



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

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DEC 19 2017

STATE AND LOCAL  
GOVERNMENT RECORDS  
**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

**Section A: Local Government Unit**

Liberty Township, Delaware County, Ohio

(local government entity)

Melanie Buehrer

(signature of responsible official)

(name)

(unit)

Board of Trustees (Chairman)

(date)

**Section B: Records Commission**

Liberty Township, Delaware County

740.938.2000

Records Commission

(telephone number)

10104 Brewster Ln #125 Powell

(city)

43065

(zip code)

Delaware

(county)

To have this form returned to the Records Commission electronically, include an email address: cbuehrer@libertytwp.org

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.

Nancy Denette

12/18/2017

Records Commission Chair Signature

Date

**Section C: Ohio Historical Society - State Archives**

Fred Prentiss

Signature

State Archivist

Title

12-20-2017

Date

**Section D: Auditor of State**

Martin E. Mays

Signature

1-10-18

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

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
AD001	Accident Reports/Files a) non-employee and/or property b) employee	a) Six years provided no action pending b) place in personnel file	All media		
AD002	Agendas - public meeting agendas	a) Three years b) destroy when no longer of administrative value	a) Digital/ Electronic b) Paper and all other media types		
AD003	Annexation files/records	Until no longer under township jurisdiction, then give to governing jurisdiction or destroy	All media		
AD005	Audio, video, digital recordings, except when specifically, scheduled	Until no longer of admin. value	All media		
AD006	Awards, newspaper articles, photographs, negatives and scrapbooks	Five years provided no admin. value	All media		
AD007	Back up data on: personal computers, laptops, computer systems, servers - hard drives/zip disks, cd's or other e-storage	Retain for 2 system backup cycles then delete or erase	All media		
AD008	Badges/Identification	Dispose of upon termination	All Media		
AD009	Bids (successful)	Fifteen years after expiration of contract	Paper or electronic		
AD010	Bids (unsuccessful)	Two years after letting of contract	Paper or electronic		
AD011	Blank forms	Retain until obsolete, unessential or superseeded	All media		
AD012	Bonds, Officials - Record of Officials Oaths and Bonds; Certificates of Oaths, Notices to Officers Elected or Appointed, surety bonds	Ten years after termination of office or employee.	paper		



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	filed by township officials showing officer holder, office, sureties, amounts and conditions of bonds, date approved, date filed and oath.				
AD013	Building – Township owned furnishing and repair records	Two years after sold, or no longer owned by Township	All media		
AD014	Bulletins, posters, and general notices	Retain until no longer of an admin. value, then destroy	All media		
AD015	Bureau of Motor Vehicle Audit	Seven years	All media		
AD016	Business Cards, business contact information	Until revised, rescinded, supersede, obsolete or no longer of admin. value	All media		
AD017	Calendars – desk/appointment, daily, weekly, monthly appointment books, calendars, schedules, organizers, planners, electronic or paper	Three months after end of calendar year	All media		
AD018	Construction Projects	Sixteen years after completion	All media		
AD019	Contracts/agreements	Fifteen fiscal years	All media		
AD020	Copies, duplicates – all media (reading, informational and reference)	Retain until no longer of an admin. value, then destroy	All media		
AD021	Correspondence – Executive – correspondence of the head of the Township dealing with significant aspects of the administration of the Township. It includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Three years and no longer of admin. value	All media		
AD022	Correspondence – General – letters & memos, also correspondence from various individuals, companies and organizations requesting information pertaining to the township and other misc. inquiries. This correspondence is informative (it does not influence agency policy)	One Year and no longer of admin. value	All media		



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AD023	Correspondence – Routine – this includes referral letters, requests for routine information and/or publications provided to the public by the township which are answered by standard form letters.	6 months and no longer of admin. value	All media		
AD024	Correspondence – Transient – phone messages, "post its", and other records that convey info of temporary importance in lieu of direct oral communication (e.g., notes on how to complete assignments).	Retain until no longer of an admin. value, then destroy	All media		
AD025	Correspondence – unsolicited mail or email	Retain until no longer of an admin. value, then destroy	All media		
AD026	Drafts – all media, all document types	Retain until no longer of an admin. value, then destroy	All media		
AD027	Electronic Mail – identify appropriate Title per the retention schedule and follow retention period	Retain according to retention schedule	electronic		
AD028	Equipment operating manuals	Until machine or equipment is no longer property of township	All media		
AD028	Text Messaging- on Township owned devices and on personal devices authorized to be used for Township business	Retain until no longer of admin. value then delete	electronic		
AD029	Equipment maintenance & repair records	Two years after machine or equipment is no longer property of township	All media		
AD030	Facsimile/Scan logs, cover sheets, confirmation notices, buffer print outs	Retain until no longer of an admin. value, then destroy	All media		
AD031	Fuel Usage records	Three years	All media		
AD032	General Administrative Files	Until no longer of admin. value, then destroy	All media		
AD033	General Order, Policies, Rules & Regulations	Until superseded and no longer of admin value, retain one copy until audited	All media		
AD034	Grants, State and Federal – application, purpose of grant, funds applying for, dates, information to support grant request, projects to be done with grant funds	Six years provided all state & federal audits have been conducted, the	All media		



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		<b>audit report Released and all litigation claims, or audit findings have been resolved</b>			
AD036	Insurance Policies	<b>Three years after expiration of policy, provided all claims settled</b>	All media		
AD037	Inventory – fixed assets	<b>a) 3 years after revised, rescinded or superseded or obsolete b) destroy once electronic or digital version is made</b>	<b>a) Digital or electronic version b) Paper</b>		
AD039	Laws, regulations and rules (local, county, state and federal)	<b>Continually updated, revised or superseded</b>	All media		
AD040	Leases a) equipment b) real estate	<b>a) two years after expiration b) five years after expiration</b>	All media		
AD041	Levy Files	<b>Life of levy plus one year</b>	All media		
AD043	Material Safety Data Sheets	<b>Continually maintained and updated</b>	All media		
AD046	ODOT Mileage certification	<b>Seven fiscal years, provided audit then transfer to State Archives</b>	All media		
AD058	Transient Vendor Permits/Licenses	<b>Four years</b>	All media		
AD060	Photographs, slides, negatives, digital images, video, audio digital recordings (non- Zoning related)	<b>Until no longer of admin. value</b>	All media		
AD061	Press Releases	<b>Two Years</b>	All media		
AD063	Professional organizations and association files	<b>Retain until no longer of admin. value, then destroy</b>	All media		
AD063	Property Documents	<b>Retain for duration of Township property ownership</b>	All media		



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AD067	Publications, magazines and reference materials	Retain until no longer of an admin. value, then destroy	All media		
AD068	Rental Receipts & applications for Township facilities (e.g., shelter houses, Township Hall)	Three years, provided audit	All media		
AD069	Reports – Annual Departmental Report	a) maintain permanently b) destroy once digital/electronic version is made	a) Digital/ Electronic Versions b) Paper		
AD070	Reports – computer generated, non-specific (Administrative & Financial Reports – periodic)	Retain until no longer of an admin. value, then destroy	All media		
AD071	Reports – computer generated, non-specific (Administrative & Financial Annual)	Retain until no longer of an admin. value, then destroy	All media		
AD072	Reports – statistical, monthly	one year and no longer of admin. value	All media		
AD073	Reports – statistical, annual	Five years and no longer of admin. value	All media		
AD075	Risk Management Plan	Three years	All media		
AD076	Rosters/Directories	Until superseded or obsolete	All media		
AD077	Sign-in sheets, visitor logs	One year	Paper or electronic		
AD078	Surveys, questionnaires	Three years and no longer of admin. Value	All media		
AD079	Training manuals, materials	Until obsolete, superseded or no longer of admin. value	All media		
AD081	Travel Expense reports	Three years provided audit	All media		
AD082	Vehicle maintenance reports	Until vehicle sold	All media		
AD083	Voice mail messages – cell phone, pager, answering machine, telephone	Erase or delete when no longer of admin. Value	All media		



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BOT01	Board of Trustees Meeting Minutes – a) approved signed version which may include paper format, scanned version maintained on Township or other external servers b) audio/visual recordings on compact discs, thumb drives, cassettes or other external memory devices c) audio recordings posted on Township website and/or maintained on Township server storage d) drafts/notes	a) once created or converted to digital format, kept permanently; paper version destroyed once digital version is created and saved; b) one year after minutes are approved; c) five years after minutes are approved or when no longer audible, whichever is sooner; d) until minutes are approved	Paper, digital, electronic/all media		✓ (for "a")
BOT02	Board of Trustees Meeting Agendas – a) paper b) digital/on-line	a) destroy after digital/electronic version is created and saved; b) five years	Paper, digital, electronic/all media		
BOT03	Resolutions a) Original Electronic Version – (original signed resolution which is a scanned version of the approved paper resolution or electronic version with digital signatures and date stamped); b) Original Paper Version c) office copies	a) Permanent b) Maintain permanently or until transferred to digital format then destroyed; c) until no longer of admin. value	All media		
FD001AD	FIRE DEPT - Above ground storage tank records	Ten years after removal	All media		
FD002EE	FIRE DEPT – Activity and training reports	Two years then incorporate into annual departmental report	All media		
FD003AD	FIRE DEPT – Arson Reports	Permanent	All media		✓
FD004AD	FIRE DEPT Business – Commercial Buildings pre-plans	Continually maintained & updated	All media		
FD005AD	FIRE DEPT – Business files/records (including permits, violations, receipts, etc.)	Until structure demolished	All media		



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FD006AD	FIRE DEPT – Carbon monoxide activation records	Three years	All media		
FD007AD	FIRE DEPT – Chiefs Monthly Reports	Incorporate into annual report then destroy	All media		
FD008AD	FIRE DEPT - Commercial Plans & Drawings	Until no longer of admin value	All media		
FD009AD	FIRE DEPT – DEA, Ohio Pharmacy Prescription Drug License	Five Years	All media		
FD010EQ	FIRE DEPT – Daily Fire apparatus inspection records	Three years	All media		
FD011AD	FIRE DEPT – Dispatch Sheets	Three years	All media		
FD012AD	FIRE DEPT - Efficiency Reports	Place in personnel file	All media		
FD013AD	FIRE DEPT – Emergency Plans	Continually maintained and updated	All media		
FD014FI	FIRE DEPT – EMS Billing Statements – Fire Safety Services Billing	Five years	All media		
FD015FI	FIRE DEPT – EMS Billing Reconciliation Records	Two years	All media		
FD016EE	FIRE DEPT – EMS Certification & Re-Certification lists	Until superseded	All media		
FD017EE	FIRE DEPT – Employee Re-Certifications	Permanently kept in employee's personnel file	All media		
FD018AD	FIRE DEPT – EMS Monthly Statement	Three years	All media		
FD019AD	FIRE DEPT – EMS Incident Reports (excluding fatalities) a) daily, monthly logs b) electronic master file	a) Until data is incorporated into database & accuracy verified b) permanent	All media		
FD020AD	FIRE DEPT – EMS Incident Reports (fatalities) a) daily, monthly logs	a) Until data is incorporated into database &	All media		



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	b) electronic master file	accuracy verified b) permanent			
FD021AD	FIRE DEPT – Exchange of time agreements, trades filed with #110	Four years	All media		
FD022EQ	FIRE DEPT – Fire Apparatus/hose/ladder/aerial ladder testing records	Ten years	All media		
FD023AD	FIRE DEPT – Fire Code	Continually maintained and updated	All media		
FD024AD	FIRE DEPT – Fire detector/Detection Tests/Fire Safety Inspection reports for all Township buildings	Ten years, or after no longer Township property	All media		
FD025AD	FIRE DEPT – Fire Prevention Bureau – Application/Permits	Permanent	All media		
FD026AD	FIRE DEPT – Fire Prevention Bureau Monthly Consolidated Reports	Five years	All media		
FD027AD	FIRE DEPT – Fire Prevention & Safety Program Records	Five years and longer of an admin value	All media		
FD028AD	FIRE DEPT – Hazardous Exposure Records - departmental	Permanent	All media		
FD029EE	FIRE DEPT – Hazardous Exposure Records – individual employee	Place in personnel file	All media		
FD030AD	FIRE DEPT – Hospital Transport Totals	Incorporate into annual report, then destroy	All media		
FD031AD	FIRE DEPT – Hydrant inspection records	Two years	All media		
FD032AD	FIRE DEPT – Hydrant location & information files	Permanent	All media		
FD033AD	FIRE DEPT – Incident Reports (arson, fatalities)	Permanent	electronic		
FD034AD	FIRE DEPT – Incident Reports - company run reports (excluding arson & fatalities)	Until data incorporated into computer database & accuracy verified, then destroy	All media		



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FD035AD	FIRE DEPT – Incident Reports - company run reports (excluding arson & fatalities)	25 years then transferred to computer output (COM). Erase after COM verified for accuracy	Computer		
FD036AD	FIRE DEPT – Incident Reports - company run reports (excluding arson & fatalities)	Permanent	Electronic		
FD037EQ	FIRE DEPT – Interdepartmental equipment loans	Three years	All media		
FD038AD	FIRE DEPT – Fire Investigation: files, index, evidence	Twenty years	All media		
FD039AD	FIRE DEPT – ISO rating & documentation	Retain for the two previous ISO ratings	All media		
FD040AD	FIRE DEPT – Medic Staffing Report	Three years	All media		
FD041AD	FIRE DEPT – Monthly Station Log	Twenty-Five years	All media		
FD042AD	FIRE DEPT – Mutual Aid Agreements/AMAR	Five years after expiration	All media		
FD043AD	FIRE DEPT – Notification Lists – all types	Continually maintained and updated	All media		
FD044EE	FIRE DEPT – Off duty & duty schedule Monthly	Four years	All media		
FD045AD	FIRE DEPT – OSHA Title 1583 Records	Thirty years after employee leaves Township employment	All media		
FD046AD	FIRE DEPT – Permits/Licenses all types	Four years	All media		
FD047AD	FIRE DEPT – Reports, NFIRS	Until data is incorporated into computer database or electronic storage & accuracy verified, then destroy	All media		



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FD048AD	FIRE DEPT – Reports NFIRS, microfilmed/electronic storage	Permanent	Electronic		
FD049AD	FIRE DEPT – S.A.R.A. "Right to Know" records	Five years and no longer of an admin. value	All media		
FD050AD	FIRE DEPT – SCBA Testing & Flow Testing	Until sold, scrapped or no longer owned by the Township	All media		
FD051AD	FIRE DEPT – Squad Changeover Records – Equipment	Until revised, updated or superseded	All media		
FD052AD	FIRE DEPT – Tactical Pre-Plans	Continually maintained & updated	All media		
FD053AD	FIRE DEPT – Township Owned Buildings Pre Plans	Continually maintained & updated	All media		
FD054AD	FIRE DEPT – Township Owned Buildings As Built	Until structure demolished	All media		
FD055AD	FIRE DEPT – training documentation for ISO rating – ISO's done every ten years	Retain for the two previous ISO ratings	All media		
FD056AD	FIRE DEPT – waivers, visitor releases, station tour records, car seat inspection release records	Two years and no longer admin. value	All media		
FI001	Appropriations Ledgers	Five fiscal years, provided audit	All media		
FI002	Audit Reports (Federal, State, or Internal)	Five Years	Paper or electronic		
FI003	Banking - Bank Statements	Four fiscal years provided audited	Paper or electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been	
FI004	Banking – cancelled checks, check registers	Four fiscal years provided audited	Paper or electronic	released pursuant to Sec. 117.26 O.R.C.	
FI005	Banking – deposit slips & receipts	Four fiscal years provided audited	Paper or electronic		
FI006	Banking – cash statements	Four fiscal years provided audited	Paper or electronic		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FI007	Bond Registers	Twenty years after issue called or redeemed	paper		
FI008	Budget – Annual Departmental	Three years provided audit	All media		
FI009	Budget – year to date budget expenditures report	Continually updated & revised	All media		
FI010	Budget Preparation documents	Three Years after final budget approved	All media		
FI011	Fiscal Records: Ledgers/account books, Quarterly reports, statistical reports, work papers	Three years	All media		
FI012	Invoices paid	Three years provided audit	All media		
FI013	Purchase orders	Three years, provided audit	All media		
FI014	Receipts	Four fiscal years, provided audit	All media		
FI015	Revenue Statements	Four fiscal years, provided audit	All media		
FI016	Requisitions for purchase orders, purchase orders, invoices and statements (departmental copy)	Three years provided audit	All media		
FI017	Taxing District Audit Info	Four fiscal years, provided audit	All media		
FI018	Warrants/Warrant Journals/Warrant Registers	Three Years provided audit	Paper or electronic		
FI019	Warrants & Charges – Charge Account doc.	Ten fiscal years	All media		
FI064	Public Records Compliance documents (RC 1 RC 2)	25 years after revised, superseded or discontinue and no longer of admin. Value	All media		
FI065	Public Records Compliance documents (RC3)	Permanent	All media		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FI066	Public Records Requests	Two years	All media		
HR004	Application for Employment (unsuccessful/not hired) Includes resumes and attachments	One year from receipt	Paper or electronic		
HR035	Hiring Materials for posted vacancies—vacancy postings, applications & resumes for interviewed applicants, Interview questions, interview scoring/assessments	One years after position is filled or decision not to fill is made	All media		
HR038	Job Descriptions	Until superseded or classification abolished	All media		
HR042	Employee Handbook – final approved (final approved copy is digital format with approving resolution or signatures of Trustees)	Permanent	digital		
HR059	Personnel File – which includes employment application, hiring resolution, performance appraisals, commendations, discipline, emergency contact info, employee information, licenses & certifications, directive and/or policy acknowledgements  Paper formats may be destroyed upon the creation and storage of a digital/electronic version	Permanent, extraneous information removed upon employee termination (individual record titles are retained in accordance with appropriate retention schedule) If no schedule exists, the individual document is retained permanently a) digital/electronic versions are maintained permanently b) paper versions are destroyed upon the creation of the digital/electronic record creation	All media		
HR060	Employee Eligibility Verification Form (I9 Form)  Paper format may be destroyed upon the creation and storage of a digital/electronic version	Three years after date of hire or 1 year after employment terminates, whichever is later	Paper/electronic		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by: Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
HR061	Disciplinary actions: verbal and written reprimands and/or counseling.  Paper format may be destroyed upon the creation and storage of a digital/electronic version	Three years provided no subsequent discipline then destroy	All media		
HR062	Professional certifications, licenses, certificates of training and similar documents	Retain in personnel file until superseded or removed by employee	All media		
HR062	Personnel Files – Disciplinary Actions: suspensions/terminations  Paper format may be destroyed upon the creation and storage of a digital/electronic version	Permanent	All media		
HR063	Random Drug Screening Results- Negative results  Paper format may be destroyed upon the creation and storage of a digital/electronic version	Two years from Testing Date	All media		
HR064	Random Drug Screening Results – Positive  Paper format may be destroyed upon the creation and storage of a digital/electronic version	Five Years from Testing Date	All media		
HR065	Random Drug Screening Annual Report  Paper format may be destroyed upon the creation and storage of a digital/electronic version	Ten Years	All media		
HR080	Training records by employee, continuing education certificates and requests, certifications, seminars	Five years after employee terminates	All media		
HR084	Workers Compensation Claims – contains names of injured worker, date of injury, amount of time off, degree of injury, claim and benefits information.	Ten years after date of final payment	All media	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.	
PA047	Payroll – time sheets, sign in sheets, time cards	Three years, provided audit	All media	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.	
PA048	Payroll – leave requests	Four years, provided audit and balances journalized	All media	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.	
PA049	Payroll – leave summary reports	Four years	All media	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.	



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PA050	Payroll – Pay ledger	Permanent	All media		
PA051	Payroll – Bi-weekly Payroll reports	Permanent	All media		
PA052	Payroll – W-2's	Four fiscal years, provided audit	All media		
PA053	Payroll – W-4's	Until superseded or employee terminates	All media		
PA054	Payroll – OPERS Financial Reports	Ten years, transfer to State Archives	All media		
PA055	Payroll – Deferred Comp Documents	Four fiscal years, provided audit	All media	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.	
PA056	Payroll – Quarterly/Annual Reports	Permanent	All media		
PA057	Payroll – Tax Documents	Seven fiscal years, provided audit	All media		
PA058	Payroll – IAFF Annual Employee Agreement to Receive Compensatory Time	If superseded, six fiscal years, provided audit	All media		
PA059	Payroll – Application for Donation of Sick Leave	Four fiscal years, provided audit	All media		
PA060	Payroll/Benefits – HSA Election Forms (payroll deduction)	Until superseded, retain six fiscal years	All media		
PA061	Payroll – IAFF Authorization for Payroll Deduction of union dues	If superseded, six fiscal years, provided audit	All media		
PA062	Payroll – Liberty Township Fire Department Request for Accrued Holiday Time Cash Payment	Six fiscal years, provided audit	All media		
PA063	Payroll – Comp Time Election and Carryover Request	Six fiscal years, provided audit	All media		
PA064	Payroll – Direct Deposit Authorization	If superseded, six fiscal years, provided audit	All media		



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PA065	Payroll – Health Benefit Enrollment and Change forms (health, dental, vision, life, short term disability)	Until superseded, six fiscal years, provided audit	All media	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.	
PA066	Payroll – Medical Insurance bonus, opt-out or cash in lieu designation forms, annual	Six fiscal years, provided audit			
Z0001	Applications for Conditional Use – including application, parcel information, documentation submitted by applicant, Zoning staff report, fee paid record, public hearing notice, any relevant meeting minutes considering the application, record of the decision made and conditions applied, if any. a) paper files b) electronic files	a) Permanent b) permanent	Paper, electronic		
Z0002	Applications for Variance – including application, parcel information, documentation submitted by application, Zoning staff report, fees paid record, public hearing notice, any relevant meeting minutes considering the application, record of the decision made and conditions applied, if any.	Five years, provided no action pending	Paper, Electronic		
Z0003	Board of Zoning Appeals Case Files	Permanent	All media		
Z0004	Index to Board of Zoning Appeals Case Files	Twenty-five years	All media		
Z0005	Appeals on Code Interpretation	Permanent	All media		
Z0006	Planning Commission case files	Ten Years, provided no action pending	All media		
Z0007	Meeting Minutes – Zoning Commission & Board of Zoning Appeals Meeting minutes – a) approved hard copy b) audio/visual recordings c) drafts/notes	a) Permanent b) Permanent, if available and audible/visible c) until hardcopy of minutes is approved	All media		✓ (for "a")
Z0008	Certificates of Compliance – arranged numerically and/or chronologically, maintained with original parcel files	Permanent	Paper		
Z0009	Zoning Complaints a) paper b) e-mail c) via phone & recorded on paper	Three Years, provided no action pending	All media		



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Z0010	Legal Opinions	Permanent	All media		
Z0011	Housing, Land Use, Population and Other Special Studies (Comp Plan studies)	Retain until no longer of administrative value	All media		
Z0012	Legislative research files, drafts	Retain until no longer of administrative value	All media		
Z0013	Nuisance Abatement records	Permanent	All media		
Z0014	Permit Applications for signs, ponds, fences and buildings - includes parcel information, description, owner information, contractor information, dimensions, etc., date received, fee paid, certificate issued, number and if denied, reason.	Three years after final decision rendered	Paper Electronic		
Z0015	Permit Records	Permanent	Paper, Electronic		
Z0016	Plans – Commercial/industrial	Until no longer of admin. Value	All media		
Z0017	Receipts – fees paid	Four years provided audit complete	paper		
Z0018	Rezoning Applications	Three years	Paper Electronic		
Z0019	Subdivision Plans	Permanent	All media		✓
Z0020	Residential Building Plan	Three years after completion date	All media		
Z0021	Commercial Building Plan	Five years after completion date	All media		
Z0022	Violation Notice	Three years after issue corrected or adjudicated by court			
Z0023	Zoning Amendment Files	Permanent	All media		



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Z0024	Zoning Maps	Permanent	Paper		✓
Z0025	Zoning Resolution	Until superseded	All media		