

Public Records & Retention Policy of Goshen Township – Hardin County

Definition of Public Records

In accordance with the Ohio Revised Code and applicable judicial decision, records are defined as any item that contains information stored on a fixed medium – such as paper or electronic, including but not limited to email and other formats. Is created or received by, or sent, under the jurisdiction of the Township and documents the organization, functions, policies, decisions, procedures, operations or other activities of the Township. This does not include records kept for our administrative convenience. Public records are to be open to the public with exceptions only as provided for in the law.

How To Make A Public Records Request

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection during regular business hours. Copies will be made available within a reasonable amount of time, taking into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. Record retention schedules are updated as needed and are displayed conspicuously at the Township. When you make a request, we will ask you to complete a “Public Records Request Form”, which will help us locate the records and expedite your request. You are not legally required to fill out the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available. If a requester makes an ambiguous or overly broad

request for copies or inspection of public records under this section such that the records custodian cannot reasonably identify what public records are being requested, the Township may deny the request but will allow the requester an opportunity to revise the request by informing the requester of the manner in which the records are maintained by the Township and accessed in the ordinary course of the records custodians daily duties. Each request will be evaluated for an estimated length of time required to gather the records.

Hours and Cost

You may make a public records request from the current Fiscal Officer of Goshen Township – Hardin County.

For copies of public records on an 8.5 x 11-inch, one sided paper in black ink, you will be the actual cost of making the copies. We may require you to pay the estimated copy costs before copies are made. If records are mailed to you, we may charge you, in advance, postage and the cost of mailing materials.

We may limit the number of public records mailed to you, unless you certify in writing, that you do not intend to use the records for commercial purposes.

We will not provide copies of public records that we create after your original request is completed.

Records That Will Not Be Released

Under Ohio law, some records that meet the above elements will still be withheld from release because state or federal law makes the records confidential. If portions of a record are public and portions are exempt, the exempt portions are redacted and the rest released. All denials, whole or in part, will be given an explanation. If the original request was made in writing, then the explanation for denial will also be in writing.

Questions or Concerns

If you have questions or concerns about Ohio Public Records law, please contact your state legislator. You can find contact information at www.ohio.gov.

Public Records Request Form

**Under Ohio law you are not required to identify yourself
or the intended use of the records you are requesting.
You will not be denied access to the records if you
choose to decline to answer either question.**

Date _____

Name _____

Address _____

Phone _____

Records requested: (please be specific)

Intended use of records requested:

Township Records Retention Schedule

Accounts Receivable

5 years, provided audited

Annual Employee Leave Use/Balance Report

5 years, provided audited

Annual financial Report to the Auditor of the State

Permanent

Annual Reports

Permanent

Applications for OPERS Refund or Waiver

Permanent

Appropriation Ledger

5 years, provided audited

Audit Reports

5 years

Bank Deposit Receipts

5 years, provided audited

Bank Statements

5 years, provided audited

Bids (Successful)

- Copies of successful bids to provide goods and/or services
 - 3 fiscal years after expiration of contract
- Original, if made part of a contract and filed with contract
 - 15 years after expiration of contract

Bids (Unsuccessful)

3 years after letting of the contract

Board Policy Files

Permanent

Board of Trustees Agenda Packets

Permanent

Budgets Filed with County Budget Commission

10 years, provided audited

Building Blueprints

Permanent

Building Projects Records (successful)

Permanent

Building Projects Records (unsuccessful)

3 years

Building Specifications

Life of structure

Cancelled checks

5 years, provided audited

Cash Books and Cash Journals

5 years, provided audited

Check Registers

5 years, provided audited

Committee Meeting Minutes

Permanent

Construction Contracts

16 years, after the project is completed

Consultant Reports

4 years

Contracts

15 years after expiration

Correspondence-General

Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence agency policy.

2 years

Correspondence-Routine

Referral letters, requests for routine information or publication provided to the public by an agency which are answered by standard for letters.

Until no longer of administrative value

Correspondence-Transitory messages

Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications.

Until no longer of administrative value.

Court Orders for Payroll Deductions

2 years after termination of employment or order rescinded

Documentation of Leave

5 years, provided audited

Depository Contracts and Related Collateral

5 years provided audited

E-Mail

Retain according to content.

Employee Earning Records

5 years after termination of employment or order rescinded

Employee Withholding Reports

Until replaced or revoked by employee

Employment Applications

7 years after receipt

Employer Quarterly Federal Tax Return

5 years, provided audited

Expense Records

5 years

Formal Legal Opinions

Permanent

Garnishment Orders

5 years after termination of employment or order rescinded

Grant Files

5 years provided all state of federal audits have been conducted, the audit reports released and litigation, claims or audit finding have been resolved.

Incident/Accident Reports

5 years

Insurance Policies

2 years after expiration, provided all claims settled

Inventories (property)

5 years, provided audited

Investments

5 years, provided audited

Leases

Equipment

2 years after expiration

Real Estate

5 years after expiration, provided audited

News Releases

4 years

Publications

2 years

Litigation Records

5 years after case is closed and appeals exhausted.

Meeting Room Applications

1 year

Minutes of Board of Trustees Meetings

Permanent

Monthly Financial Reports to Board

5 years, provided audited

Monthly Financial Reports to Board

5 years, provided audited

Monthly Statistical Reports

Until incorporated into year end report

Operating Procedures

Permanent

Payroll Journal/Ledger

5 years, provided audited

Payroll Reports

5 years, provided audited

Personnel Files

2 years after termination of employment purge extraneous records. Retain retirement waivers, service record and leave balances permanently.

Personnel Policies

Permanent

Petty Cash Records

5 years, provided audited

Purchase Orders/Requisitions

5 years, provided audited

Real Property Acquisition Records

5 years after asset is sold

Reports to Retirement Systems

50 years

State Income Tax Report

25 years

Survey Reports

4 years

Training Manuals

Until no longer of administrative value

Vouchers

5 years, provided audited

Tax Withholding Reports

6 years, provided audited

Technology Plans

Permanent

Timesheets

5 years, provided audited

Video Recordings/Tape of Proceedings

1 year

W-2 Forms

6 years, providing audited

W-4 Forms

Until superseded or employee terminates

Workers Compensation Claims

7 years after termination of employment.