

LAGRANGE TOWNSHIP RECORDS RETENTION SCHEDULE

Schedule #	Record Title & Description	Retention Period	Media Type
A-1	Accident Reports	5 fiscal years, provided audited	Paper
A-2	Account Record	10 years after last entry, provided audited	Paper
A-3	Agendas	Incorporate into minutes and destroy	Paper
A-4	Amended Official Certificate .of Estimated Resources	5 Years	Paper
A-5	Annual Budget Resolution (July documents & December Amendments)	5 years	Paper
A-6	Annual Financial Report	5 years	Paper
A-7	Annual Financial Report to Auditor of State	5 years	Paper
A-8	Annual Inventory	5 fiscal years, provided audited	Paper
A-9	Annual Report	Permanent	Paper
A-10	Application of Employment	Retain w/personnel record if hired. Other destroy after 1 year	Paper
A-11	Appropriation Ledger	5 fiscal Years, provided audited	Paper
A-12	Audit Reports-Fed., State, Internal	Permanent	Paper
A-13	Bank Statements, Reconciliations	5 fiscal years, provided audited	Paper
A-14	Bank Deposit Slips	5 fiscal years, provided audited	Paper
A-15	Bids-Unsuccessful	5 fiscal years, provided audited	Paper
A-16	Bids-Successful	15 years provided equipment is out of service	Paper
A-17	Bd. of Zoning Appeals Case Files	Permanent	Paper
A-18	Bd. of Zoning Appeals Minutes	Permanent	Paper
A-19	Bond Register (Revenue Bonds)	20 Fiscal years after issue called	Paper
A-20	Bonds, Officials	10 fiscal years after termination of officer or employees	Paper
A-21	Bonds & Coupons Redeemed	5 fiscal years after redemption, provided audited	Paper
A-22	Budgetary & Fiscal Worksheet	5 fiscal years, provided audited	Paper
A-23	Burial Permits, Burial Transit Permits	5 fiscal years	Paper
A-24	Burial Records-Internment Records	Permanent	Paper
A-25	Cancelled Checks/Void Checks	4 fiscal years, provided audited	Paper
A-26	Cash Book/Cash Receipts and Expenditures Journal	5 yrs. provided audited	Paper
A-27	Cemetery Account Records	Permanent	Paper
A-28	Cemetery Deed Records (517.07)	Permanent	Paper
A-29	Cemetery Lot (517.07 ORC)	Permanent	Paper
A-30	Cemetery Plat (517.06ORC)	Permanent	Paper
A-31	Certificates of Total Amount from Sources Available For Expenditures and Balances	5 years, provided audited	Paper
A-32	Certifications-Publish of Legal Notices	5 years	Paper
A-33	Check Register -stubs, copies of checks	5 fiscal years, provided audited	Paper

Schedule #	Record Title & Description	Retention Period	Media Type
A-34	Contracts & Agreements	15 fiscal years provided expired	Paper
A-35	Construction Files	15 years after construction is complete provided warranties are expired	Paper
A-36	Correspondence and e-mails	Until no longer Admin.value	Paper
A-37	Crypt Records	Permanent	Paper
A-38	Ditch Applications	Permanent	Paper
A-39	Ditch Plats and Profiles	Permanent	Paper
A-40	Easements	Permanent	Paper
A-41	Emergency Fund Minutes	Permanent	Paper
A-42	Employment Records (OBES)	Permanent	Paper
A-43	Equipment Missed,Damaged,Destroyed	5 years	Paper
A-44	Fire Reports/Fire Run Record	5 fiscal years	Paper
A-45	Gas Slips	5 years provided audited	Paper
A-46	Grants	Permanent	Paper
A-47	Income Tax Returns	6 fiscal years	Paper
A-48	Insurance Policies	5 fiscal years after expiration if all claims are settled	Paper
A-49	Inventories	5 fiscal years until superseded	Paper
A-50	Lawsuits	Permanent	Paper
A-51	Leases	5 fiscal years after expiration provided audited	Paper
A-52	Levy Files	Life of levy plus 1 year	Paper
A-53	Maintenance Needs Studies	5 years after end of fiscal year	Paper
A-54	Memorandums	Until no longer Admin.value	Paper
A-55	Minutes of Township Minutes (507.04 ORC)	Permanent	Paper
A-56	Receipts (Pay-Ins Orders)	5 fiscal years, provided audited	Paper
A-57	Payroll Records	Permanent	Paper
A-58	Permits and Licenses	1 fiscal year after expiration, provided audited	Paper
A-59	PERS Monthly Reports	60 years	Paper
A-60	Personnel Records	Permanent	Paper
A-61	Plats and Maps	Permanent	Paper
A-62	Publications of the Township	Retain 2 copies, Permanent May be scanned	Paper
A-63	Real Estate Date Reproduced from County Auditor's Records	Permanent	Paper
A-64	Records of Committees Served On	2 years, must be in township minutes	Paper
A-65	Requisitions(Invoices,Purchase Order's)	5 fiscal years, provided audited	Paper
A-66	Resolutions (Copies)	Retain copies 5 years, after incorporation into the minutes	Paper
A-67	Road Record	Permanent	Paper
A-68	Semi-Annual Apportionment of Taxes	5 fiscal years	Paper
A-69	Sick,Comp,Vacation Leave Records	Permanent	Paper
A-70	Specifications Books	Incorporate 1 copy with contracts	Paper
A-71	Statements of Accounts-Per Diem	5 fiscal years, provided audited	Paper
A-72	Subdivision Record Plans-Lot # and Street Address Index	Permanent	Paper
A-73	Tape Recordings of Trustee Meetings	Incorporate into official minutes and destroy	Paper

A-74	Tape Recordings of Discipline and Grievance Hearings	Incorporate into personnel files then retain 30 days after appeal time has elapsed	Paper
A-75	Tax Settlements	5 years	Paper
A-76	Telephone Bills, Telephone Logs	5 fiscal years, provided audited	Paper
A-77	Telephone Messages	Until no longer administrative value	Paper
Schedule #	Record Title & Description	Retention Period	Media Type
A-78	Time Sheets	Permanent	Paper
A-79	Total Wage & Salaries Reports	5 years	Paper
A-80	Union Contracts	5 years after expiration, may be scanned	Paper
A-81	Vehicle Maintenance Reports	Life of Vehicle, retain 1 copy in file	Paper
A-82	Vouchers and Invoices	5 fiscal years, provided audited,	Paper
A-83	W-2 Forms	Permanent	Paper
A-84	W-4 Forms	Permanent, in employee file	Paper
A-85	Workers Compensation Claims	Permanent	Paper
A-86	Work Schedules	1 year after date of schedule	Paper
A-87	Zoning Permit Applications	Permanent	Paper
A-88	Purchase Orders	5 fiscal years, provided audited	Paper
A-89	Noxious Weed Complaints	Permanent	Paper
A-90	Employee Performance Evaluations	Permanent, retain in employee file	Paper
A-91	Employee Letter of Resignation	Permanent, retain in employee file	Paper