



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

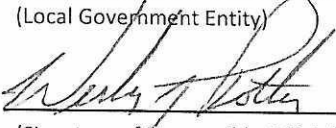
RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Cessna Township

(Local Government Entity)	(Unit)		
	Wesley J. Potter	Fiscal Officer	08/15/21
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission


See ORC 149.38 – ORC 149.412 for Records Commission information

Cessna Township	Records Commission	419-673-1543	
			(Telephone Number)
7393 Township Road 89	Ada	45810	Hardin
(Address)	(City)	(Zip Code)	(County)

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

WPotter65@outlook.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.

	9-13-2021
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	2021-09-29
		Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Casena Township**Administration**

(Local Government Entity)

(Unit)

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

(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-1	Accident Reports	2 Fiscal Years Provided Audit	Paper and/or Electronic	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	<input type="checkbox"/>
A-2	Agendas	2 Years	Paper and/or Electronic		<input type="checkbox"/>
A-3	Amended Official Certificates of Estimated Resources	5 Years	Paper and/or Electronic		<input type="checkbox"/>
A-4	Annual Financial Reports to Auditor of State	25 Years	Paper and/or Electronic		<input type="checkbox"/>
A-5	Annual Inventories	3 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-6	Annual Reports (ORC 5571.13)	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-7	Applications for Employment	Retain with Personnel Record if employed; Others Destroyed After 2 Years	Paper and/or Electronic		<input type="checkbox"/>
A-8	Appropriation Ledgers	5 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-9	Audit Reports	5 Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Cassara Township**Administration**

(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-10	Bank Deposit Slips	4 Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>
A-11	Bank Statements and Depository Agreements	4 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-12	Bids (Successful)	3 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-13	Bids (Unsuccessful)	3 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-14	Bonds, Officials (Record of Officials' Oaths and Bonds)	10 Years after Termination of Employment or Office	Paper and/or Electronic		<input type="checkbox"/>
A-15	Burial Transit Permits	5 Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>
A-16	Burial Records (Cemetery Records)	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-17	Canceled Checks	4 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-18	Cemetery Deed Records/Lot Sales	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>

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

(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-19	Cemetery Plats	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-20	Certificates of Total Amount From Sources and Expenditures	3 Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-21	Certifications of Publications of Legal Notices	2 Years	Paper and/or Electronic		<input type="checkbox"/>
A-22	Check Registers	4 Fiscal Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-23	Construction Files	15 Years after Completion	Paper and/or Electronic		<input type="checkbox"/>
A-24	Contracts and Agreements	15 Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>
A-25	Correspondence	2 Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>
A-26	Employee Time Records	3 Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-27	Employment Reports (BWC, Quarterly Payroll)	Permanent	Paper and/or Electronic		<input type="checkbox"/>
A-28	Grants	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>

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

*See instructions before completing this form.***Cassia Township****Administration**

(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-29	Income Tax Reports	6 Fiscal Years	Paper and/or Electronic		<input type="checkbox"/>
A-30	Insurance Policies	2 Years after Expiration with No Open Claims	Paper and/or Electronic		<input type="checkbox"/>
A-31	Inventories	1 Year until Superseded	Paper and/or Electronic		<input type="checkbox"/>
A-32	Law Suits (After Decision)	5 Years	Paper and/or Electronic		<input type="checkbox"/>
A-33	Leases	5 Fiscal Years after Expiration	Paper and/or Electronic		<input type="checkbox"/>
A-34	Levy Files	Life of Levy plus 1 year	Paper and/or Electronic		<input type="checkbox"/>
A-35	Meeting Minutes	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-36	Pay in Orders (Receipts)	3 Years Provided Audit	Paper and/or Electronic		<input type="checkbox"/>
A-37	Payroll Records (Individuals Annual Records)	60 Years	Paper and/or Electronic		<input type="checkbox"/>
A-38	Permits and Licenses	1 Year After Expiration	Paper and/or Electronic		<input type="checkbox"/>
A-39	OPERS Monthly Reports	60 Years	Paper and/or Electronic		<input type="checkbox"/>

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

(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-40	Personnel Records	60 Years	Paper and/or Electronic		<input type="checkbox"/>
A-41	Plats and Maps	Appraise for Historical Value	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-42	Publications of the Township	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
A-43	Records Retention Documents	Permanent	Paper and/or Electronic		<input type="checkbox"/>
A-44	Accounts Payable Records (Invoices, Purchase Orders, Vouchers, Warrants)	3 Fiscal Years Provided Audit	Paper and/or Electronic	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.	<input type="checkbox"/>
A-45	Semi-Annual Apportionment of Taxes (Settlement Sheets)	Retain 5 Years	Paper and/or Electronic		<input type="checkbox"/>
A-46	W4 Forms	Until Superseded or employee terminates	Paper and/or Electronic		<input type="checkbox"/>
A-47	Workers Compensation Claims	10 Years after Date of Final Payment	Paper and/or Electronic		<input type="checkbox"/>
Z-1	Zoning Rules and Regulations	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
Z-2	Zoning Applications and Variance Requests	5 Years	Paper and/or Electronic		<input type="checkbox"/>
Z-3	Zoning Board Meeting Minutes	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>