



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of _20_

OHIO HISTORY CONNECTION

NOVEMBER 15 2023

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Washington Township Trustees (Lucas County)

Administration/General/Police/Fire/Roads/Park/Zoning

(Local Government Entity)

(Unit)

Michele Nowakowski

Michele A Nowakowski, Fiscal Officer 10/10/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Washington Township Trustees (Lucas County)

Records Commission

419-726-6621

2469 Shoreland Ave.

Toledo, OH

43611

(Telephone Number)

Lucas

(Address)

(City)

(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

6/27 /2023 & 10/10/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

11/29/2023

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-01 FISCAL	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"/>
05-02 FISCAL	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"/>
05-03 FISCAL	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"/>
05-04 FISCAL	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 ADMIN	Insurance Policies – Arranged chronologically. A contract of insurance, describing the term coverage premiums and deductibles. Admin. Legal	2 years after expiration, provided all claims are settled.	Paper		<input type="checkbox"/>
05-06 FISCAL	Pay-In Orders (Receipts) – Arranged chronologically. A written acknowledgement that specified article, sum of money, or shipment of	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-08 FISCAL	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 ADMIN	Bids (Unsuccessful) – Arranged by project. An offer to do a piece of work for a specific price that was not awarded. Admin.	2 years, provided audited	Paper		<input type="checkbox"/>
05-10 FISCAL	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 goods or services. A payment or the promise of a future payment. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-11 ADMIN	Annual Inventory (505.04 ORC) – Arranged by department and by location. Annual inventory of township equipment and supplies. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>
05-12 FISCAL	Appropriations Ledger – Arranged chronologically in minutes book. Board approved expenditures for the township. Fiscal	5 years, provided audited	Paper		<input type="checkbox"/>
05-13 FISCAL	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 ADMIN	Budgetary and Fiscal Worksheets – Arranged chronologically. Anticipated receipts and expenditures. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-15 FISCAL	Bids (Successful) – Arranged by project, Contract of promise of goods or services. Fiscal	1 year, after the expiration of the contract and audit	Paper		<input type="checkbox"/>
05-16a ADMIN	Contracts and Agreements – Arranged chronologically. Goods and Services. Admin. Legal	Prior to 2012, 15 years	Paper		<input type="checkbox"/>
05-16b ADMIN	Contracts and Agreements – Arranged chronologically. Goods and Services. Admin. Legal	2012 to June 14, 2021, 8 years	Paper		<input type="checkbox"/>
05-16c ADMIN	Contracts and Agreements – Arranged chronologically. Goods and Services. Admin. Legal	After June 14, 2021, 6 years	Paper		<input type="checkbox"/>
05-17a ADMIN	Correspondence – Arranged chronologically. General communication. Admin.	1 year	Paper		<input type="checkbox"/>
05-17b ADMIN	Correspondence – Arranged chronologically. Legal communication. Admin.	5 years	Paper		<input type="checkbox"/>
05-18 ADMIN	Statements of Account for Per Diem and Services (505.24 ORC) – Arranged chronologically. Time cards. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>
05-19 ADMIN	Bonds, Officials – Arranged alphabetically. Performance insurance. Admin. Legal	3 years, provided audited	Paper		<input type="checkbox"/>
05-20 ADMIN	Accident Reports – Arranged alphabetically. Injury to an employee or property damage incidents. Admin. Legal	2 fiscal years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-21 ADMIN	Certifications of Publishing Legal Notices – Arranged chronologically in with invoices and meeting minutes. Proof that a notice was legally published. Admin. Legal	2 years	Paper		<input type="checkbox"/>
05-22 FISCAL	OPERS (Ohio Public Employees Retirement System) Monthly Reports – Arranged chronologically. Report of employee and employer contributions.	60 years	Paper		<input type="checkbox"/>
05-25 ADMIN	Law Suits – (After Decisions) – Arranged alphabetically. For or against legal actions taken toward the township. Legal. Admin.	5 years	Paper		<input type="checkbox"/>
05-26 FISCAL	Payroll Records (Individual's Annual Records) – Arranged alphabetically. Hours worked and paid. Fiscal. Legal	60 years	Paper		<input type="checkbox"/>
05-27 FISCAL	Payroll Records (Biweekly) – Arranged chronologically. How many hours an employee has worked. Fiscal	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
05-29a ADMIN	Voicemail Telephone Messages – Arranged chronologically. Communications. Admin.	Until no longer of Administrative value.	Electronic		<input type="checkbox"/>
05-29b ADMIN	Written Telephone Messages – Arranged chronologically. Communications. Admin.	Until no longer of Administrative value.	Paper		<input type="checkbox"/>
05-31 FISCAL	Total Wages and Salaries Report – Arranged chronologically. Hours worked and paid for an employee. Fiscal	5 years	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-32 FISCAL	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 FISCAL	W4 Forms – Arranged alphabetically. Wage withholding documents. Fiscal	Until superseded or employee terminates	Paper		<input type="checkbox"/>
05-34 FISCAL	Amended Official Certificates of Estimated Resources – Arranged chronologically. Record of change in revenue. Fiscal	5 years	Paper		<input type="checkbox"/>
05-35 FISCAL	Annual Financial Reports for Auditor of State – Arranged chronologically. All yearly cash transactions. Fiscal	25 years	Paper		<input type="checkbox"/>
05-36 ADMIN	Applications for Employment – Arranged alphabetically. Applications for positions in the township. Admin. Legal	Retain with Personnel Records if applicant is employed; others destroy after 2 years	Paper		<input type="checkbox"/>
05-37 FISCAL	Audit Reports – Arranged chronologically. Reports of Auditor of State. Fiscal	5 fiscal years	Paper		<input type="checkbox"/>
05-38 FISCAL	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 ADMIN	Employee Time Records – Arranged chronologically. Record of time in and out. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-40 ADMIN	Personnel Records – Arranged alphabetically. Personal employee records. Admin.	60 years	Paper		<input type="checkbox"/>
05-41 ADMIN	Workers Compensation Claims – Arranged alphabetically. Personnel records of on the job injuries. Admin. Legal	10 years after date of final payment	Paper		<input type="checkbox"/>
05-42 ADMIN	Junk Email – Arranged chronologically. Useless communications. Admin.	Immediately	Electronic		<input type="checkbox"/>
05-43 ADMIN	Duplicate Copies – Arranged chronologically. Extra copies of an original of file. Admin.	1 month	Paper		<input type="checkbox"/>
05-44 ADMIN	Auction – Arranged chronologically with receipts. All items sold at auction. Admin.	3 years after event takes place	Paper		
05-45 ADMIM	Draft of Minutes – Arranges chronologically. Copies of unapproved minutes that have been corrected. Admin.	1 month	Paper		
23-45 ADMIN	Draft of Minutes – Arranges chronologically. Copies of unapproved minutes that have been corrected. Admin.	1 month	Electronic		
05-46 ADMIN	Special Meeting Notices – Arranged chronologically. Meeting notices posted for public view. Admin.	1 year	Paper		<input type="checkbox"/>
23-46 ADMIN	Special Meeting Notices – Arranged chronologically. Meeting notices posted for public view. Admin	1 year	Electronic		<input type="checkbox"/>
05-47 ADMIN	Regular Meeting Notice – Arranged chronologically. Posted list of meeting dates, Admin.	1 year	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
23-47 ADMIN	Regular Meeting Notice – Arranged chronologically. Posted list of meeting dates, Admin.	1 year	Electronic		<input type="checkbox"/>
05-48 ADMIN	Office Closed Signs – Arranged chronologically. Posted for public view of date of office closing. Admin.	1 year	Paper		<input type="checkbox"/>
05-50 ADMIN	Road Reports (internal) – Arranged chronologically. Report of activities of road work. Admin.	2 years	Paper		<input type="checkbox"/>
05-51 ADMIN	Insurance Claims – Arranged chronologically. All liability claims. Admin. Legal	10 years after claims are settled	Paper		<input type="checkbox"/>
05-52 ADMIN	Levy Files – Arranged alphabetically. Voted on tax levies. Admin.	Life of levy plus 1 year	Paper		<input type="checkbox"/>
05-53 FISCAL	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	Park Rental Receipts Book – Arranged chronologically. Shelter house park rental contracts and deposits receipts. Park/Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-56 FISCAL	Depository Contract – Arranged chronologically. Agreement on deposit of funds. Fiscal. Legal	2 years after account is closed	Paper		<input type="checkbox"/>
05-57 ADMIN	Meeting Notes – Arranged chronologically. Rough draft and notes from meetings. Admin.	1 week after meeting	Paper		<input type="checkbox"/>
05-58 ADMIN	Old Business List – Arranged chronologically. Pending past business list. Admin. Legal	1 year	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-59 ADMIN	Public Participation Sign-in-Sheet for Meetings – Arranged chronologically. Agenda of public request to speak at a Board of Trustees meeting. Admin.	1 year after meeting, after incorporated into the minutes	Paper		<input type="checkbox"/>
05-60 ADMIN	Audio Recordings of Meeting – Audio recordings of Trustee Meetings.	15 years	Tapes/CD's/Flashdrives/Electronic		<input type="checkbox"/>
05-61 ADMIN	Facebook Posts – Internet Communication	2 years	Electronic		<input type="checkbox"/>
05-62 ADMIN/ FISCAL	Emails of Elected Officials – Communication received and sent via Email	Term of Office + 2 years	Electronic		<input type="checkbox"/>
05-63 ADMIN	Emails of Department Heads – Communications received and sent via Email	2 years	Electronic		<input type="checkbox"/>
22-64 ADMIN	Agenda – Arranged chronologically. Topics of Board of Trustee Meetings. Admin.	2 years	Electronic		<input type="checkbox"/>
22-65 ADMIN	Township Publications – Township News & Special Events briefly described to inform the public. Admin.	2 years	Electronic		<input type="checkbox"/>
22-66 FISCAL	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"/>
22-67 ADMIN	Policy Resolutions-Arranged chronologically. Resolutions pertaining to new policies passed by	5 fiscal years	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	the Board of Trustees in a public meeting. Admin.				
22-68 ADMIN	Memo's – General reminders and alerts. Brief topics of information. Administrative	Until no longer needed.	Paper		<input type="checkbox"/>
22-69 ADMIN/ FISCAL	Oaths – Signed Oaths taken from Elected Officials before term of office begins	10 years after term	Paper		<input type="checkbox"/>
22-70 FISCAL	Gasoline Fuel Records -Wex/Quick Fuel Monthly Reports-Arranged chronologically- with monthly invoice. Fiscal	3 years after audited	Paper		<input type="checkbox"/>
22-71 FISCAL	Purchase Orders/Blanket Certificates/Invoices Fiscal	3 years after audited	Paper		<input type="checkbox"/>
22-72 FISCAL	Invoices -Received electronically on Email	Until printed and invoice is paid	Electronic		<input type="checkbox"/>
22-73 ADMIN	Phone Logs/Bills – Arranged chronologically. Logs of activity from township phones attached to invoices monthly. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>
22-74 ADMIN	Employee Punched Time Worked – Employees recorded time worked during each calendar day. Includes department, “punch in” and “punch out” time. Admin.	1 year	Electronic		<input type="checkbox"/>
22-75 FISCAL	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 FISCAL	Public Record Logs/Requests – Arranged chronologically. Logs and record requests of individuals, pertaining to Township. Fiscal.	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
22-77 FISCAL	Public Record Requests – Record requests from individuals pertaining to Township. Fiscal	Until printed and request is processed	Electronic		<input type="checkbox"/>
22-78 ADMIN	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"/>
23-79 ADMIN	Deposit Logs – Activity of all cash and checks received. Includes employee who received, department, date & amount received, signature of employee who counted and took to bank & deposit amount. Kept chronologically with receipts.	3 years, provided audited	Paper		<input type="checkbox"/>
Z22-78 ZONING	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 ZONING	Change Requests (Requests for Zoning Changes) Arranged by address. Contains date, legal description of property, change in classification requested, street	5 years provided no action pending	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	address of property, owner name and address, signature, date, fee paid, and receipt number				
Z22-80 ZONING	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	Zoning Grant Applications	5 years	Paper		<input type="checkbox"/>
Z22-82 ZONING	Permit Applications – Building 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, 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 ZONING	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	1 year after final decision rendered	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	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.				
Z22-84 ZONING	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, rate and fees, receipt number, height above grade, projection from building, whether and electric sign, and by whom submitted.	1 year after final decision rendered	Paper		<input type="checkbox"/>
Z23-85 ZONING	All Permit Applications	After printed and processed.	Electronic		<input type="checkbox"/>
F22-85 FIRE	WTFD's Accident Files	2 years	Paper		<input type="checkbox"/>
F22-86 FIRE	WTFD's Alarm Response Reports	5 years	Paper		<input type="checkbox"/>
F22-87 FIRE	WTFD's Alarm Response Reports	5 years	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
F22-88 FIRE	WTFD's Apparatus Check List	Life of Equipment	Electronic		<input type="checkbox"/>
F22-89 FIRE	WTFD's Successful Bids for Equipment	Until Equipment O/S	Paper		<input type="checkbox"/>
F22-90 FIRE	WTFD's Burning Complaint Files	1 Year	Paper		<input type="checkbox"/>
F22-91 FIRE	WTFD's Emergency Medical Reports (EMS)	5 years	Electronic		<input type="checkbox"/>
F22-92 FIRE	WTFD's EPA Burning Violation Records	5 years	Paper		<input type="checkbox"/>
F22-93 FIRE	WTFD's Equipment Maintenance Records	Life of Equipment	Electronic		<input type="checkbox"/>
F22-94 FIRE	WTFD's Fire Code Violations	Until Superseded	Electronic		<input type="checkbox"/>
F22-95 FIRE	WTFD's Fire Inspection Reports	Life of Structure	Electronic		<input type="checkbox"/>
F22-96 FIRE	WTFD's Fire/Reports Incident Records	5 years	Electronic		<input type="checkbox"/>
F22-97 FIRE	WTFD's Gas and Oil Disbursement Records	1 year			<input type="checkbox"/>
F22-98 FIRE	WTFD's Hydrant Maintenance Records	2 years	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
F22-99 FIRE	WTFD's Incident Reports	5 years	Electronic		<input type="checkbox"/>
F22-100 FIRE	WTFD's Inspection of Structure Records (Violations)	Life of Structure	Electronic		<input type="checkbox"/>
F22-101 FIRE	WTFD's Insurance Claim Files	10 years	Paper		<input type="checkbox"/>
F22-102 FIRE	WTFD's Training Records	Merge with PM records	Electronic		<input type="checkbox"/>
F22-103 FIRE	WTFD's Vehicle Repair Records	Life of Vehicle	Electronic		<input type="checkbox"/>
F22-104 FIRE	WTFD's Vehicle Repair Records	Life of Vehicle	Paper		<input type="checkbox"/>
F22-105 FIRE	WTFD's Violation Notices	1 year after corrected	Electronic		<input type="checkbox"/>
F22-106 FIRE	WTFD's Work Schedules	1 year	Electronic		<input type="checkbox"/>
P22-107 POLICE	WTPD's Accident Files	2 years, provided no claim pending	Paper		<input type="checkbox"/>
P22-108 POLICE	WTPD's Activity Sheets	2 years	Paper		<input type="checkbox"/>
P22-109 POLICE	WTPD's Bicycle License Receipts	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-110 POLICE	WTPD's Bicycle License Registers	7 years after last entry	Paper		<input type="checkbox"/>
P22-111 POLICE	WTPD's Breathalyser Records	Not less than 3 years	Paper		<input type="checkbox"/>
P22-112 POLICE	WTPD's Child Abuse Case Records	7 years after case closed	Paper		<input type="checkbox"/>
P22-113 POLICE	WTPD's Complaint Reports	2 years, provided no action pending	Paper		<input type="checkbox"/>
P22-114 POLICE	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 Administrati ve value	Paper		<input type="checkbox"/>
P22-115 POLICE	WTPD's Criminal Case Files-Felonies	20 years, provided no action pending	Paper		<input type="checkbox"/>
P22-116 POLICE	WTPD's Criminal Case Files- Misdemeanors	3 years, provided no action pending	Paper		<input type="checkbox"/>
P22-117 POLICE	WTPD's Fingerprints Records	Until age 80 years of deceased	Paper		<input type="checkbox"/>
P22-118 POLICE	WTPD's Firearm Records and Inventories	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-119 POLICE	WTPD's House Checks (Lists house, address, date leaving, date back, cars, and lights)	30 days after return	Paper		<input type="checkbox"/>
P22-120 POLICE	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 POLICE	WTPD's Junk Vehicle Cards	2 years after sale of other disposition	Paper		<input type="checkbox"/>
P22-122 POLICE	WTPD's Missing Person Reports	20 years or until found	Paper		<input type="checkbox"/>
P22-123 POLICE	WTPD's Offense Reports-Felonies	20 years, provided no action pending	Paper		<input type="checkbox"/>
P22-124 POLICE	WTPD's Offense Reports-Misdemeanors	3 years, provided no action pending	Paper		<input type="checkbox"/>
P22-125 POLICE	WTPD's Prisoner Booking Video Recording Tapes	90 days, erase and reuse provided no action pending	Video Tapes		<input type="checkbox"/>
P22-126 POLICE	WTPD's Radio/Phone Calls Audio Recording Tapes	30 days, erase and reuse provided no action pending	Audio Tapes		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-127 POLICE	WTPD's Recovered Property Records	2 years after disposal of property	Paper		<input type="checkbox"/>
P22-128 POLICE	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 POLICE	WTPD's Rules and Regulations	Until superseded	Paper		<input type="checkbox"/>
P22-130 POLICE	WTPD's Subpoenas, Summonses/Warrants	Until discharged	Paper		<input type="checkbox"/>
P22-131 POLICE	WTPD's Tow Tickets	3 years after paid, provided audited	Paper		<input type="checkbox"/>
P22-132 POLICE	WTPD's Traffic Crash Reports (Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued)	2 years provided no action pending	Paper		<input type="checkbox"/>
P22-133 POLICE	WTPD's Traffic Citations (Contains violation, date, time, vehicle, owner, officer, and offense)	3 years, provided audited	Paper		<input type="checkbox"/>
P22-134 POLICE	WTPD's Training Material Files	Until superseded	Paper		<input type="checkbox"/>
P22-135 POLICE	WTPD's Training Records	Merge with Personnel records	Paper		<input type="checkbox"/>
P22-136 POLICE	WTPD's Vacation House Check Records	30 days after owner's return	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-137 POLICE	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"/>
P23-138 POLICE	Vehicle Maintenance Logs	Life of Vehicle	Paper		<input type="checkbox"/>
P23-139 POLICE	Golf Cart Inspections	3 years	Paper		<input type="checkbox"/>
R22-138 ROADS	Roads Certificate s of Labor Performed	Until no longer of Administrati ve value, Appraise for historical value.	Paper		<input type="checkbox"/>
R22-139 ROADS	Roads Insect Control Records (Contains days of spray, area done, when to respray, what chemicals used, time, date, and operator)	2 years	Paper		<input type="checkbox"/>
R22-140 ROADS	Roads Job Orders (Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent of job)	2 years	Paper		<input type="checkbox"/>
R22-141 ROADS	Roads Notices to Destroy Weeds (Arranged chronologically. Contains date, date notified, date to destroy and what to destroy and where. Also contains property owner and address	Until no longer of administrati ve value. Appraise for historical value	Paper		<input type="checkbox"/>
R22-142 ROADS	Roads Fund Records (Expense of Township Road and Bridge Repairs;	10 years after last	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05) Arranged chronologically by date of entry. Contains date, township funds and orders issue, to whom paid, and amount paid	entry, provided audited			
R22-143 ROADS	Roads Annual Log for Storm Water Utility Fund Reimbursements	3 years, provided audited	Paper		<input type="checkbox"/>
R22-144 ROADS	Roads Annual Blight Work Log	3 years, provided audited	Paper		<input type="checkbox"/>
R22-145 ROADS	Vehicle Maintenance Log	Life of Vehicle or until no longer owned	Paper		<input type="checkbox"/>
R22-146 ROADS	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



Washington
TOWNSHIP

Trustees: Don Barto Sr. 517.581.6871
Kellie Schlachter 419.350.2945
Mark Schuster 419.466.9884

Fiscal Officer: Michele Nowakowski 419.410.8304

2469 Shoreland Avenue, Toledo, Ohio 43611, 419.726.6621, Fax 419.727.9833

RECORD COMMISSION MEETING OCTOBER 10, 2023

Trustee Barto opened the meeting at 5:47 p.m.

Michele Nowakowski seconded.

Roll Call: Fiscal Officer Michele Nowakowski, Trustee Barto

Pledge of Allegiance

RE: RC 2 Retention Period Revision
& Cost of Materials given for Public Records

Fiscal Officer Michele Nowakowski –

Michele states she just received notification back from Ohio History Connection that our RC 2 schedules submitted in June this year are not being approved due to the retention periods we have in place for correspondence, bids and contracts.

She states that what was approved last year, is not being approved this year, and that is the reason for this meeting.

It is necessary to change the retention ranges to fixed periods.

For Schedule 05-15 Successful Bids our RC 2 schedule previously stated a range of 1-2 years after expiration of contract and audit.

Motion: I am motioning schedule 05-15 Successful Bids be changed to 1 year after expiration of contract and audit.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

For Schedule 05-16 Contracts and Agreements our RC 2 schedule previously stated 1-2 years after expiration of contract and audit. Per the ORC 2305.06 it states:

- Contracts prior to 2012 must be kept for 15 years
- Contracts 2012 to June 14th, 2021 must be kept for 8 years
- and contracts after June 14th, 2021 must be kept for 6 years.

Motion: I am motioning we change the 05-16 Contracts & Agreements retention periods to comply with the ORC 2305.06.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mr. Barto, yes; Mrs. Nowakowski, yes.

Motion: I motion to change the schedule number 05-16 to 05-16a, 05-16b & 05-16c for each ORC 2305.06 retention period.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

For Schedule 5-17 Correspondence it previously stated a range of 1-5 years for general, administrative or legal correspondence.

Motion: I am motioning that schedule 5-17 Correspondence be changed to:

- 1 year for general & administrative
- and 5 years for legal correspondence.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mr. Barto, yes; Mrs. Nowakowski, yes.

Motion: I am also motioning to change the schedule 05-17 to 05-17a & 05-17b for each retention period.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

Michele would also like to address the cost of public records given on CD's and flash drives. We currently have it documented that copies cost 5 cents per page but do not have a set charge for CD's or flash drives. It seems that many public records we receive now ask for audio or video which we cannot give on a copy of paper. Previously, some requestors have given us a new flash drive to put their record request on.

Currently, our cost of flash drives, buying in bulk, cost \$159.99 per case of 100, thus costing \$1.60 each.

Our cost of Verbatim DVD's cost \$50 for a pack of 50, thus costing \$1.00 each.

Discussion – Trustee Barto would like to at the beginning of year revisit this and look into charging a flat fee. He states a lot of people's time and work can go into some of these requests to just charge the price of supplies. (cd, flash drive or

paper copies). Michele states that legally we cannot charge for labor cost for obtaining public records.

Motion: I am motioning that we charge the township's charge per flash drive or CD if public records are to be given on them.

Mrs. Nowakowski moved; Mr. Barto seconded.

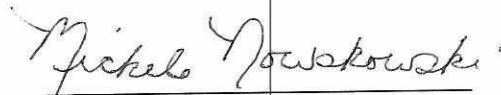
Roll Call: Mr. Barto, yes; Mrs. Nowakowski, yes.

Motion: to adjourn this meeting at 5:57 pm.

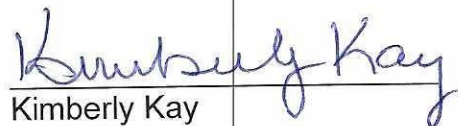
Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

Thank you for attending.


Michele Nowakowski


Don Barto


Kimberly Kay