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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Hardy Township Records Commission Holmes County

9430 Township Road 304 Millersburg, OH 44654 (330) 674-9665

(2) FROM: Hardy Township Holmes County

9430 Township Road 304 Millersburg, OH 44654 (330) 674-9665

Betty Mathie Title: Fiscal Officer Date 11-10-2010  
Betty Mathie

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the schedules list 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 otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action, or record. This was approved on \_\_\_\_\_ as reflected by the minutes kept by this commission.

Chairman, Records Commission: Daryl Gabel Date 11-10-10

(4) Approvals: Subject to selection upon receipt of a Certificate of Records Disposal (RC-3)

For The Ohio Historical Society \_\_\_\_\_ Date \_\_\_\_\_

For The Auditor of State \_\_\_\_\_ Date \_\_\_\_\_



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## Track & Confirm

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- **Delivered, November 17, 2010, 9:33 am, COLUMBUS, OH 43211**
- **Arrival at Unit, November 17, 2010, 8:30 am, COLUMBUS, OH 43224**
- **Acceptance, November 16, 2010, 4:53 pm, MILLERSBURG, OH 44654**

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7010 1060 0001 0966 4207

7010  
City or Post Office  
City

The Ohio Historical Society  
State Archives-(LGRP)  
1982 Velma Avenue  
Columbus, Ohio 43211-2497

Instructions

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

COPY

Schedule #	Record Title and description	Retention Period	For use by approving agency
Adm-1	Accident Reports/Files - Employee Injury or Injury to non-employee; Damages to Township Vehicle or Property	6 years provided no action pending	
Adm-2	Badges and ID's	Turn in upon termination; destroy after 1 year; no RC-3 required	
Adm-3	Bankruptcy Notices	1 year provided no claim pending	
Adm-4	Blank Forms	Until obsolete or superseded - No RC-3 Required	
Adm-5	Certifications of Publishing Legal Notice	2 years	
Adm-6	Compliance Reports-All types & departments	5 years	
Adm-7	Contracts & Agreements	15 years after expiration	
Adm-8	Copies - All Media; File copy; Informational; Reference Copy	Until no longer of administrative value - No RC-3 Required	
Adm-9	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Adm-10	Delivery Slips/Packing Slips	2 years	
Adm-11	Disaster Plans	Until updated or superseded	
Adm-12	Drafts - All media	Until no longer of administrative value - No RC-3 Required	
Adm-13	Drawings, Tracings, Mylar	Until updated, superseded, or obsolete	
Adm-14	Equipment Inventories	3 years	
Adm-15	Equipment Maintenance Records	Life of equipment	
Adm-16	Expense Records - All departments	3 years	
Adm-17	Facsimile Logs/Messages	Treat as correspondence	

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## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Adm-18	Fuel Use Records – All departments	3 years	
Adm-19	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded provided audited	
Adm-20	Grant Files Federal/State/Local	5 years provided audited	
Adm-21	Hearings (Public) Audio Recordings	Until minutes prepared and approved – No RC-3 Required	
Adm-22	Leases – Equipment	2 years after expiration	
Adm-23	Leases – Real Estate	5 years after expiration	
Adm-24	Licenses, Permits, Certifications	1 year after expiration	
Adm-25	Mailing Lists	Until updated, superseded or obsolete	
Adm-26	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced	
Adm-27	Material Safety Sheets – All depts.	Until superseded – No RC-3 Required	
Adm-28	Meeting Notices	1 year	
Adm-29	Oaths of Office of Elected Officials	10 years after leaving office	
Adm-30	Photo File (prints/slides/negatives/and any photographic related items) All Department	Until no longer of administrative value; 1 year	
Adm-31	Press/News Release	Until no longer of administrative value; 1 year	
Adm-32	Property Inventories	Until Superseded provided audit	
Adm-33	Purchases & Bids	Until Audited	
Adm-34	Random Drug Testing – All Depts.	2 years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency
Adm-35	Receipts/Receipt Books	2 years provided audited	
Adm-36	Records Retention Documents RC1, RC2, RC3	25 years	
Adm-37	Records Request Files	2 years	
Adm-38	Reference/Library Material	Until Superseded or replaced – No RC-3 required	
Adm-39	Research Files	3 years	
Adm-40	Rosters/Directories	Until no longer of administrative value; 1 year	
Adm-41	Training Material	Until superseded – No RC-3 required	
Adm-42	Vehicle maintenance & Mileage Records	Until vehicle sold or disposed of	
Adm-43	Visitor's Log or Sign-in Sheets	1 year	
Adm-44	Warranties – All departments	Until expiration – No RC-3 Required	
Adm-45	Work Orders	2 years	
	<b>MAIL</b>		
Adm-46	Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
	<b>ELECTRONIC MAIL (E-MAIL)</b>		
Adm-47	<b>Non-Record Messages</b> Family Friends	Delete at will – No RC-3 Required	

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### SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
	<p><b>Miscellaneous</b></p> <p><b>Transitory Messages</b> Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p><b>General Correspondence:</b> includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p><b>Routine Correspondence:</b> Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p><b>Executive Correspondence:</b> Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p><b>Departmental Policies and Procedures:</b> Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Delete when no longer of administrative value -- No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

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### SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Eng-1	Bids (Successful)	15 years after completion of project	
Eng-2	Bids (Unsuccessful)	2 years after award contract provided audited	
Eng-3	Township Property Files	Permanent	
Eng-4	Change Orders	15 years after completion of project	
Eng-5	Contracts & Agreements	15 years after termination	
Eng-6	Contractor's Payroll Record	15 years after completion of project	
Eng-7	Correspondence – Non-Electronic	Until no longer of administrative value; 1 year	
Eng-8	Day Books	3 years	
Eng-9	Equipment Maintenance Records	Life of Equipment	
Eng-10	Field Notes	Permanent	
Eng-11	House Number Record	Permanent	
Eng-12	Job Orders	3 years	
Eng-13	Maintenance Orders	2 years	
Eng-14	Maps, Blueprints, Vellums	Permanent	
Eng-15	Pay Applications/Disbursement Requests	15 years after completion of project	
Eng-16	Project Files	15 years after completion of project	
Eng-17	MAIL		

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## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
	<p>Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)</p> <p>Postal Records (e.g. Registered/Certified/Insured)</p>	<p>Until no longer of administrative value – NO RC-3 Required</p>	
Eng-18	<p><b>ELECTRONIC MAIL (E-MAIL)</b></p> <p><b>Non-Record Messages</b>                      Personal Messages                      Family                      Friends                      Miscellaneous</p> <p><b>Transitory Messages</b>                      Drafts                      Publications                      Reports                      Memos                      Meeting Notices                      Phone Messages</p>	<p>Until no longer of administrative value</p> <p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p>	
	<p><b>General Correspondence:</b>                      Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p><b>Routine Correspondence:</b>                      Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p>	<p>1 year, then destroy</p> <p>6 months then destroy</p>	
	<p><b>Executive Correspondence:</b>                      Correspondence dealing with significant aspects of the</p>	<p>2 years</p>	



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### SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Eng-18 Cont:	administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.  <b>Departmental Policies and Procedures:</b> Includes Published reports, unpublished substantive reports and policy studies.	Retain until superseded, obsolete or replaced No RC-3 Required	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET



Schedule #	Record Title and description	Retention Period	For use by approving agency
Fin-1	Accounts Payable/Receivable	3 years provided audited	
Fin-2	Annual Appropriation Ordinances (copies)	5 years	
Fin-3	Annual Budget	Permanent	
Fin-4	Annual Certificate of Estimated Resources	7 years	
Fin-5	Annual Financial Report	Permanent	
Fin-6	Annual Report to Auditor of State	5 years	
Fin-7	Appropriation Ledger	3 years provided audited	
Fin-8	Assessment Record	Until paid and audited	
Fin-9	Audit Reports	5 years	
Fin-10	Bad Check or Bad Debt Records	2 years after payment or settlement	
Fin-11	Bank Deposit Records (Receipts/Reconciliation/Slips/Statements etc)	3 years provided audited	
Fin-12	Bid Bond	Upon rejection or completion of project	
Fin-13	Bids (Successful)	15 years	
Fin-14	Bids (Unsuccessful)	2 years after letting contract provided audited	
Fin-15	Bonds of Officials/Employees	10 years after term of office or employee termination	
Fin-16	Budget Working Papers	4 years	
Fin-17	Canceled Checks, Carbons, Stubs, Registers	3 years provided audited	

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**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency
Fin-18	Canceled Warrants	3 years provided audited	
Fin-19	Capital Improvement Bonds	Until paid off & audited	
Fin-20	Cash Book/Receipts/Disbursements	3 years provided audited	
Fin-21	Certificate of Result of Election (Bond Issue)	Until expiration of bond	
Fin-22	Checking Account Statement	3 years provided audited	
Fin-23	Checks (Voided)	Until audited	
Fin-24	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Fin-25	Computer Generated Financial Reports Monthly, Quarterly, Semi-Annual	Until replaced by next print out or annual report printed out	
Fin-26	Computer Generated Financial Report Annual	3 years provided audited	
Fin-27	Daily report of Cash Received	3 years provided audited	
Fin-28	Encumbrance & Expenditure Journal	3 years provided audited	
Fin-29	Insurance Policies	2 years after expiration if all claims settled	
Fin-30	Inventory of Equipment	Until revised and audited - No RC-3 Required	
Fin-31	Investment Records	3 years provided audited	
Fin-32	Invoices and Supporting Documents	3 years provided audited	
Fin-33	Licenses	Term of license plus 1 year	
Fin-34	Monthly Statement of Balances	3 years provided audited	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

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Schedule #	Record Title and description	Retention Period	For use by approving agency
Fin-35	Pay-In Orders	3 years provided audited	
Fin-36	Performance Bonds	After project completed and accepted	
Fin-37	Personal or Professional Services Invoice or Statement of Services	3 years provided audited	
Fin-38	Petty Cash Records	3 years provided audited	
Fin-39	Prevailing Wage Record	3 years provided audited	
Fin-40	Purchase Orders – Originals * Purchase Orders – Copies**	3 years provided audited* Until no longer of administrative value-No RC-3 Required**	
Fin-41	Receipt Books	3 years provided audited	
Fin-42	Receipt for Certified Mail	2 years	
Fin-43	Request for Proposals (RFPs)	2 years	
Fin-44	Settlement Sheet/Tax Distribution from County Auditor	10 years	
Fin-45	Transmittal of Ohio Wage & Tax Statement	6 years	
Fin-46	Vouchers	3 years provided audited	
	<b>MAIL</b>		
Fin-47	Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value – NO RC-3 Required Until no longer of administrative value	

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## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Law-1	Case Files, Civil	10 years provided no action pending	
Law-2	Case Files, Criminal	20 years provided no action pending	
Law-3	Claims for Damages	2 years after case settled & all appeals exhausted	
Law-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Law-5	Court Transcripts	3 years after case settled	
Law-6	Opinions of Legal Counsel	Permanent	
Law-7	Research Files	Until no longer of administrative value – No RC-3 Required	
Law-8	Settlements	3 years	
Law-9	Workers Compensation Claims Involving Litigation	10 years after final payment	
Law-10	<b>MAIL</b> Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured) <b>ELECTRONIC MAIL (E-MAIL)</b>	Until no longer of administrative value  Until no longer of administrative value – NO RC-3 Required	
Law-11	<b>Non-Record Messages</b> Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

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Schedule #	Record Title and description	Retention Period	For use by approving agency
Law-11 Cont.	<p><b>Transitory Messages</b> Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p><b>General Correspondence:</b> Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p><b>Routine Correspondence:</b> Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p><b>Executive Correspondence:</b> Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p><b>Departmental Policies and Procedures:</b> Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

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**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency
Leg-1	Agendas of Board of Trustees	2 years	
Leg-2	Road Vacation Record	Permanent	
Leg-3	Annexation Files	Permanent	
Leg-4	Contracts & Agreements	15 years after expiration	
Leg-5	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Leg-6	Board of Trustee Files	Term of Office	
Leg-7	Deeds	Permanent	
Leg-8	Easements	Permanent	
Leg-9	Liquor License Requests	3 Years	
Leg-10	Minutes (Journal, Proceedings of Trustees and Committees) and Index	Permanent	
Leg-11	Official Rosters	Until Superseded – No RC3 Required	
Leg-12	Petitions	5 Years	
Leg-13	Proclamations	2 Years	
Leg-14	Public Hearing Notices	3 Years	
Leg-15	Reports to Township Trustees	3 Years	
Leg-16	Resolutions & Index	Permanent	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Leg-17	Stenographic or Audio Record of Council Meetings <b>MAIL</b>	Until minutes are prepared and approved – No RC3 required	
Leg-18	Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured) <b>ELECTRONIC MAIL (E-MAIL)</b> <b>Non-Record Messages</b> <b>Personal Messages</b> Family Friends Miscellaneous <b>Transitory Messages</b> Drafts Publications Reports Memos Meeting Notices Phone Messages	Until no longer of administrative value – NO RC-3 Required Until no longer of administrative value Delete at will – No RC-3 Required	
Leg-19	<b>General Correspondence:</b> Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries <b>Routine Correspondence:</b> Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters	1 year, then destroy Delete when no longer of administrative value – No RC-3 Required 6 months then destroy	



**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

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Schedule #	Record Title and description	Retention Period	For use by approving agency
Leg-19 Cont.	<p><b>Executive Correspondence:</b> Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p><b>Departmental Policies and Procedures:</b> Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

Schedule #

Record Title and description

Retention Period

For use by approving agency

PR-1	Application for OPERS/OP & F Refund	Permanent	
PR-2	Bi-Weekly Payroll Journal	3 years provided audited	
PR-3	Canceled Payroll Checks	3 years provided audited	
PR-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
PR-5	Court Orders for Payroll Deduction	Until employee terminates or order rescinded	
PR-6	Employee Annual Pay Sheets	Permanent	
PR-7	Employee Time Sheets	3 years provided audited	
PR-8	Employer's Quarterly Federal Income Tax Report	3 years provided audited	
PR-9	Garnishment Orders	Until employee terminates or order rescinded	
PR-10	Overtime Reports	2 years provided audited	
PR-11	Retirement Reports (OPERS)	3 years provided audited	
PR-12	Sick Leave & Vacation Balance Records	Permanent	
PR-13	State Income Tax Report	3 years provided audited	
PR-14	Village Income Tax Report	3 years provided audited	
PR-15	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

Schedule # Record Title and description Retention Period For use by approving agency

Schedule #	Record Title and description	Retention Period	For use by approving agency
PR-16	<p>Postal Records (e.g. Registered/Certified/Insured)</p> <p><b>ELECTRONIC MAIL (E-MAIL)</b></p> <p><b>Non-Record Messages</b>                      Personal Messages                      Family                      Friends                      Miscellaneous</p> <p><b>Transitory Messages</b>                      Drafts                      Publications                      Reports                      Memos                      Meeting Notices                      Phone Messages</p> <p><b>General Correspondence:</b>                      Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p><b>Routine Correspondence:</b>                      Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p><b>Executive Correspondence:</b>                      Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p><b>Departmental Policies and Procedures:</b></p>	<p>Until no longer of administrative value</p> <p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p>	<p>Retain until superseded, obsolete or replaced No RC-3 Required</p>

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**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency
	Includes Published reports, unpublished substantive reports and policy studies.		
Per-1	Application for Employment	Permanent if employed; others 1 year	
Per-2	Commendations, Promotions	Place in personnel file	
Per-3	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Per-4	Employee Performance Evaluation	5 years	
Per-5	Employee Training Records	Place in personnel file	
Per-6	Insurance Enrollment Record	Until employee terminates	
Per-7	Job and/or Position Descriptions	Until superseded	
Per-8	Leave Request Forms	3 years provided audited	
Per-9	Letter of Appointment	Permanent - Place in personnel file	
Per-10	Letter of Reference	1 year after employment decision made	
Per-11	Letter of Resignation	Permanent - Place in personnel file	
Per-12	Personnel File	Permanent	
Per-13	Promotion Statement	Permanent - Place in personnel file	
Per-14	Record of Disciplinary Action	4 years	
Per-15	Reports of Bureau of Employment Services	2 years provided audited	
Per-16	Unemployment Compensation Case Files	4 years after date of final payment	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Per-17	Worker's Compensation Files	10 years after final payment	
Per-18	W-2 Forms	6 years provided audited	
Per-19	W-4 Forms	Until superseded or employee terminated – No RC-3 Required	
	<b>MAIL</b>		
Per-20	Unsolicited Mail (e.g. anonymous/standerous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
	<b>ELECTRONIC MAIL (E-MAIL)</b>		
	<b>Non-Record Messages</b>	Delete at will – No RC-3 Required	
	<b>Personal Messages</b>		
	Family		
	Friends		
	Miscellaneous		
Per-21	<b>Transitory Messages</b>	Delete when no longer of administrative value – No RC-3 Required	
	Drafts		
	Publications		
	Reports		
	Memos		
	Meeting Notices		
	Phone Messages		
	<b>General Correspondence:</b> Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries	1 year, then destroy	

COPY

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency
Per-21 Cont.	<p><b>Routine Correspondence:</b> Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p><b>Executive Correspondence:</b> Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p><b>Departmental Policies and Procedures:</b> Includes Published reports, unpublished substantive reports and policy studies.</p>	6 months then destroy  2 years  Retain until superseded, obsolete or replaced No RC-3 Required	

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**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency
Road-1	Badges and ID's	Turn in upon termination, destroy after 1 year, no RC-3 required	
Road-2	Blueprints, Maps, Plans	Permanent	
Road-3	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Road-4	Equipment Maintenance Records	Life of Equipment	
Road-5	Gasoline Use Records	2 years provided audited	
Road-6	Proposals for Road Improvements	Until approved or proposal rejected	
Road-7	Road Repair Record	3 years	
Road-8	Storm Sewer Repair Records	3 years	
Road-9	Work Orders	3 years	
Road-10	<b>MAIL</b> Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value – NO RC-3 Required	
Road-11	<b>ELECTRONIC MAIL (E-MAIL)</b> <b>Non-Record Messages</b> Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	

COPY

SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

Schedule #	Record Title and description	Retention Period	For use by approving agency
Road-11 Cont.	<p><b>Transitory Messages</b> Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p><b>General Correspondence:</b> includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p><b>Routine Correspondence:</b> Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p><b>Executive Correspondence:</b> Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p><b>Departmental Policies and Procedures:</b> Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Delete when no longer of administrative value -- No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	



COPY

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

Schedule #	Record Title and description	Retention Period	For use by approving agency

**Abbreviated Identifier:**

Adm:	Administration
Eng:	Engineering
Fin:	Financial
Law:	Legal Counsel/Prosecutor
Leg:	Legislative
Per:	Personnel
PR:	Payroll
Road	Road