

JUNE 17 2022

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Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

STATE AND LOCAL
GOVERNMENT RECORDS

614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Washington Township/Lucas County

(Local Government Entity)

(Unit)

Michele Nowakowski

Michele Fiscal
Nowakowski Officer

6-14-2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Washington Township/Lucas County

(Local Government Entity)

Records Commission

419-726-6621

(Telephone Number)

2469 Shoreland Ave.

(Address)

Toledo

(City)

43611 Lucas

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

fiscal-officer@washington-twp.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.

Michele Nowakowski

6-14-2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

2022.06.22

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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Section E: Table of Records to be Disposed

Washington Township

Lucas County

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
05-1	Bank Statements-Arranged chronologically. A record usually sent to the account holder once per month, summarizing all transactions in an account during the time from the previous statement to the current statement. Fiscal	3 years, provided audited	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.	<input type="checkbox"/>
05-2	Bank Deposit Slips - Arranged chronologically. A written notification accompanying a bank deposit which specifies and categorizes the funds (such as checks, bills and coins) being deposited. Fiscal.	3 years, provided audited	Paper		<input type="checkbox"/>
05-3	Cancelled Checks - Arranged chronologically. A check that has cleared the depositor's account and has been marked as "canceled" by the bank. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-4	Check Register (Stubs or duplicate copy of check) Arranged chronologically. An informal record of all deposits to and withdrawals from a given checking account. Fiscal.	3 years, provided audited	Paper		<input type="checkbox"/>
05-5	Insurance Policies - Arranged chronologically. A contract of insurance, describing the term, coverage, premiums and deductibles. Administrative. Legal.	2 years after expiration, provided all claims are settled.	Paper		<input type="checkbox"/>
05-06	Pay - In Orders (Receipts) - Arranged chronologically. A written acknowledgement that a specified article, sum of money, or shipment of	3 years, provided audited	Paper		<input type="checkbox"/>
05-08	Vouchers (Warrants) - Arranged chronologically. Document which acknowledges a liability or provides authorization to pay a debt. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-09	Bids (Unsuccessful) - Arranged by project. An offer to do a piece of work for a specific price that was not awarded. Administrative	2 years, provided audited	Paper		<input type="checkbox"/>

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Section E: Table of Records to be Disposed

Washington Township

Lucas County

(Local Government Entity)

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
05-10	Cash Book, Cash Receipts and Expenditures Journal - Arranged chronologically. An accounting book which documents both cash receipts and disbursements. A printed document that is logged each time cash is received for a good or service. A payment or the promise of a future payment. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-11	Annual Inventory (505.04 ORC) - Arranged by department and by location. Annual inventory of township equipment and supplies. Administrative	3 years, provided audited	Paper		<input type="checkbox"/>
05-12	Appropriations Ledger - Arranged chronologically in minutes book. Board approved expenditures for the township. Fiscal.	5 years, provided audited	Paper		<input type="checkbox"/>
05-13	Semi-Annual Apportionment of Taxes - Arranged chronologically. Explanation of tax distribution from the County Auditor. Fiscal.	5 fiscal years	Paper		<input type="checkbox"/>
05-14	Budgetary and Fiscal worksheets - Arranged chronologically. Anticipated receipts and expenditures. Administrative	3 years, provided audited	Paper		<input type="checkbox"/>
05-15	Bids (Successful) - Arranged by project, Contract of promise of goods or services. Fiscal.	1 - 2 years, after the expiration of the contract and audit	paper		<input type="checkbox"/>
05-16	Contracts and Agreements - Arranged chronologically. Goods and Services. Administrative. Legal	1 - 2 years, after the expiration of the contract and audit	Paper		<input type="checkbox"/>
05-17	Correspondence - Arranged chronologically. General communication. Administrative. Legal.	1 - 5 years	Paper		<input type="checkbox"/>
05-18	Statements of Account for per Diem and Services (505.24 ORC) - Arranged chronologically. Time cards. Administrative	3 years, provided audited	Paper		<input type="checkbox"/>

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Section E: Table of Records to be Disposed

Washington Township (Local Government Entity)		Lucas County (Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
05-19	Bonds, Officials - Arranged alphabetically. Performance insurance. Administrative. Legal	3 years, provided audited	Paper		<input type="checkbox"/>
05-20	Accident Reports - Arranged alphabetically, Injury to a employee or property damage incidents. Legal.	2 fiscal years, provided audited.	Paper		<input type="checkbox"/>
05-21	Certifications of Publishing Legal Notices - Arranged chronologically in minute books. Proof that a notice was legally published. Administrative. Legal.	2 years	Paper		<input type="checkbox"/>
05-22	OPERS (Ohio Public Employees Retirement System) Monthly Reports - Arranged chronologically. Report of employee and employer contributions.	60 years	Paper		<input type="checkbox"/>
05-25	Law Suits (After Decisions) - Arranged alphabetically. For or against legal actions taken toward the township. Legal. Administrative.	5 years	Paper		<input type="checkbox"/>
05-26	Payroll Records (Individuals' Annual Records) - Arranged alphabetically. Hours worked and paid. Fiscal. Legal.	60 years	Paper		<input type="checkbox"/>
05-27	Payroll Records (Biweekly Records) - Arranged chronologically. How many hours an employee has worked. Fiscal.	3 fiscal years. Provided audited	Paper		<input type="checkbox"/>
05-29a	Voicemail Telephone Messages - Arranged chronologically. Communications. Administrative.	Until no longer of Administrative value	Paper		<input type="checkbox"/>
05-29b	Written Telephone Messages - Arranged chronologically. Communications. Administrative.	Until no longer of Administrative value	Paper		<input type="checkbox"/>
05-31	Total Wages and Salaries Report - Arranged chronologically. Hours worked and paid for an employee. Fiscal.	5 years	Paper		<input type="checkbox"/>

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Section E: Table of Records to be Disposed

Washington Township

Lucas County

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
05-32	W2 Forms - Arranged alphabetically. Wage earnings and withholding reports for the year, for an employee. Fiscal	4 fiscal years	Paper		<input type="checkbox"/>
05-33	W4 Forms - Arranged alphabetically. Wage withholding documents. Fiscal	Until Superseded or employee terminates	Paper		<input type="checkbox"/>
05-34	Amended Official Certificates of Estimated Resources - Arranged chronologically. Record of change in revenue. Fiscal	5 years	Paper		<input type="checkbox"/>
05-35	Annual Financial Reports to Auditor of State - Arranged chronologically. All yearly cash transactions. Fiscal	25 years	Paper		<input type="checkbox"/>
05-36	Applications for Employment - Arranged alphabetically. Applications for positions in the township. Administrative. Legal	Retain with Personnel Records if applicant is employed; others destroy after 2 years	Paper		<input type="checkbox"/>
05-37	Audit Reports - Arranged chronologically. Reports of Auditor of State. Fiscal	5 fiscal years	Paper		<input type="checkbox"/>
05-38	Certificates of Total Amount from Sources Available for Expenditures and Balances - Arranged chronologically. Yearly estimates of receipts and disbursements. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-39	Employee Time Records - Arranged chronologically. Record of time in and out. Administrative.	3 years, provided audited	Paper		<input type="checkbox"/>
05-40	Personnel Records - Arranged alphabetically. Personnel employee records. Administrative.	60 years	Paper		<input type="checkbox"/>
05-41	Workers Compensation Claims - Arranged alphabetically. Personnel records of on the job injuries. Administrative. Legal.	10 years after date of final payment	Paper		<input type="checkbox"/>

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05-42	Junk E-mail - Arranged chronologically. Useless communications. Administrative.	Immediately	Electronic		<input type="checkbox"/>
05-43	Duplicate Copies - Arranged chronologically. Extra copies of an original on file. Administrative.	1 month	Paper		<input type="checkbox"/>
05-44	Auction - Arranged chronologically. All items sold at auction. Administrative	3 years after event takes place	Paper		<input type="checkbox"/>
05-45	Draft of Minutes - Arranged chronologically. Copies of unapproved minutes that have been corrected on. Administrative.	1 month	Paper		<input type="checkbox"/>
05-46	Special Meeting Notice - Arranged chronologically. Meeting notices posted for public view. Administrative.	1 year	Paper		<input type="checkbox"/>
05-47	Regular Meeting Notice - Arranged chronologically. Posted list of meeting dates, Administrative.	1 year	Paper		<input type="checkbox"/>
05-48	Office Closed Signs - Arranged chronologically. Posted for public view of date of office closed. Administrative.	1 year	Paper		<input type="checkbox"/>
05-50	Road Reports (internal) - Arranged chronologically. Report of activities of road work. Administrative.	2 years	Paper		<input type="checkbox"/>
05-51	Insurance Claims - Arranged chronologically. All liability claims. Administrative. Legal.	10 years after claims are settled	Paper		<input type="checkbox"/>
05-52	Levy Files - Arranged alphabetically. Voted on tax levies. Administrative.	Life of Levy plus 1 year	Paper		<input type="checkbox"/>
05-53	Accounts Records (ORC 507.04) - Arranged chronologically. Records of expenditures and receipts. Fiscal	10 years after last entry, provided audited	Paper		<input type="checkbox"/>
05-55	Park Rental Receipt Book - Arranged chronologically. Shelter house park rental contracts and deposits received. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>

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05-56	Depository Contract - Arranged chronologically. Agreement on deposit of funds. Fiscal. Legal.	2 years after account is closed	Paper		<input type="checkbox"/>
05-57	Meeting Notes - Arranged chronologically. Rough draft and notes from meetings. Administrative.	1 week after meeting	Paper		<input type="checkbox"/>
05-58	Old Business List - Arranged chronologically. Pending past business list. Legal	1 year	Paper		<input type="checkbox"/>
05-59	Public Participation Sign-In Sheet for Meetings - Arranged chronologically. Agenda of public request to speak at a Board of Trustees meeting.	1 year after meeting, after incorporated into the minutes	Paper		<input type="checkbox"/>
05-60	Audio Recordings of Meeting - Audio recordings of Trustee Meetings.	15 years	Tapes, CD's, Flashdrives		<input type="checkbox"/>
05-61	Facebook Posts - Internet communication	2 years	Electronic		<input type="checkbox"/>
05-62	Emails of Elected Officials - Communication received and sent via Email	Term of Office plus 2 years	Electronic		<input type="checkbox"/>
05-63	Emails of Department Heads - Communications received and sent via Email	2 years	Electronic		<input type="checkbox"/>
22-64	Agendas - Arranged chronologically. Topics of Board of Trustees' Meetings. Administrative.	2 years	Electronic		<input type="checkbox"/>
22-65	Township Publications-Township News & Special Events briefly described to inform the public. Administrative	2 years	Electronic		<input type="checkbox"/>
22-66	Budget Resolutions - Arranged chronologically. Resolutions pertaining to annual budget and supplemental budgets or changes to budget passed by the Board of Trustees in a public meeting. Fiscal	5 fiscal years	Paper		<input type="checkbox"/>

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22-67	Policy Resolutions - Arranged chronologically. Resolutions pertaining to new policies passed by the Board of Trustees in a public meeting. Administrative.	5 fiscal years	Paper		<input type="checkbox"/>
22-68	Memo's - General reminders and alerts. Brief topics of information. Administrative	Until no longer needed.	Paper		<input type="checkbox"/>
22-69	Oaths - Signed Oaths taken from Elected Officials before term of office begins.	10 years after term	Paper		<input type="checkbox"/>
22-70	Gasoline Fuel Records - Wex/Quick Fuel monthly reports.-Arranged chronologically with monthly invoice. Fiscal.	3 years, after audited	Paper		<input type="checkbox"/>
22-71	Purchase Orders/Blanket Certificates/Invoices Fiscal.	3 years, after audited	Paper		<input type="checkbox"/>
22-72	Invoices - Received Electronically on email	Until printed & invoice is paid	Electronic		
22-73	Phone Logs/Bills - Arranged chronologically. Logs of activity from township phones attached to invoices monthly. Administrative.	3 years, after audited	Paper		<input type="checkbox"/>
22-73	Work Schedules - Employees scheduled time to work during each calendar day. Includes date, department, start and end time. Administrative.	1 year	Paper		<input type="checkbox"/>
22-74	Employee Punched Time Worked - Employees recorded time worked during each calendar day. Includes department, "punch in" and "punch out" time. Administrative.	1 year	Electronic		<input type="checkbox"/>
22-75	Mileage Logs- Data received from eligible employees to determine reimbursement or withholdings according to IRS Mileage Rate. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
22-76	Public Record Logs/Requests - Arranged chronologically. Logs and record requests of individuals, pertaining to Township. Fiscal.	3 years, provided audited	Paper		<input type="checkbox"/>

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22-77	Public Record Requests - Record requests from individuals pertaining to Township. Fiscal.	Until printed and request is processed.	Electronic		<input type="checkbox"/>
Z22-78	Applications for Variance (Zoning Variance Case Files) Arranged by address. Contains name of applicant, mailing address, property address, home and business phone numbers; location description, subdivision name, lot number whether zoned; nature of variance; plans showing dimensions and shape of lot of present and future buildings; justification of variance; legal description; date and name of applicant; fee paid; decision of Board of Zoning Appeals; conditions and safeguards prescribed; and whether denied and reason.	5 years, provided no action pending	Paper		<input type="checkbox"/>
Z22-79	Change Requests (Requests for Zoning Changes) Arranged by address. Contains date, legal description of property, change in classification requested, street address of property, owner name and address, signature, date, fee paid, and receipt number.	5 years, provided no action pending	Paper		<input type="checkbox"/>
Z22-80	Complaint Forms - Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.	5 years, provided no action pending	Paper		<input type="checkbox"/>
Z22-81	Zoning Grant Applications	5 years	Paper		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
Z22-82	Permit Applications - Buildings or Fences (Applications for Zoning Approval) - Estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, building dimensions and construction, proposed use of building, type of sewage disposal, yard dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application denied and reason.	1 year after final decision rendered	Paper		<input type="checkbox"/>
Z22-83	Permit Applications - Ponds (Applications for Zoning Approval) Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, and proposed use of pond with the pond's size, shape, depth, and plans. Also includes date received, fee paid, certificate issued, number, and whether applications denied and reason.	1 year after final decision rendered	Paper		<input type="checkbox"/>
Z22-84	Permit Applications - Signs and Billboards (Applications for Permits to Erect or Place in Use Sign or Billboard) - Arranged by address. Contains zoning approval date and use zone, issue date, certificate number, and estimated value; name of owner of sign, number and street, which side of street, between which streets, and name of sign company; type of sign and classification; plot plans and sketch of sign; construction and dimensions of sign, rate and fees, receipt number, height above grade, projection from building, whether an electric sign, and by whom submitted.	1 year after final decision rendered	Paper		<input type="checkbox"/>
F22-85	WTFD's Accident Files	2 years	Paper		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
F22-86	WTFD's Alarm Reponse Reports	5 Years	Paper		<input type="checkbox"/>
F22-87	WTFD's Alarm Reponse Reports	5 Years	Electronic		<input type="checkbox"/>
F22-88	WTFD's Apparatus Check List	Life of Equipment	Electronic		<input type="checkbox"/>
F22-89	WTFD's Successful Bids for Equipment	Until Equipment O/S	Paper		<input type="checkbox"/>
F22-90	WTFD's Burning Complaint Files	1 year	Paper		<input type="checkbox"/>
F22-91	WTFD's Emergency Medical Reports (EMS)	5 years	Electronic		<input type="checkbox"/>
F22-92	WTFD's EPA Burning Violation Records	5 years	Paper		<input type="checkbox"/>
F22-93	WTFD's Equipment Maintenance Records	Life of Equipment	Electronic		<input type="checkbox"/>
F22-94	WTFD's Fire Code Violations	Until Superseded	Electronic		<input type="checkbox"/>
F22-95	WTFD's Fire Inspections Reports	Life of Structure	Electronic		<input type="checkbox"/>
F22-96	WTFD's Fire/Reports Incident Records	5 years	Electronic		<input type="checkbox"/>
F22-97	WTFD's Gas and Oil Disbursement Records	1 year			<input type="checkbox"/>
F22-98	WTFD's Hydrant Maintenance Records	2 years	Electronic		<input type="checkbox"/>
F22-99	WTFD's Incident Reports	5 years	Electronic		<input type="checkbox"/>
F22-100	WTFD's Inspection of Structure Records (Violations)	Life of Structure	Electronic		<input type="checkbox"/>
F22-101	WTFD's Insurance Claim Files	10 years	Paper		<input type="checkbox"/>
F22-102	WTFD's Training Records	Merge with PM records	Electronic		<input type="checkbox"/>
F22-103	WTFD's Vehicle Repair Records	Life of Vehicle	Electronic		<input type="checkbox"/>
F22-104	WTFD's Vehicle Repair Records	Life of Vehicle	Paper		<input type="checkbox"/>
F22-105	WTFD's Violation Notices	1 year after corrected	Electronic		<input type="checkbox"/>
F22-106	WTFD's Work Schedules	1 year	Electronic		<input type="checkbox"/>
P22-107	WTPD's Accident Files	2 years, provided no claim pending	Paper		<input type="checkbox"/>
P22-108	WTPD's Activity Sheets	2 years	Paper		<input type="checkbox"/>
P22-109	WTPD's Bicycle License Receipts	3 years, provided audited	Paper		<input type="checkbox"/>
P22-110	WTPD's Bicycle License Registers	7 years after last entry	Paper		<input type="checkbox"/>

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Washington Township

Lucas County

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
P22-111	WTPD's Breathalyser Records	Not less than 3 years	Paper		<input type="checkbox"/>
P22-112	WTPD's Child Abuse Case Records	7 years after case closed	Paper		<input type="checkbox"/>
P22-113	WTPD's Complaint Reports	2 years, provided no action pending	Paper		<input type="checkbox"/>
P22-114	WTPD's Constable Records (Complaint Reports) Contains complaint reports made to the township constable, showing name and address of complainant, nature of complaint, results of investigation, and name of investigating constable	Until no longer of Administrative value	Paper		<input type="checkbox"/>
P22-115	WTPD's Criminal Case Files - Felonies	20 years, provided no action pending	Paper		<input type="checkbox"/>
P22-116	WTPD's Criminal Case Files - Misdemeanors	3 years, provided no action pending	Paper		<input type="checkbox"/>
P22-117	WTPD's Fingerprints Records	Until age 80 years of deceased	Paper		<input type="checkbox"/>
P22-118	WTPD's Firearm Records and Inventories	3 years, provided audited	Paper		<input type="checkbox"/>
P22-119	WTPD's House Checks (Lists house, address, date leaving, date back, cars, and lights	30 days after return	Paper		<input type="checkbox"/>
P22-120	WTPD's Incident Logs (Police Logs) Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run.	7 years	Paper		<input type="checkbox"/>
P22-121	WTPD's Junk Vehicle Cards	2 years after sale or other disposition	Paper		<input type="checkbox"/>
P22-122	WTPD's Missing Person Reports	20 years, or until found	Paper		<input type="checkbox"/>

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Washington Township (Local Government Entity)		Lucas County (Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
P22-123	WTPD's Offense Reports - Felonies	20 years, provided no action pending	Paper		<input type="checkbox"/>
P22-124	WTPD's Offense Reports - Misdemeanors	3 years, provided no action pending	Paper		<input type="checkbox"/>
P22-125	WTPD's Prisoner Booking Video Recording Tapes	90 days, erase and reuse provided no action pending	Video Tapes		<input type="checkbox"/>
P22-126	WTPD's Radio/Phone Calls Audio Recording Tapes	30 days, erase and reuse provided no action pending	Audio Tapes		<input type="checkbox"/>
P22-127	WTPD's Recovered Property Records	2 years after disposal of property	Paper		<input type="checkbox"/>
P22-128	WTPD's Road Logs (Contains all information on messages, runs, time in and out, company responding, operator, dates, who made calls, and action taken).	5 years, provided no action pending	paper		<input type="checkbox"/>
P22-129	WTPD's Rules & Regulations	Until superseded	Paper		<input type="checkbox"/>
P22-130	WTPD's Subpoenas/Summonses/Warrants	Until discharged	Paper		<input type="checkbox"/>
P22-131	WTPD's Tow Tickets	3 years after paid, provided audited	Paper		<input type="checkbox"/>
P22-132	WTPD's Traffic Crash Reports (Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued).	2 years, prodiced no action pending	Paper		<input type="checkbox"/>
P22-133	WTPD's Traffic Citations (Contains violation, date, time, vehicle, owner, officer, and offense).	3 years, provided audited	Paper		<input type="checkbox"/>
P22-134	WTPD's Training Material Files	Until superseded	Paper		<input type="checkbox"/>

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P22-135	WTPD's Training Records	Merge with Personnel records	Paper		<input type="checkbox"/>
P22-136	WTPD's Vacation House Check Records	30 days after owner's return	Paper		<input type="checkbox"/>
P22-137	WTPD's Vehicle Impound Records (Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to, and signatures)	3 years	Paper		<input type="checkbox"/>
R22-138	Roads Certificates of Labor Performed	Until no longer of Administrative value, Appraise for historical value.	Paper		<input type="checkbox"/>
R22-139	Roads Insect Control Records (Contains days of spray, area done, when to re- spray, what chemicals used, time, date, and operator)	2 years	Paper		<input type="checkbox"/>
R22-140	Roads Job Orders (Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent on job)	2 years	Paper		<input type="checkbox"/>
R22-141	Roads Notices to Destroy Weeds (Arranged chronologically. Contains date, date notified, date to destroy and what to destroy and where. Also contains property of owner and address).	Until no longer of administrative value. Appraise for historical value.	Paper		<input type="checkbox"/>
R22-142	Roads Fund Records (Expense of Township Road and Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05) Arranged chronologically by date of entry. Contains date, township funds and orders issued, to whom paid, and amount paid.	10 years after last entry, provided audited.	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Washington Township			Lucas County		
(Local Government Entity)			(Unit)		
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
R22-143	Roads Annual Log for Storm Water Utility Fund Reimbursements	3 years, provided audited	Paper		<input type="checkbox"/>
R22-144	Roads Annual Blight Work Log	3 years, provided audited	Paper		<input type="checkbox"/>
R22-145	Vehicle Maintenance Log	Life of Vehicle or until no longer owned	Paper		<input type="checkbox"/>
R22-146	Equipment Maintenance Log	Life of Equipment or until no longer owned	Paper		<input type="checkbox"/>

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