

**RESOLUTION 2022-055**

**A RESOLUTION ACCEPTING THE RECORD RETENTION  
SCHEDULE ON FILE WITH AUDITOR OF STATE OFFICE AND  
OHIO HISTORY CENTER**

The Board of Trustee of Franklin Township, Franklin County, Ohio met in a Regular session on April 21, 2022 at 2193 Frank Road, Columbus, Ohio and the following resolution was presented:

**BE IT RESOLVED** by the Board of Trustees of Franklin Township, Franklin County, Ohio that the Board adopts, approves, and authorizes the execution of the attached Records Retention Schedule. This schedule is retroactive to January 1, 2022 to include all information submitted to the Auditor of State Office and the Ohio History Center. (See Exhibit A)

***Section 1,** That all formal actions of this Board concerning and relating to the adoption of this Resolution were passed in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.*

***Section 2,** That this Resolution shall be in full force and effective immediately upon its adoption*

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Trustee, Jim Leezer, 2022 Chair

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Trustee, Ralph Horn, 2022 Vice-Chair

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Trustee, John Fleshman

Attested to on this 21st day of April, 2022:

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Nick Dunn, Fiscal Officer/  
Robyn Watkins, Assistant Fiscal Officer



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](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

JAN 20 2022

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: Local Government Unit

Franklin Township Board of Trustees Administrative office

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

STEVE MAZER

(Name)

ADMINISTRATOR

(Title)

1-12-2022

(Date)

Section B: Records Commission

Nicholas S. Dunn

Records Commission

614 279-9411

(Telephone Number)

2193 Frank Rd.

(Address)

Columbus

(City)

43223

(Zip Code)

Franklin

(County)

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

n.dunn@Franklin-Township.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.

Records Commission Chair Signature

1/13/2022

Date

Section C: Ohio History Connection - State Archives

Digitally signed by Fred Previts

State Archivist

2-02-2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks  
 Date: 2022.02.14 13:44:33 -05'00'

**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.

Franklin Township, Franklin County Ohio

Administrative

(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
22-01	Accident Reports	2 fiscal years, Provided audited	<b>ALL MEDIA IS PAPER</b>	Audited means: the years encompassed by the records have been audited by the	<input type="checkbox"/>
22-02	Agendas	2 years		Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
22-03	Amended official certificates of estimated resources	5 years		<input type="checkbox"/>	
22-04	Budgetary and fiscal worksheets	3 fiscal years, provided audited		<input type="checkbox"/>	
22-05	Applications for employment	Retail with Personnel record if employed, others destroy after 2 years		<input type="checkbox"/>	
22-06	Resumes received in response to Ad - not including Commissions or Board Positions	6 months		<input type="checkbox"/>	
22-07	Bids (Unsuccessful)/Proposals	3 Fiscal years provided audited		<input type="checkbox"/>	
22-08	Bonds, Official (record of Official's oaths & bonds)	10 yrs after termination of office or employee, Appraise for historical value		<input type="checkbox"/>	
22-09	Certificates of total amount from sources available	3 years, provided audited		<input type="checkbox"/>	
22-10	Certifications of publishing legal notices	2 years		<input type="checkbox"/>	
22-11	Civil Defense Records	Until no longer of Value		<input checked="" type="checkbox"/>	
22-12	Construction files	15 years after construction is complete		<input type="checkbox"/>	
22-13	Contracts and Agreements, Successful Bids	15 fiscal years		<input type="checkbox"/>	
22-14	Correspondence (Including emails)			<input type="checkbox"/>	

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

Franklin Township, Franklin County Ohio

Administrative (con't)

(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
a.	General (internal memos, request for info, etc.)	2 fiscal years			<input type="checkbox"/>
b.	Routine (referral letters, inquiries answered by std. form letter/ correspondence with other agencies,	6 months			<input type="checkbox"/>
c.	newsletters, mailings Accounting (Memos and Correspondence)	2 fiscal years			<input type="checkbox"/>
d.	Transitory (Convey info of temp. importance)	When no longer of admin. Value			<input type="checkbox"/>
e.	Executive (Twp. Policies, Program, Fiscal or Personnel Matters)	Permanent			<input type="checkbox"/>
f.	Departmental (Policies, Procedures, unpublished studies)	Retail until superseded			<input type="checkbox"/>
22-15	Employment Reports	Permanent			<input type="checkbox"/>
22-16	Equipment missed, damaged or destroyed, old equipment manuals and old service contracts	2 years			<input type="checkbox"/>
22-17	Federal revenue sharing records	Obsolete			<input type="checkbox"/>
22-18	Grants	Permanent			<input type="checkbox"/>
22-19	Insurance Policies	2 years after exp. provided all claims are settled			<input type="checkbox"/>
22-20	Inventories	3 years or until superseded			<input type="checkbox"/>
22-21	Law Suits (after decisions)	5 years			<input type="checkbox"/>
22-22	Levy Files	Life of levy + 1 year			<input type="checkbox"/>
22-23	Lighting District records	permanent			<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) -Part 2**

See instructions before completing this form.

Franklin Township, Franklin County Ohio

Administrative (con't)

(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
22-24	Maintenance needs studies	5 years after end of fiscal year			<input type="checkbox"/>
22-25	Memorandums	Until not longer of admin value			<input type="checkbox"/>
22-26	Permits and Licenses	1 year after expiration			<input type="checkbox"/>
22-27	Personnel Records	60 years			<input type="checkbox"/>
22-28	Plats and Maps	Appraise for historical value			<input checked="" type="checkbox"/>
22-29	Publications of the Township, Newsletters	Permanent - Retail 2 copies			<input type="checkbox"/>
22-30	Requisitions	3 fiscal years, provided audited			<input type="checkbox"/>
22-31	Semi-annual apportionment of taxes	5 fiscal years			<input type="checkbox"/>
22-32	Specification books	Incorporate 1 copy into contracts			<input type="checkbox"/>
22-33	Surety Bonds (see bonds)				<input type="checkbox"/>
22-34	Telephone Messages	Until no longer of admin value			<input type="checkbox"/>
22-35	Union Contracts	5 years after expiration			<input type="checkbox"/>
22-36	W-4 forms/employment eligibility (1-9)	Until superseded or employee terminates			<input type="checkbox"/>
22-37	Workers Comp claims	10 years after date of final payment			<input type="checkbox"/>

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

Franklin Township, Franklin County Ohio

Administrative (con't)

(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
22-38	Service Contracts/Leases	5 years after expiration			<input type="checkbox"/>
22-39	Legal opinions	5 years			<input type="checkbox"/>
22-40	Resolutions (copies)	Retain copies 5 years after incorporating into minutes			<input type="checkbox"/>
22-41	Annexation Records	Permanent			<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Franklin Township, Franklin County, Ohio

Fiscal Officer

(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
22-42	Account Records (ORC 507.04)	10 years after last entry, provided audited			<input type="checkbox"/>
22-43	Annual financial reports (OR 507.07) (Proceedings)	incorporate into minutes			<input type="checkbox"/>
22-44	Annual Financial reports to auditor of state	25 years			<input type="checkbox"/>
22-45	Annual reports (ORC 5571.13)	Permanent			<input checked="" type="checkbox"/>
22-46	Appropriations ledgers	5 fiscal years, provided audited			<input type="checkbox"/>
22-47	Audit Reports	5 fiscal years			<input type="checkbox"/>
22-48	Bank Deposit Slips, Receipts	4 fiscal years, provided audited			<input type="checkbox"/>
22-49	Bank Statements (Reconciliations)	4 fiscal years, provided audited			<input type="checkbox"/>
22-50	Bond Registers (Revenue Bonds)	20 fiscal years, after issued called			<input type="checkbox"/>
22-51	Bonds, Revenue	2 years after redemption, provided audited			<input type="checkbox"/>
22-52	Canceled checks	4 fiscal years, provided audited			<input type="checkbox"/>
22-53	Cash books Cash receipts & expenditure journals	3 years, provided audited			<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

Franklin Township, Franklin County, Ohio

Fiscal Officer

(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
22-54	Check registers	4 fiscal years, provided audited			<input type="checkbox"/>
22-55	Employee time records	3 years, provided audited			<input type="checkbox"/>
22-56	Gas slips	1 year, provided audited			<input type="checkbox"/>
22-57	Minutes	Permanent			<input checked="" type="checkbox"/>
22-58	Monthly reports (incl. email) Update status of ongoing projects, events, issues)	1 year			<input type="checkbox"/>
22-59	Payroll Records (individuals' annual record)	60 years			<input type="checkbox"/>
22-60	Payroll Records (Bi-weekly records)	3 fiscal years, provided audited			<input type="checkbox"/>
22-61	OPERS monthly reports Deferred Comp Pension reports	60 years			<input type="checkbox"/>
22-62	Personal notes and recordings of minutes	Retain until minutes are approved, then reuse or destroy			<input type="checkbox"/>
22-63	Tape recordings of Trustee Meetings	Incorporate into minutes, then retain 1 year			<input type="checkbox"/>
22-64	Tax settlements	5 years			<input type="checkbox"/>
22-65	Telephone bills, telephone long distance logs	2 fiscal years, provided audited			<input type="checkbox"/>



## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

Franklin Township, Franklin County, Ohio

Fiscal Officer

(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
<b>22-66</b>	Correspondence (Including emails)				<input type="checkbox"/>
<b>a.</b>	General (internal memos, request for info, etc.)	2 fiscal years			<input type="checkbox"/>
<b>b.</b>	Routine (referral letters, inquiries answered by std. form letter)	6 months			<input type="checkbox"/>
<b>c.</b>	Accounting (Memos and Correspondence)	2 fiscal years			<input type="checkbox"/>
<b>d.</b>	Transitory (Convey info of temp. importance)	When no longer admin value			<input type="checkbox"/>
<b>e.</b>	Executive (Twp. Policies, Program, Fiscal or Personnel Matters)	Permanent			<input type="checkbox"/>
<b>f.</b>	Departmental (Policies, Procedures, unpublished studies)	Retain until superseded			<input type="checkbox"/>
<b>22-67</b>	Income Tax Returns	6 fiscal years			<input type="checkbox"/>
<b>22-68</b>	Union Contracts	5 years after expiration			<input type="checkbox"/>
<b>22-69</b>	M.O.U's	5 years after expiration			<input type="checkbox"/>
<b>22-70</b>	Pay-in orders (Receipts)	3 years, provided audited			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

Franklin Township, Franklin County, Ohio

Fire Department

(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
22-71	Accident Files, Vehicle	4 years provided no claims pending			<input type="checkbox"/>
22-72	Alarm Response reports	5 years, provided no action pending			<input type="checkbox"/>
22-73	Apparatus check list	Life of equipment plus 3 years			<input type="checkbox"/>
22-74	Arson Files	Permanent			<input checked="" type="checkbox"/>
22-75	Burning complaint files	1 year			<input type="checkbox"/>
22-76	Civilian casualty reports	Permanent			<input checked="" type="checkbox"/>
22-77	Correspondence (Including emails)				<input type="checkbox"/>
a	General (internal memos request for info, etc.)	2 fiscal years			<input type="checkbox"/>
b	Routine (referral letters, inquiries answered by std. form letter)	6 months			<input type="checkbox"/>
c	Accounting (Memos and Correspondence)	2 fiscal years			<input type="checkbox"/>
d	Transitory (Convey info of temp. importance)	when no longer of admin. Value			<input type="checkbox"/>
e	Executive (Twp. Policies, Program, Fiscal or Personne Matters)	Permanent			<input type="checkbox"/>
f	Departmental (Policies, Procedures, unpublished studies)	Retain until superseded			<input type="checkbox"/>
22-78	EMS Reports (Emergency Medical Squad)	5 years, provided action pending			<input type="checkbox"/>
22-79	Environmental Protection Agency burning violations	5 years after violation corrected			<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Franklin Township, Franklin County, Ohio

Fire Department

(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
<b>22-80</b>	Equipment Maintenance Records Truck mileage records	Life of Equip Life of truck + 3 Years			<input type="checkbox"/>
<b>22-81</b>	Fire Prevention Application Permits	Permanent			<input type="checkbox"/>
<b>22-82</b>	Fire Code	Until Superseded			<input type="checkbox"/>
<b>22-83</b>	Fire Inspection reports	Life of structure			<input type="checkbox"/>
<b>22-84</b>	Fire and Loss Records	Permanent			<input checked="" type="checkbox"/>
<b>22-85</b>	Fire Reports/Fire Run Records	5 fiscal years			<input type="checkbox"/>
<b>22-86</b>	Firework Permits	30 days after expiration			<input type="checkbox"/>
<b>22-87</b>	Gas and Oil disbursement records	1 year provided audited			<input type="checkbox"/>
<b>22-88</b>	Hydrant Location Records	Permanent			<input type="checkbox"/>
<b>22-89</b>	Hydrant Maintenance Records	4 years after test			<input type="checkbox"/>
<b>22-90</b>	Incident Reports	5 years provided no action taken			<input type="checkbox"/>
<b>22-91</b>	Inspection of structure records	Life of structure			<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

(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
22-92	Master Run Reports	3 years			<input type="checkbox"/>
22-93	Medic reports	5 years			<input type="checkbox"/>
22-94	Personal injury waivers	incorporate into clerks accident files			<input type="checkbox"/>
22-95	Training material files	Until superseded			<input type="checkbox"/>
22-96	Training records	incorporated into personnel files			<input type="checkbox"/>
22-97	Violations notices	1 year after violation corrected			<input type="checkbox"/>
22-98	Work schedules	3 years after schedule change			<input type="checkbox"/>
22-99	Vehicle maintenance reports	Life of Vehicle, plus 3 years			<input type="checkbox"/>
22-100	Maintenance needs studies	5 years after end of fiscal year			<input type="checkbox"/>
22-101	Memorandums	until no longer of admin value			<input type="checkbox"/>
22-102	Permits and Licenses	1 year after expiration, provided audited			<input type="checkbox"/>
22-103	Plats and Maps	appraise for historical value			<input checked="" type="checkbox"/>
22-104	Telephone messages	Until no longer of admin value			<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

(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
<b>22-105</b>	Burial Permits	5 fiscal years			<input type="checkbox"/>
<b>22-106</b>	Burial Records	Permanent			<input checked="" type="checkbox"/>
<b>22-107</b>	Cemetery Account Records	10 years after last entry, provided audited			<input type="checkbox"/>
<b>22-108</b>	Cemetery Deed records/Cemetery lot sale records	Permanent			<input checked="" type="checkbox"/>
<b>22-109</b>	Cemetery Plats (ORC 517.06)	Permanent			<input checked="" type="checkbox"/>
<b>22-110</b>	Correspondence (Including emails)				<input type="checkbox"/>
<b>a.</b>	General (internal memos, request for info, etc.)	2 fiscal years			<input type="checkbox"/>
<b>b.</b>	Routine (referral letters, inquiries answered by std. form letter	6 months			<input type="checkbox"/>
<b>c.</b>	Accounting (Memos and Correspondence)	2 fiscal years			<input type="checkbox"/>
<b>d.</b>	Transitory (Convey info of temp. importance)	when no longer of admin value			<input type="checkbox"/>
<b>e.</b>	Executive (Twp. Policies, Program, Fiscal or Personnel Matters)	Permanent			<input type="checkbox"/>
<b>f.</b>	Departmental (Policies, Procedures, unpublished studies)	Retail until superseded			<input type="checkbox"/>
<b>22-111</b>	Maintenance needs studies	5 years after end of fiscal year			<input type="checkbox"/>
<b>22-112</b>	Memorandums	Until no longer of admin value			<input type="checkbox"/>
<b>22-113</b>	Permits and licenses	1 year after expiration, provided audited			<input type="checkbox"/>

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

Franklin Township, Franklin County, Ohio  
 (Local Government Entity)

Road and Cemetery Department  
 (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
22-114	Plats and Maps	Appraise for historical value			<input checked="" type="checkbox"/>
22-115	Telephone Messages	Until no longer of administrative value			<input type="checkbox"/>
22-116	Vehicle maintenance reports	Life of vehicle plus 3 years			<input type="checkbox"/>
22-117	Correspondence (Including emails)				<input type="checkbox"/>
a.	General (internal memos, request for info, etc.)	2 fiscal years			<input type="checkbox"/>
b.	Routine (referral letters, inquiries answered by std. form letter)	6 months			<input type="checkbox"/>
c.	Accounting (Memos and Correspondence)	2 fiscal years			<input type="checkbox"/>
d.	Transitory (Convey info of temp. importance)	when no longer of admin. Value			<input type="checkbox"/>
e.	Executive (Twp. Policies, Program, Fiscal or Personnel Matters)	Permanent			<input type="checkbox"/>
f.	Departmental (Policies, Procedures, unpublished studies)	Retail until superseded			<input type="checkbox"/>
22-118	Maintenance needs studies	5 years after end of fiscal year			<input type="checkbox"/>
22-119	Memorandums	Until no longer of administrative value			<input type="checkbox"/>
22-220	Permits and Licenses	1 years after expiration, provided audited			<input type="checkbox"/>
22-221	Plats and Maps	Appraise for historical value			<input checked="" type="checkbox"/>
22-222	Telephone messages	Until no longer of administrative value			<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Franklin Township, Franklin County, Ohio  
(Local Government Entity)

Road and Cemetery Department  
(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
22-223	Vehicle maintenance reports	Life of vehicle + 3 years			<input type="checkbox"/>
22-224	Road Department Equipment information	Life of equipment + 3 years			<input type="checkbox"/>
22-225	Ditch Records	Permanent			<input checked="" type="checkbox"/>
22-226	Road improvement Records	Permanent			<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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.

<b>For State Archives – LGRP Use Only</b>	
Date Received:	
Date Reviewed:	
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

\_\_\_\_\_  
 (Local Government Entity) (Unit) (Contact Person) (Telephone Number) (Location of Records)

\_\_\_\_\_  
 (Address) (City) (Zip Code) (County) (Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

\_\_\_\_\_  
 (Signature of Responsible Official) (Title) (Telephone number)

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

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.





**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

(1) Records Series Title		(2) Authorization for Disposal Schedule Number   Date the RC-2 was approved by the Records Commission		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
						From	To		
(Political Subdivision Name) _____ (Unit) _____									



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
 See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name)					(Unit)		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records			
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

(Political Subdivision Name)			(Unit)					
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
 See instructions before completing this form. Must be submitted with Part 1

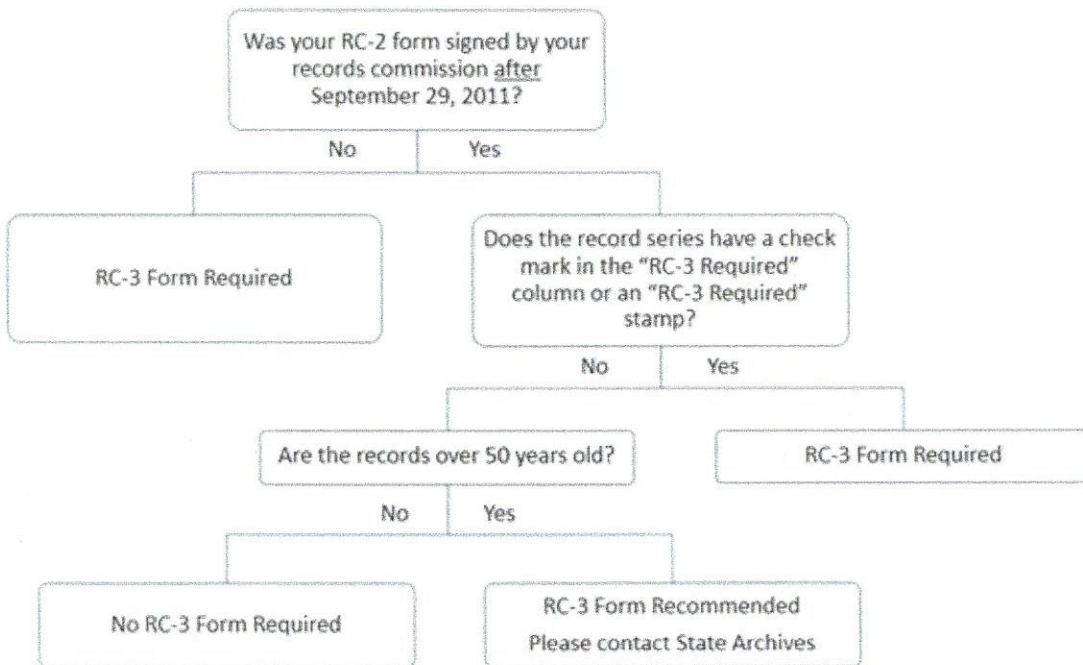
(Political Subdivision Name)			(Unit)					
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		

**From:** Connie Conner <CConner@ohiohistory.org> on behalf of localrecs <localrecs@ohiohistory.org>  
**Sent:** Wednesday, April 13, 2022 10:31 AM  
**To:** Nicole Randazzio  
**Subject:** Re: Transferring Records  
**Attachments:** RC2\_Franklin Township\_20220120\_FP.pdf

Hello Nicole,

A copy of your reviewed RC-2 form is attached.

With your updated RC-2, RC-3 forms will only be required for records series indicated as "RC-3 Required" on your RC-2 form. If using the State Archives template, this would be done with a check mark in column 6. Please contact the State Archives-LGRP if you wish to dispose of a record that is more than 50 years old, even if the RC-2 does not require a RC-3. While the age of a record is not the only factor that determines historical value, in general, records that are 50 years old or older are more likely to have historical value. We suggest that local governments continue to document the disposal of all records series internally.



More information on local government records procedures is available on our website at [www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr). The State Archives offers training on the local government records management forms and disposal process and more information is available from the Training Opportunities link under [Key Resources](#) on our LGRP web page. If you have any questions please do not hesitate to contact the Local Government Records Program at 614-297-2553 or [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org).

Have a good day!

Connie Conner | Government Records Archivist  
**Local Government Records Program**