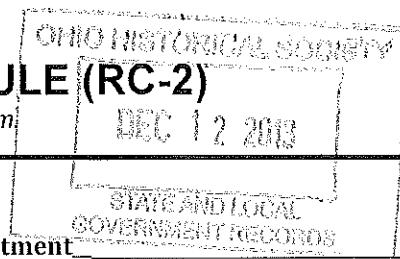


RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.



Section A: Local Government Unit

Perrysburg Township Fire/EMS Department
 (local government entity) (unit)

Thomas O. Brice Fire Chief 11-21-13
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Perrysburg Township 419.872.8861
 Records Commission (telephone number)

26609 Lime City Road Perrysburg 43551 Wood
 (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 Historical Society - State Archives

Govt Records Archivist - LGRP 12/19/2013
 Signature Title Date

Section D: Auditor of State

 Signature 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

Perrysburg Township

Fire/EMS 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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-01	<u>Accounts payable & receivable</u> : purchase orders, requisitions, receiving reports, received invoices, statements, and receipt books.	3 years provided audited	Multi	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.	
13-02	<u>Administrative Files</u> : including memos and vendor files	Retain until no longer of admin, legal, or fiscal value	Multi		
13-03	<u>Agreements</u> : Auto-Aid	3 years after revised, superseded, or obsolete	Paper		<input type="checkbox"/>
13-04	<u>Agreements</u> : Mutual Aid	3 years after revised, superseded, or obsolete	Paper		<input type="checkbox"/>
13-05	Awards, Newspaper articles, and clippings	5 years and no longer of historical value	Paper		<input checked="" type="checkbox"/>
13-06	Backup Data on desktops and laptops	Retain for 2 system backup cycles then delete data and reuse media if possible	Digital		<input type="checkbox"/>
13-07	Blank Forms	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
13-08	<u>Budget</u> : Fire & EMS Departments	3 years	Multi		<input type="checkbox"/>
13-09	Bulletins, Posters, General Notices, Displays	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
13-10	Business cards: rolodex and digital files	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
13-11	BWC/OSHA Compliance Records	After final settlement	Multi		<input type="checkbox"/>
13-12	Commercial Building Plans	3 years	Paper		<input type="checkbox"/>
13-13	<u>Complaints</u> : Anonymous or unfounded	Retain until no longer of administrative or legal value	Multi		<input type="checkbox"/>
13-14	<u>Contracts & Agreements</u> : Vendors	5 years after service complete	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-15	<u>Contracts</u> : Labor & Management	6 years	Multi		<input type="checkbox"/>
13-16	Controlled Substance Inventory (sealed and resealed)	4 years	Paper		<input type="checkbox"/>
13-17	<u>Copies</u> : reading, informational, reference	Retain until no longer of admin value	Multi		<input type="checkbox"/>
13-18	<u>Correspondence (general)</u> : Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations, etc. of the Township.	30 days and no longer of admin, legal, or fiscal value. Appraise for historic value	Multi		<input type="checkbox"/>
13-19	<u>Correspondence (unsolicited)</u> : mail/email and similar unsolicited correspondence	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
13-20	<u>Correspondence (vital)</u> : Correspondence that documents or is related to Capital Projects & purchases, land & building acquisitions and dispositions, decisions on personnel	1 year and no longer of admin, legal, or fiscal value. Appraise for historic value	Multi		<input type="checkbox"/>
13-21	D.E.A. Drug License	3 years	Paper		<input type="checkbox"/>
13-22	Drafts, Informal Notes, Reminder Notes	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
13-23	Electronic Mail	Retain email that has significant value. Erase email that has no significant value	Digital		<input type="checkbox"/>
13-24	<u>Emergency Operation Plan</u> : State & County	Until revised or discontinued	Paper		<input type="checkbox"/>
13-25	Employee Rosters	Until revised	Paper		<input type="checkbox"/>
13-26	<u>Employment Applications</u> : including resumes, letters of reference, background investigations, controlled substance testing, pre-employed interviews, occupational health examinations, psychological examinations (hiring process), fingerprints, employee photographs	Retain with personnel record if applicant employed; others destroy after 2 years	Paper		<input type="checkbox"/>
13-27	Employee Time Sheets	3 years provided audited	Multi		<input type="checkbox"/>
13-28	EMS protocols	1 year	Multi		<input type="checkbox"/>
13-29	EMS & MVA Cost Recovery Plan	3 years provided audited and no legal claims	Multi		<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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-30	Facsimile logs/ cover sheets/ confirmation notices/ buffer printouts	Retain until no longer of admin, legal, or fiscal value.	Paper		<input type="checkbox"/>
13-31	FCC License	5 years	Paper		<input type="checkbox"/>
13-32	Fire Code/ Building Code: Laws, Regulations, Local, State, Federal	Until revised, superseded, or discontinued	Multi		<input type="checkbox"/>
13-33	Fire Prevention Program	Until revised, superseded, or discontinued	Multi		<input type="checkbox"/>
13-34	General Fire District quarterly newsletter	3 years then appraise for historical value	Multi		<input type="checkbox"/>
13-35	General Operational Guidelines	3 years	Multi		<input type="checkbox"/>
13-36	<u>Grants</u> : unfunded	1 year	Multi		<input type="checkbox"/>
13-37	<u>Grants</u> : funded	6 years after expiration of grant	Multi		<input type="checkbox"/>
13-38	HIPPA compliance log	3 years	Multi		<input type="checkbox"/>
13-39	Hourly, daily, weekly, monthly, annual appointment books, records, calendars, schedules, and planners	Retain until no longer of admin value	Multi		<input type="checkbox"/>
13-40	Hose Testing Records	5 years	Multi		<input type="checkbox"/>
13-41	Hydrant testing and maintenance requests	6 years	Multi		<input type="checkbox"/>
13-42	<u>Inspections Files</u> : Daily Equipment	2 years	Paper		<input type="checkbox"/>
13-43	<u>Inspections Files</u> : Environmental	6 years	Multi		<input type="checkbox"/>
13-44	<u>Inspections Files</u> : Fire	3 years	Paper		<input type="checkbox"/>
13-45	ISO submissions and ratings	25 years	Paper		<input type="checkbox"/>
13-46	<u>Investigation Reports</u> : Fire	10 years	Paper		<input type="checkbox"/>
13-47	Inventory Control Records	2 years	Paper		<input type="checkbox"/>
13-48	Juvenile Fire Setter Program	3 years	Paper		<input type="checkbox"/>
13-49	Knox Box Program	Until revised, superseded, or discontinued	Paper		<input type="checkbox"/>
13-50	<u>Ladder Testing Records</u> : Ground and Aerial	5 years	multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-51	Law, regulations, and rules (Local, County, State, and Federal)	Retain until revised or rescinded	Multi		<input type="checkbox"/>
13-52	<u>Maintenance records</u> : apparatus and equipment	2 years after equipment sold, scrapped, or no longer property of the Township	Multi		<input type="checkbox"/>
13-53	<u>Maintenance and repair records</u> : general equipment	1 year after equipment sold, scrapped, or no longer property of the Township	Multi		<input type="checkbox"/>
13-54	<u>Manuals</u> : apparatus and equipment	10 years after equipment sold, scrapped, or no longer property of the Township	Multi		<input type="checkbox"/>
13-55	<u>Manuals</u> : equipment operating and repair	Retain until equipment sold, scrapped, or no longer property of the Township	Multi		<input type="checkbox"/>
13-56	Material safety data sheets	Retain until revised, obsolete, superseded then destroy	Paper		<input type="checkbox"/>
13-57	<u>NFPA 1500 Compliance</u> : Quality assurance records	3 years	Paper		<input type="checkbox"/>
13-58	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, RC_3 forms)	Permanent	Paper		<input type="checkbox"/>
13-59	Operational Permits (open burning, fireworks, blasting)	3 years	Paper		<input type="checkbox"/>
13-60	<u>Outdoor Warning Sirens</u> : Monthly testing and maintenance records	5 years	Multi		<input type="checkbox"/>
13-61	Payroll records	3 years provided audited	Multi		<input type="checkbox"/>
13-62	Personal Protective Equipment and Uniforms Records	3 years after expiration of equipment	Multi		<input type="checkbox"/>
13-63	<u>Personnel Records</u> : including, but not limited to, history on current and past employees, work information, insurance enrollment, memos, pay increased, and workers' comp	60 years	Paper		<input type="checkbox"/>
13-64	Physical agility- new (selection process)	7 years and no pending claims	Paper		<input type="checkbox"/>
13-65	Physical fitness & wellness program records	7 years and no pending claims	Paper		<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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-66	Photographs and electronic images	Retain images that have significant admin, fiscal, legal, or historical value. Delete images that has no significant value	Multi		<input checked="" type="checkbox"/>
13-67	Planning, Scheduling, Calendar data on: display boards and electronic media	Continually updated and revised	Multi		<input type="checkbox"/>
13-68	Policies, procedures, rules, and regulations	6 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>
13-69	Preplans	Until revised, superseded, or discontinued	Multi		<input type="checkbox"/>
13-70	Press and news releases	3 years then appraise for admin or historic value	Multi		<input type="checkbox"/>
13-71	Professional and Trade magazines, catalogs, reference publications, directories	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
13-72	Professional organizations and association files	1 year and no longer of an administrative value	Multi		<input type="checkbox"/>
13-73	Public Record Request Forms	1 year	Paper		<input type="checkbox"/>
13-74	Pump Testing	5 years	multi		<input type="checkbox"/>
13-75	Red Tag Program Log & Files	6 years and no claims or litigation pending	Multi		<input type="checkbox"/>
13-76	<u>Repair records:</u> apparatus and equipment	10 years after equipment sold, scrapped, or no longer property of the Township	Multi		<input type="checkbox"/>
13-77	<u>Reports:</u> Administrative, Computer & Fiscal	1 year and no longer of an administrative value	Multi		<input type="checkbox"/>
13-78	<u>Reports:</u> Fire & EMS	6 years and no actions pending	Multi		<input type="checkbox"/>
13-79	<u>Reports:</u> EMS fatalities	Permanent	Multi		<input checked="" type="checkbox"/>
13-80	<u>Reports:</u> Monthly	2 years	Multi		<input type="checkbox"/>
13-81	Ride-A-Long Program Records	1 years	Multi		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-82	SARA/ Right to Know	Until revised, superseded, or discontinued	Multi		<input type="checkbox"/>
13-83	SCBA testing	5 years	Multi		<input type="checkbox"/>
13-84	SCBA/PASS/Fit Testing	3 years	Multi		<input type="checkbox"/>
13-85	Station Facility Maintenance & Inventory Checks	3 years	Paper		<input type="checkbox"/>
13-86	Storage tanks: above and underground	6 years after removal	Multi		<input checked="" type="checkbox"/>
13-87	Training certificates and qualification status report	Until updated, revised, rescinded	Multi		<input type="checkbox"/>
13-88	<u>Training</u> : program and schedules	3 years	Multi		<input type="checkbox"/>
13-89	Voicemail, Text messages, Caller ID logs,	Retain until no longer of admin, legal, or fiscal value.	Multi		<input type="checkbox"/>
13-90	ZONE Maps	2 years	paper		<input type="checkbox"/>