

SAGAMORE HILLS TOWNSHIP
RECORDS MANUAL
Suggested Records Retention Periods

Effective January 1, 2024

(Amended 12-28-23 Resolution 23-53)

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Township Government

The adoption of the Ordinance of 1785 by the federal government provided for the legal establishment of township government.

A surveyor was appointed by Congress to divide the Ohio Territory into five/six-mile square units. The square plats were designated into numbered units one mile square or 640 acres. These lots then were offered for sale to the public by the federal government. Section 16 was reserved for the establishment of a township public school. The Ordinance of 1785 created the township and made it the first governmental unit in Ohio. When Ohio became a state in 1803, the township also became a political subdivision of the state. As such, the township has only those powers granted to it by the state legislature and performs its functions directed by the state.

Over the years, these functions have changed and grown. In 1804, provisions were made to care for the poor, maintain the roads and the peace of the township, to register livestock brands, and in general, to serve the basic needs of township residents. Elected officials were required to perform these duties: a board of three trustees, a clerk, two overseers of the poor, a select number of highway supervisors, a justice of the peace, and constables. In later years, a treasurer, an assessor, and boards of education and health were added. Currently the number of elected officials has been reduced to three trustees and a clerk, each of which are elected to a four-year term. They fulfill their duties on a part-time basis. The other previously mentioned elected officials have become obsolete, as have their functions. County or municipal government has assumed many of these responsibilities for the obsolete office.

The state legislature has granted the township the latitude to provide a wide variety of services to the public, which allow for a more modern and workable local government. Some of these services include: artificial lighting on any public road, place, or building within township boundaries and outside municipal limits, the care and management of cemeteries, waste disposal, zoning, police and fire protection, and township road and ditch construction, care, and maintenance.

BOARD OF TRUSTEES

The Board of Township Trustees consists of three members elected to a four-year, part-time term. They are responsible for the supervision and maintenance of all township functions. In the early days of township history, the Board of Trustees cared for the poor, maintained roads, preserved the peace, and registered brands.

Today, the board's responsibility includes providing for the artificial lighting of any public road, place, or building under township supervision, excluding cities and villages, the care and maintenance of township cemeteries, providing for sanitary waste disposal, rural zoning, police and fire protection, and township road and ditch construction and maintenance. Township trustees also have responsibilities for animals running at large in the township, line fences between adjacent property owners, township hospitals or township hospital district, the erection of monuments, parks and public playgrounds, and the control of weeds and brush, under certain circumstances.

TOWNSHIP

ACCIDENT FILES (Personal or Property)	5 yrs. provided no claim pending
AGENDAS A list of items to be discussed and/or acted upon during a meeting	Incorporate into Minutes
ANNUAL INVENTORY ORC 505.04 Annual inventory of township equipment and supplies	3 fiscal yrs., provided audited
BONDS, OFFICIALS Record of Officials' Oaths and Bonds. Certificate of Oaths. Notices to Officers Elected or Appointed. ORC 503.25 ; ORC 507.04 ; ORC 507.05 ; ORC 507.08	10 yrs. after termination of office or employee. Appraise for historical value
CERTIFICATIONS OF PUBLISHED LEGAL NOTICES Shows when published, who published, for what reason, length of run, and charge.	2 yrs.
COMPLAINT FORMS/ Twp./Roads/Zoning	2 yrs.
CONTRACTS AND AGREEMENTS Fire & Police Dispatch	15 yrs.
CORRESPONDENCE - GENERAL Examples include intergovernmental communications including emails, and other communication that is neither transient nor vital for Township functions	2 yrs. once no longer of administrative, fiscal or legal value
CORRESPONDENCE – VITAL Examples include capital projects and purchases, land and building acquisitions and dispositions, decisions by public officials, legal counsel, personnel actions involving agency employees. Includes emails, voicemails, letters, etc.	Merge with relevant case files or personnel files. Otherwise maintain for 1 yr. after relevant decisions made by agency or public officials.
EMPLOYEE ROSTERS	2 yrs., provided audited
GRANTS (Miscellaneous)	Maintain records as required by grant; if retention unspecified, 5 yrs. provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.
INSURANCE POLICIES ORC 2305.10 Documents listing terms and conditions between township and insurance provider	2 yrs. after expiration provided claims settled

INVESTMENTS

All files pertaining to any investments made, including bank information

4 yrs. provided audited

LAW SUITS

Records related to legal claims against an office and subsequent legal actions and court proceedings

5 yrs. after case is closed and appeals are exhausted/settled

LEASES

5 fiscal yrs. after expiration, provided audited

LEVY FILE

Records related to the imposition of a tax assessed property for a specific township service, operation and/or function

Life of levy plus 1 yr.

MEMORANDUMS

Until no longer of administrative value

MINUTES [ORC 507.04](#)

Includes proceedings of township Trustees and proceedings of township Zoning Commission

Permanent

PUBLIC RECORD REQUESTS [ORC 149.43](#)

Log of all public records requests

2 yrs. provided audited

RESOLUTIONS

Written motions officially documenting policy development and decisions. Contains resolution number, reason for resolution, date passed, description of action, person introducing resolution, reference to date proposed, and action by board

Incorporate into minutes

TAPE RECORDINGS

Trustee, Zoning, BZA and Fire Appeals Mtgs.

Incorporate into official Minutes then re-record or erase

UNION CONTRACTS

Police/OPBA

5 yrs. after expiration

FISCAL OFFICER

ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE

May contain purchase orders, requisitions, receiving reports, packing slips, related invoices, statements and receipts and receipt books.

4 fiscal yrs. provided audited

AMENDED OFFICIAL CERTIFICATES OF ESTIMATED RESOURCES

From County Auditor of township for yearly budget

4 yrs.

ANNUAL BUDGET RESOLUTIONS (JULY DOCUMENTS AND AMENDMENTS)

Annual Fiscal allocation to offices and departments

Incorporate into minutes, 5 yrs.

ANNUAL FINANCIAL REPORTS [ORC 507.07](#)

Financial reports summarizing detailed accounting of receipts and expenditures for Township and report prepared and sent to Auditor of State

Incorporate into minutes

APPLICATIONS FOR EMPLOYMENT

May contain resumes, letters of reference, background investigations, polygraph exam and interview questions

Retain with personnel file if applicant employed; otherwise destroy after 2 yrs.

APPROPRIATIONS-TEMPORARY & PERMANENT

4 yrs. provided audited

APPROPRIATIONS LEDGERS ORC 507.04 (Receipts and Expenditures Records included in monthly Financial reports)	10 fiscal yrs. provided audited
AUDIT REPORTS (FEDERAL, STATE & INTERNAL) Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally	4 fiscal yrs.
AUDITOR'S FILES – STATE OF OHIO	4 yrs. provided audited or administrative action pending
BANK DEPOSIT SLIPS	4 fiscal yrs. provided audited
BANK RECONCILIATIONS ORC 507.04 (included in monthly financial reports)	10 fiscal yrs. provided audited
BANK STATEMENTS	4 fiscal yrs. provided audited
BIDS (SUCCESSFUL) Records documenting awarded quoted bids from vendors for services or merchandise. Retention period shall abide to ORC 2305.06 and shall be updated accordingly	Contracts after June 14, 2021: 6 yrs. provided audited. Contracts from 2012-2021: 8 yrs., provided audited. Contracts prior to 2012: 5 yrs., provided audited
BIDS (UNSUCCESSFUL) Quoted bids no award	2 yrs. provided audited
BOND RECORDS Contains records of long-term, interest-bearing debt instruments issued to provide for a particular financial need	Retain for 3 yrs. after the last bond has been retired, or, if applicable, until 3 yrs. after the last bond of the refunding issue has been retired
CASH REPORTS ORC 507.04 Cash Receipts and Expenditures Journals (included in monthly financial reports)	10 yrs., provided audited
CHECK COPIES	4 fiscal yrs., provided audited
DISCIPLINARY FILES-WRITTEN REPRIMANDS Bargaining Unit Members	Merge with personnel file, 1 yr. provided no reoccurrence of the same incident (per OPBA contract)
DISCIPLINARY FILES-SUSPENSION Bargaining Unit Members	Merge with personnel file, 2 yrs. provided no reoccurrence of the same incident (per OPBA contract)
EMPLOYEE BENEFIT SHEETS	4 yrs. provided audited
EMPLOYEE INSURANCE ENROLLMENT RECORDS Medical/Dental/Vision/Life Insurance	Merge with personnel file, 15 yrs. after employee leaves Township service
EMPLLYEE WITHHOLDING REQUESTS	Until replaced or revoked by employee
EMPLOYMENT REPORTS (Ohio Bureau of Employment Reports)	Permanent
EMPLOYMENT REPORTS Quarterly payroll reports (041) – Ohio Dept. of Job & Family Services	7 yrs. provided audited

FMLA 29 CFR 825.500 Disclosure and correspondence to employees utilizing leave under FMLA	4 yrs. Provided audited
FUND REPORTS ORC 507.04 (included in monthly financial reports)	10 fiscal yrs. provided audited
IMMIGRATION FORMS & 1-9 FORMS 8 CFR-274a.2 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States, per Dept. of Homeland Security regulations	3 yrs. after date of hire or one year after termination whichever is later
INSURANCE CLAIMS	10 yrs. after final settlement
LETTERS OF APPREFCIATION/COMMENDATION	Merge with personnel file
PAYMENT/WARRANT REPORT ORC 507.04 (included in monthly financial reports)	10 fiscal yrs., provided audited
PAYROLL RECORDS Bi-weekly records containing payroll information, leave balances and date	60 yrs.
PAYROLL RECORDS (Bi-weekly Stubs)	4 fiscal yrs. provided audited
PERSONNEL FILES May contain new hire forms, payroll related information, employee benefit information, letters of appreciation/commendations, oaths of office, disciplinary records	15 yrs. after employee leaves township service. Follow retention period of individual content series as applicable
PUBLIC EMPLOYEE'S RETIREMENT SYSTEM REPORTS Records of amounts deducted from employees' salaries for Public Employee Retirement (PERS) pension	60 yrs.
PHONE LOG/PHONE MESSAGE PAD	2 yrs.
PURCHASE ORDERS/BLANKET CERTIFICATES	4 fiscal yrs. provided audited
REAL ESTATE DATA Reproduced from County Auditor's records	Permanent, updated as available
RECEIPT BOOKS (PD/TOWNSHIP/ZONING)	2 yrs.
RECEIPTS REPORT ORC 507.04 (included in monthly financial reports)	10 fiscal yrs., provided audited
RECORD RETENTION SCHEDULE	Admin. value
RECORD REQUESTS (Twp/Police)	2 yrs. provided audited
REVENUE REPORTS ORC 507.04 (included in monthly financial report)	10 fiscal yrs. provided audited
STATEMENT OF ACCOUNT FOR PER DIEM AND SERVICES ORC 505.24 Contains overview of work performed by trustee(s) and the fund to which pay would be allocated	3 fiscal yrs. provided audited
TAPE RECORDINGS OF DISCIPLINE AND GRIEVANCE	Incorporate into Personnel Files, then retain 30 days after appeal time has lapsed

TAX REVENUE REPORTS Such as for gas, motor vehicles, local government distributions, etc. from SCFO	4 yrs. provided audited
TAX SETTLEMENTS Semi-annual apportionment of taxes from County Auditor	4 yrs. provided audited
TIME CARDS (Bi-weekly) Contains approved hours worked and leave taken per pay period	4 fiscal yrs. provided audited
UNEMPLOYMENT COMPENSATION CASE FILES	Merge with personnel files, 15 yrs. after employee leaves township service
UNION CONTRACTS AND AGREEMENTS Collective bargaining agreements and contracts resulting from negotiations with employee bargaining units, as described in ORC 2305.06	15 yrs. after suspended, if no legal or administrative action pending
VEHICLE MAINTENANCE RECORDS Records noting repairs to and routine maintenance of township-owned vehicles	Admin value/life of vehicle
W-2 FORMS Statement of earnings and taxes withheld, including federal, state and local income taxes and FICA tax, during a given tax year, prepared by the employer and provided to each employee	4 fiscal yrs. provided audited
W-4 FORMS Form to document amount to withhold for federal income tax from pay	Until superseded or employee terminates
W-9 FORMS Form to request taxpayer identification number and certification to properly establish vendor	Until superseded or abolished
BUREAU OF WORKER'S COMPENSATION FILES ORC 4123 Files covering claims made by employee for Worker's Compensation benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc.	10 yrs. after date of final payment
<u>POLICE DEPARTMENT</u>	
ACCIDENT FILES (OH 1)	3 fiscal yrs. provided audited
ACCIDENT REPORTS (2000-2019) (Policy)	Permanent
ARREST JACKETS	Permanent
ARREST/CITATION LEDGERS	Permanent
BODY CAMERA/DIGITAL EVIDENCE/IN CAR	90 days or if requested to keep
BODY CAMERA/CITATION ARREST/IN CAR	90 days or if requested to keep
BOOKING VIDEO	90 days or if requested to keep
BREATHALYSER RECORDS (OAC 3701-53-01)	Not less than 3 yrs.
CALL RECORD/COMPUTER (CAD)	Permanent
CITATIONS/TRAFFIC/MM/WARNING	7 yrs. (Paper)

CITATIONS/TRAFFIC/MM/WARNING	Permanent (Electronic)
COMPLAINT REPORTS	2 years, provided no action pending
DAILY SECURITY CHECK SHEET-OFFICER	2 months
DETECTIVE FILES-CLOSED	Indefinitely
DISCHARGE OF FIREARM REPORT	7 yrs.
DISPOSITIONS/COURT (Summit/Stow)	File in arrest jacket
E-P/BUSINESS EMERGENCY CONTACT FORMS	Until superseded
FEDERAL BUREAU OF INVESTIGATION REPORTS	3 yrs.
FINGERPRINT CARDS	File in arrest jacket
FIREARM RECORDS AND INVENTORIES	3 yrs., provided audited
HOUSE CHECK FORMS Lists house, address, date leaving, date back, cars, and lights	30 days after return
IMMOBILIZED VEHICLES/Court Ordered	7 yrs.
INCIDENT REPORTS	Permanent (Electronic)
INCIDENT REPORTS	7 yrs. (Paper)
IWP-S Without report	7 yrs.
JOB ORDERS-VEHICLE MAINTENANCE	2 yrs. provided no action pending
JUVENILE ARREST JACKETS/INCIDENT REPORTS NONARREST	Admin value
JUVENILE DIVISION RECORDS/LOGS	Admin value
LEADS Audit Reports	Until replaced by next audit
LEADS/NCIC Monthly Validations	After biannual audit
LEADS Outgoing TTY's (BOLOS)	Admin value
LEADS Printouts/Transitory Records	Admin value
LEADS Newsletter	2 yrs. or audited
MASTER NAME INDEX	Permanent
OFFICER NOTES	Admin value
PATROL LOGS (Community Policing)	30 days
POLICE DEPARTMENT SIGN IN SHEET	2 months
POLICE DEPARTMENT POLICIES	Until superseded
POLICE RECORDS (Complaint Reports) Contains complaint reports made to the township police, showing name and address of complainant, nature of complaint, results of investigation, and name of	5 yrs. provided no action taken

PROPERTY SHEETS	Permanent
PROTECTION/TEMPORARY ORDER CANCELLED	3 yrs.
RECORD REQUESTS/POLICE	2 yrs. provided audited
RECOVERED PROPERTY RECORDS	2 yrs. after disposal of property
RELEASE OF LIABILITY FORMS	Admin value
RULES AND REGULATIONS	Until superseded
SOLICITOR APPLICATIONS	2 yrs.
TOW FORMS	3 years after paid, provided audited
TRAFFIC CITATIONS Contains violation, date, time, vehicle, owner, officer, and offense	3 years, provided audited
TRAINING MATERIALS FILES	Until superseded
TRAINING RECORDS	Merge with personnel records
TRAFFIC SURVEYS	1 year
UNSUCCESSFUL EMPLOYMENT (Interview Process)	Admin. value
VEHICLE/HOUSE LOCK OUT WAIVERS	2 yrs.
VEHICLE IMPOUND RECORDS Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to, and signatures	3 yrs.
VEHICLE LOG/FORMS	3 months
VEHICLE MAINTENANCE REPORTS Vehicle Maintenance Files	Admin value/life of vehicle
VEHICLE TOW LOG	Permanent
VIDEO/DEPT/TOWNSHIP	Until DVR Overwrite
VIDEO/INVESTIGATIVE	Into case file
WARRANTS, SUBPOENAS SUMMONSES	Until discharged
WARRANT RECALL FORMS (Adult/Juvenile)	1 yr.
WORK SCHEDULES Hours of work, days off, employee assignments, dates and station	1 yr. after schedule contains shift, change
 <u>ROAD DEPARTMENT</u>	
BLACKTOPPING AND RESURFACING RECORDS Contains name of street or road, date done, who did work, what was done, completion day, cost, what materials were used, and projected redo date	Permanent
CERTIFICATES OF LABOR PERFORMED	Admin value or appraise historical value

CONSTRUCTION FILES

Building or road constructions, improvements, bids specifications, inventories & contracts

Permanent

ROAD FUND RECORDS

Township Road & Bridge expenses.
Delinquent road fund journal; [ORC 507.04](#); [ORC 5543.05](#)

10 yrs. after last entry provided audited

ROAD IMPROVEMENTS RECORDS [ORC 5575.09](#)

Record of proceedings for construction, reconstruction, resurfacing or improvement of public roads and date

Permanent

ROAD MILEAGE/LOG REPORTS

Yearly check of miles of roads in township

Permanent

ROAD RECORDS (ORC 507.05; ORC 5575.09)

Contains information regarding the establishment, alteration, or vacation of public roads showing name, date, petition filed, petitioners, record of hearings on the petitions, surveys and reports, record of lands to be appropriated for the improvement showing owner, acres owned, quantity of land to be appropriated, and resolutions granting or rejecting the petition. May also include plats and maps, accounts, and names of citizens who worked on roads

Permanent

ZONING DEPARTMENT

ZONING APPLICATIONS/PERMITS

Including correspondence, plans/drawings, site plans, variances
Zoning change requests, conditional use requests, condemnation orders (county).

Permanent

ZONING BOARD OF ZONING APPEALS CASE FILES

[ORC 519.15](#)
Appeals, Conditional Uses, Special Exceptions and Variances

Permanent

ZONING BOARD OF ZONING APPEALS MINUTES AND AGENDAS

[ORC 519.15](#)
Arranged chronologically by date of proceeding

Permanent

ZONING CHANGE REQUESTS

Conditional use requests, condemnation orders (county)

Permanent

ZONING COMMISSION MEETING MINUTES

Permanent

ZONING COMPLAINT FORM

Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.

5 years, provided no action pending

ZONING CONSTRUCTION FILES

Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories, and contracts.

Permanent

ZONING EXTERIOR MAINTANENCE CODE

Correspondence

1 yr.

ZONING NEW CONSTRUCTION/RENOVATION
Residential/ Commercial

Permanent

ZONING NEW SUB-DIVISION RESIDENTIAL PLAT

Permanent