



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

RECORDS RETENTION SCHEDULE

Section A: Local Government Unit

Sylvania Township/ t

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Sylvania Township/City of Sylvania Joint Economic Development District

Records Commission

4927 N. Holland-Sylvania Road

Sylvania

43560

(Telephone Number)
Lucas

(Address)

(City)

(Zip Code)

(County)

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

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

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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

| Schedule Number (1) | Record Title and Description (2) | Retention Period (3) | Media Type (4) | For use by Auditor of State or LG (6) |
|------------------------|--|---|-------------------|---|
| JEDD-A-1 | AGENDAS/CALENDARS | 2 years and no longer of aministrative value 7 | paper electronic | |
| JEDD-A-2 | APPEALS | years | paper electronic | |
| JEDD-A-3 | AUDIO RECORDINGS | 2 years and no longer of administrative value 7 | electronic | |
| JEDD-B-I | BONDS, OFFICERS | 7 yrs after term_ination of office or employee 7 | paper | |
| JEDD-C-I | CONTRACT OF DISTRICT | years after superceded | paper electronic | |
| JEDI) I-CO | CONTRACTS & AGREEMENTS | 7 fiscal yrs | paper electronic | |
| JEDD-C-3 | CORRESPONDENCE-Includes internal & misc. inquiries that is cursory & does not affect policy or procedures | 6 months | paper electronic | |
| JEDD-C-4 | CORRESPONDENCE for the Brd and/or Attoney review | 2 years and no longer of administrative value | paper electronic | |
| JEDD-D-I | DRAFTS/NOTES | Until no longer of administrative value | | |
| JEDD-E | E-MAIL | Retain according to content | | |

| | | | | | |
|-----------|----------------------------------|--|-------|------------|--|
| JEDD-F-I | FINANCIAL REPORT, ANNUAL | 7 yrs after last entry | paper | electronic | |
| JEDD | FINANCIAL REPORT, QTR | 2 years and no longer of administrative value | | | |
| JEDD-G-I | GRANT, JOBS | | | | |
| JEDD-G,,2 | GRANT, JOBS MINI | | | | |
| JEDD-G-3 | GRANT APPLICATIONS, SUCCESSFUL | | | | |
| JEDD-G-4 | GRANT APPLICATIONS, UNSUCCESSFUL | | | | |
| JEDD -1-1 | INSURANCE POLICIES | 2 yrs after expiration, provided claims settled | paper | electronic | |
| JEDD-1-2 | INVOICES SELECTED FOR PMT | 2 yrs; then per VofWh | | | |
| JEDD-L-I | LEGAL NOTICES | 2 years and no longer of administrative value 7 | paper | electronic | |
| JEDD-L-2 | LEGAL OPINIONS | years and no longer of administrative value until | | | |
| JEDD-M-1 | MAIL-unsolicited | no longer of administrative value until | paper | electronic | |
| JEDD-M-2 | MAILING LIST | updated & no longer of administrative value until | paper | electronic | |
| JEDD-M-3 | MAP OF DISTRICT | no longer of administrative value until | paper | electronic | |
| JEDD-M-4 | MINU | administrative value permanent | paper | electronic | |
| JEDD-N-I | NEWS/PRESS RELEASE | Until no longer of administrative value | paper | electronic | |
| JEDD-P-I | POSTINGS | 2 years; then dispose of | PaPer | electronic | |
| JEDD-P-2 | PUBLICATIONS for PUBLIC GOOD | 2 yrs and no longer of administrative value 2 yrs after superceded | paper | electronic | |
| JEDD-R-1 | RECORDS RETENTION POLICY | | paper | electronic | |
| JEDD-RO | RECORDS REQUEST | | paper | electronic | |
| JEDD-R-3 | REQUEST FOR PROPOSALS | 2 years and no longer of administrative value | paper | | |
| JEDD-R-4 | RESOLUTIONS | 2 yrs, unsuccessful | paper | electronic | |
| JEDD-T-I | TELEPHONEMESSAGES | retain copy 2 yrs after incorporated into minutes | paper | electronic | |
| | | Until no longer of administrative value | | | |
| JEDD-V-I | VOICEMAIL MESSAGES | Until no longer of administrative value | paper | electronic | |