 fiscal years

BURIAL RECORDS (Cemetery Records; Interment Records

PERMANENT

CANCELLED CHECKS

4 fiscal years, provided audited

CASH BOOKS (Cash receipt & expenditure journals)

3 years, provided audited

CEMETERY ACCOUNT RECORDS

(Investments of Cemetery Funds; ORC 507.04; 517.17)

Funds for the care of cemeteries including record of Investments, receipts and disbursements.

10 years after last entry, provided audited

CEMETERY DEED RECORDS/CEMETERY LOT SALES

PERMANENT

RECORDS (ORC 517.07) Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, structure and sign descriptions.

CEMETERY PLATS (ORC 517.06)

Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.

PERMANENT

CERTIFICATES TO TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES

Shows beginning balance and monies expected for the year.

3 years, provided audited

CERTIFICATIONS OF PUBLISHING LEGAL NOTICES

2 years

CHECK REGISTERS (Stub; Duplicated copies of checks)

4 fiscal years, provided audited

CONSTRUCTION FILES Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories and contracts.

15 fiscal years

CONTRACTS AND AGREEMENTS

15 fiscal years

CORRESPONDENCE

2 fiscal years then destroy when no longer of any administrative value.

DRAFT DOCUMENTS – Contains unapproved, incomplete documents & minutes

Until incorporated into final approved permanent minutes or documents

EMPLOYEE TIME RECORDS

3 years, provided audited

EMPLOYMENT RECORDS Ohio Job & Family Services Reports – Quarterly Payroll

PERMANENT

E-MAILS Hard Copy

Retain 6 months and/or until no longer has administrative value.

EQUIPMENT MISSED, DAMAGED, DESTROYED

2 years, provided audited

GAS SLIPS

1 year, provided audited

GRANTS

PERMANENT

INCOME TAX RETURNS

6 fiscal years

INSURANCE POLICIES

2 years after expiration, provided all claims are settled.

INVENTORIES

1 year until after superseded

JUNK MAIL

30 days

LAW SUITS (After decisions)

5 years

LEASES

5 fiscal years after expiration,
provided audited.

LEVY FILES

Life of levy plus 1 year

MAINTENANCE NEEDS STUDIES

5 years after end of fiscal year

MEMORANDUMS/MESSAGES

Retain 6 months and/or until no
longer of administrative value.

MINUTES (Contains proceedings of any township
public body meetings.)

PERMANENT

PAYROLL RECORDS

60 years

PERMITS AND LICENSES

2 years after expiration, provided
Audited

P.E.R.S. MONTHLY REPORTS

60 years

PERSONNEL RECORDS

60 years

PLATS AND MAPS

Appraise for historical value

POLL BOOKS AND TALLY SHEETS

Appraise for historical value

PUBLICATIONS OF THE TOWNSHIP

PERMANENT – retain 2 copies

REAL ESTATE DATA REPRODUCED FROM
COUNTY AUDITOR'S RECORDS

PERMANENT, updated as available

REQUISITIONS Contains invoices & purchase orders

3 fiscal years, provided audited

RESOLUTIONS

Retain copies 20 years after
incorporation into minutes

SEMI-ANNUAL APPORTIONMENTS OF TAXES

5 fiscal years

SICK & VACATION LEAVE RECORDS

PERMANENT

SPECIFICATIONS RECORDS

Incorporate 1 copy with contracts

SUBDIVISION RECORD PLANS

PERMANENT-Medina Co. Recorder

SURETY BONDS see BONDS

<u>TAX SETTLEMENTS</u>	5 years
<u>TAPE RECORDINGS OF PUBLIC MEETINGS</u> see Audio tapes or CD's	
<u>TELEPHONE BILLS, LONG DISTANCE LOGS</u>	2 fiscal years, provided audited
<u>TELEPHONE MESSAGES</u> see Memorandums/Messages	
<u>TIME SHEETS</u>	3 years provided audited
<u>TOTAL WAGE AND SALARIES REPORTS</u>	5 years
<u>UNIFORM ACCOUNTING NETWORK CD backups</u>	Daily – retain at least 1 month Monthly – retain 1 year Quarterly – retain 1 year Year End – retain indefinitely
Retain Image CD's until UAN notifies you to discard Retain Installation CD until you receive & successfully install the next installation CD	
<u>VEHICLE MAINTENANCE REPORTS</u>	Life of Vehicle
<u>VOUCHERS, INVOICES & PURCHASE ORDERS</u>	4 fiscal years, provided audited
<u>W-2 FORMS</u>	4 fiscal years
<u>W-4 FORMS</u>	Until superseded or employee Terminates
<u>WORK SCHEDULES</u>	1 year after last date of schedule
<u>WORKERS COMPENSATIONS CLAIMS</u>	10 years after date of final payment

ROAD/SERVICE DEPARTMENT

<u>BLACKTOPPING/RESURFACING RECORDS</u>	PERMANENT
<u>DITCH RECORDS</u>	PERMANENT
<u>EASEMENTS</u>	PERMANENT
<u>JOB ORDERS</u>	3 years after completed
<u>ROAD FUND RECORDS</u>	10 years after last entry, provided Audited

ROAD IMPROVEMENT RECORDS (ORC 5575.09) PERMANENT

ROAD MILEAGE/LOG REPORTS PERMANENT

ROAD RECORDS (ORC 507.05; 5575.09) PERMANENT

ZONING DEPARTMENT

APPLICATIONS FOR CONDITIONA USE PERMANENT

APPLICATIONS FOR VARIANCE PERMANENT

BOARD OF ZONING APPEALS CASE FILES PERMANENT

BOARD OF ZONING APPEALS MINUTES PERMANENT

CERTIFICATES AND PLANS PERMANENT

CHANGE REQUESTS 5 years, provided no action pending

COMPLAINT FORMS 3 years, provided no action pending

GRANT APPLICATIONS 5 years

LEGAL OPINIONS PERMANENT

NUISANCE ABATEMENT RECORDS PERMANENT

PERMIT APPLICATIONS
(Buildings, fences, ponds, signs, billboards) 2 years after final decision rendered

PERMIT ISSUED RECORDS PERMANENT
(Contains permit number, address and type issued)