

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

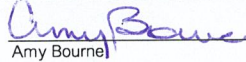
OHIO HISTORY CONNECTION

MAY 15 2025

STATE AND LOCAL
GOVERNMENT RECORDS

(1) TO: Village of West Lafayette Records Commission
113 East Railroad Street West Lafayette, OH 43845 Coshacton County
740-545-6541

(2) FROM Village of West Lafayette
113 East Railroad Street West Lafayette, OH 43845 Coshacton County
740-545-6541

 Fiscal Officer Date: 5/13/2025

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the schedules listed on this form and any continuation sheets, I further certify that our commission will make every effort to prevent these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action, or request, This was approved on August 5, 2024 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Mayor, Jessica Tubbs

Date

(4) Approvals: Subject to selection upon receipt of a Certificate of Records Disposal (RC -3)

Government Records Archivist

For The Ohio Historical Society

Date

For The Auditor of State

Date

(5) Schedule Number (6) Record title and description (7) Retention Period (8) For use by approving agency

Adm-1	Bonds of Officials/Employees	Permanent		
Adm-2	Contracts & Agreements	15 years after expiration		
Adm-3	General Correspondence (electronic and paper)	1 year or until no longer of administrative value		
Adm-4	Property Inventories	Until superseded provided audited		
Adm-5	Purchases & Requisitions	Until audited		
Adm-6	Text Messages	60 days		
Adm-7	Bids for sale of Village property	3 years provided audited		
Adm-8	Fuel logs	3 years		
Adm-9	Certifications of Publishing Legal Notices	2 years		
Adm-10	Community Service: Including Sign-in sheets, Daily Work Sheets, and Record of Hours Worked, Case Papers	1 year		
Adm-11	Insurance Policies	2 years after expiration if all claims settled		
Adm-12	Receipt for Certified Mail	2 years		
Adm-13	Records Request	2 years provided audited		
Adm-14	Inventory of Equipment	Until revised and audited		
Adm-15	Oaths of Office of Elected Off.	Term of office plus 10 years		
Adm-16	Administrative Procedures and Instructions	Until no value or superseded		
Adm-17	Equipment & Vehicle Sale/Salvage Records	6 years after last audit		
Adm-18	Newspaper Ads	2 years after last audit		
Adm-19	Grant Application and Relating Documents	Until incorporated into annual report & audited		
Adm-20	Social Media: Facebook, Linked-in, and any new platform the Village uses	1 year		

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Adm-21	Solicitation Permits	2 years		
Adm-22	Indigent Burial documentation	Permanent		RC-3 required by OHC
Adm-23	Levy documents	Permanent		
Adm-24	Loan documents - paid in full	1 year provided audited		
Eng-1	Job Orders	3 years		
Eng-2	Maintenance Orders	2 years		
Eng-3	Maps & Blueprints	Permanent- latest version		RC-3 required by OHC
Eng-4	Project Files	15 years after completion of project		
Eng-5	Bids (Unsuccessful)	2 years after award contract provided audited		
Eng-6	Village Property Files	Permanent		RC-3 required by OHC
Eng-7	Contracts & Agreements	15 years after termination		
Eng-8	Contractor's Payroll Record	15 years after completion of project		
Eng-9	Day Books	15 years after completion of project		
Eng-10	Equip. Maint. Records	Life of equipment		

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Eng-11	Field Notes	15 years after completion of project		
Eng-12	Engineer SOQ's - unsuccessful	2 years provided audited		
Fin-1	Bank Deposit Slips	5 years provided audited		
Fin-2	Bank Statements	5 years provided audited		
Fin-3	Bid Bond	Upon rejection or completion of project		
Fin-4	Bids (Successful)	15 years		
Fin-5	Bids (Unsuccessful)	2 years after signing contract provided audited		
Fin-6	Budget Working Papers	5 years		
Fin-7	Cancelled Checks, Carbon, and Stubs	5 years provided audited		
Fin-8	Estimated Budget to County Auditor	Permanent		
Fin-9	Capital Improvement Bonds	Until paid off & audited		
Fin-10	Cash Book	5 years after last entry provided audited		
Fin-11	Check Register	5 years provided audited		
Fin-12	Daily Report of Cash Received	5 years provided audited		
Fin-13	Annual Certificate of Estimated Resources	7 years		
Fin-14	Depository Commission Record	Permanent		RC-3 required by OHC
Fin-15	Computer Generated Financial Reports (monthly, quarterly, semi annual & annual report	until superseded or incorporated into annual report		
Fin-16	Federal Revenue Sharing Acct	7 years provided audited		
Fin-17	Leases	2 years after expiration if audited		
Fin-18	End of Year Reports	5 years provided audited		
Fin-19	Licenses	Term of license plus 1 year		
Fin-20	Monthly Statement of Balances/ Reconciliations	5 years provided audited		
Fin-21	Voided Checks	5 years provided audited		
Fin-22	Invoices	5 years provided audited		
Fin-23	Performance Bonds	After project terminates		
Fin-24	Purchase Orders	5 years provided audited		
Fin-25	Receipt Books	5 years provided audited		
Fin-26	Annual Report to Auditor of State	5 years		
Fin-27	RC-1, RC-2 & RC-3	Permanent		
Fin-28	Report of Exam of Village by State Auditor	Permanent		
Fin-29	Settlement Sheet/Tax Distribution from County Auditor	3 years provided audited		
Fin-30	Vouchers	5 years provided audited		
Fin-32	Assessment Record	Until paid and audited		
Fin-33	Audit Reports	Permanent		

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Fin-34	Bad Checks-NSF	3 years provided audited		
Fin-35	Collection Records	4 years after last audit		
Fin-36	Unclaimed Fund Records	10 years		
Fin-37	Budget Forecasting Reports & Worksheets	6 years after last audit		
Fir-1	Fire and Rescue Run Records	Permanent		
Fir-2	Insurance Cards	10 years		
Fir-3	Maintenace Records for Vehicle	10 years		
Fir-4	Maintenace Records for Building	10 years		
Fir-5	Breathing Air Compressor/Air Quality Test	10 years		
Fir-6	Training	10 years		
Fir-7	Certified Pump Test 2-Main Engines	10 years		
Fir-8	Budget Records	Permanent		
Fir-9	Audit Reports	Permanent		
Fir-10	Bonus and Officers	10 years		
Fir-11	Air Pac Test	10 years		
Fir-12	Air Tank Test Results and Certificates	10 years		
Fir-13	Fund Raiser Audits	10 years		
Fir-14	Fire Hose Pressure	10 years		
Fir-15	Turnout Gear Inspection	10 years		
Leg-1	Agenda of Council	2 years after last audit		
Leg-2	Official Rosters	Until superseded		
Leg-3	Ordinance	Permanent		RC-3 required by OHC
Leg-4	Petitions	5 years		
Leg-5	Public Hearing Notices	5 years		
Leg-6	Resolutions	Permanent		RC-3 required by OHC
Leg-7	Alley Vacation Record	Permanent		RC-3 required by OHC
Leg-8	Annexation Files	Permanent		RC-3 required by OHC
Leg-9	Code of Ordinances	Permanent		RC-3 required by OHC
Leg-11	Correspondence - electronic & paper	1 year or until no longer of adminisitrative value		
Leg-12	Deeds	Permanent		RC-3 required by OHC
Leg-13	Easements	Permanent		RC-3 required by OHC
Leg-14	Minutes(recorded, proceedings of council and committees	Permanent		RC-3 required by OHC
Leg-15	Clerk Meeting Notes/ Drafts	Until official meeting notes are approved by council		
Park-1	Maps and Plans of Park Property	Permanent		RC-3 required by OHC
Park-2	Shelter House Permits	2 years		
Per-1	Resume & Application for Employment	6 years from date of application or date of decision		
Per-2	Reports of Bureau of Employment Services	1 year		
Per-3	Unemployment Compensation Case Files	Permanent		
Per-4	W-4	Until superseded or employee terminates		

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Per-5	Personnel Records for Temporary Employees	6 years from date of termination		
Per-6	Personnel Records- Including: Letter of Recommendations, promotions, termination, appointments, references	4 years from date of termination		
Per-7	W-2	6 years from date of termination		
Per-8	Record of Disciplinary Action	4 years		
Per-15	Worker's Compensation Claims	Permanent		
Pol-1	Accident Files	3 years providing no pending claim		
Pol-2	Criminal Case Files, Misdemeanors	2 years providing no action pending		
Pol-3	Evidence	Per ORC 2981.12		
Pol-4	Evidence Records	Per ORC 2981.12		
Pol-5	FBI Reports	3 years		
Pol-6	Field Interrogation Cards	6 years		
Pol-7	Fingerprints	Until age 80 or deceased		
Pol-8	Firearm Records & Inventory	3 years provided audited		
Pol-9	Junk Vehicle Cards Trash & Rubbish	2 years after sale or disposition		
Pol-10	Juvenile Arrest Cards	Until 18 years of age		
Pol-11	Lost & Found	Per ORC 2981.12		
Pol-12	Activity Sheets	3 years		
Pol-13	Missing Person Report	20 years or until found		
Pol-14	Monthly Reports	Until incorporated into annual report		
Pol-15	Offense Report-Felonies Except Homicide	6 years provided no action pending		
Pol-16	Offense Report-Misdemeanors	2 years provided no action pending		
Pol-17	Body Camera Video	30 days, erase provided no action pending		
Pol-18	Polygraph Records/CVSA Record	6 years		
Pol-19	Prisoner Booking Video Tape	30 days, erase provided no action pending		
Pol-20	Parking Meter Collection	Until audited		
Pol-21	Radio & Telephone Log	2 years		
Pol-22	Radio/Phone Calls Audio Recording Tapes	30 days, erase provided no action pending		
Pol-23	Annual Report	Permanent		RC-3 required by OHC
Pol-24	Recovered Property Record	2 years after disposal of property		
Pol-25	Rules & Regulations	Until Superseded		
Pol-26	Subpenas, Summonses, & Warrants	Until discharged		
Pol-27	Tow Tickets	3 years after paid, provided audited		
Pol-28	Traffic Citations / ALS Files	3 years provided audited		
Pol-29	Training Materials File	Until Superseded		
Pol-30	Training Records	Merge with personnel records		
Pol-31	Type of Crime File	Permanent		
Pol-32	Vacation House Check Report	30 days after owners return		
Pol-33	Written Warnings / Repair Orders	6 months		

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Pol-34	Arrest Cards	Until 80 years or deceased		
Pol-35	Business Security Records	Until superseded Rev. Annually		
Pol-36	Child Abuse Case Records	7 years after case closed		
Pol-37	Complaint Records	4 years providing no action pending		
Pol-38	Correspondence - electronic & paper	Until no longer of Administrative Value		
Pol-39	Criminal Case Files-Felonies Except Homicide	6 years provided no action pending		
Pol-40	Reference Literature	Until Superseded		
Pol-41	Juvenile Curfew Warning	Until 18 years of age		
Pol-42	Trespassing Barred Notices	until superseded-voided by origination		
Pol-43	Domestic Reports	2 years proved no action pending		
Pol-44	Report Book	Permanent		
Pol-45	Grant Applications/ Awards	Until incorporated into annual report & audited		
Pol-46	Payroll	3 years provided audited		
Pol-47	Employee Records	6 years from date of termination		
Pol-48	Budget	Permanent		
Pol-49	Contact List	Until Revised		
Pol-50	Criminal Warnings	2 years provided no action pending		
Pol-51	Inventory	Until Revised		
Pol-52	Audio Recordings	2 years providing no action pending		
Pol-53	Video Recordings	2 years providing no action pending		
Pol-54	Subpoenas, Summons or Warrant	Until Served		
Pol-55	Employee Benefit Records	3 years from date of request		
Pol-56	Golf Cart Files & Registrations	10 years		
Pol-57	Record Requests	2 years		
Pol-58	Forms	Until Superseded		
Pol-59	Unemployment Records	Permanent		

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Pol-60	Insurance	Until Superseded		
Pol-61	Laws and Ordinances	Until Superseded		
Pol-62	LEADS	Log/ Destroy		
Pol-63	Committee Documentation	2 years		
Pol-64	Dept Meeting Minutes	Permanent		RC-3 required by OHC
Pol-65	Homeland Security Documentation	20 years after case expiration		
Pol-66	Program Manual	Until program expiration		
Pol-67	School Programs	Until superseded or revised		
Pol-68	Taser Reports	5 years provided no pending action		
Pol-69	Technology/Certification	Until Superseded		
Pol-70	Vehicle Maintenance	Until Superseded		
Pol-71	Schedules	1 year		
Pol-72	State Certifications	Permanent		
Pol-73	Field Notes	2 years provided audit		
Pol-74	Protection Orders	5 years or until expiration and/or resented by court		
Pol-75	Surveillance Camera Recordings (Administration Building, WWTP, WTP)	14 days		
Pol-76	Alcohol Breath Testing Results/ Forms	3 years		
Pol-77	Officer's Notes	End of Shift		
PR-1	Application for PERS Refund	Permanent		
PR-2	Monthly Retirement Reports (OPERS & OP&F)	Permanent		
PR-3	Sick, Personal and Vacation Time Requests	3 years from date of request		
PR-4	State Income Tax Report	10 years provided audited		
PR-5	Village Income Tax Report	10 years provided audited		
PR-6	Bi-Weekly Payroll Journal	3 years provided audited		
PR-7	Canceled Payroll & Withholding Checks	3 years provided audited		
PR-8	Court Orders for Payroll Deduction	Until employee terminates		
PR-10	Employee Timesheets & Daily Activity Log	3 years provided audited		
PR-11	Federal Income Tax Report	11 years provided audited		
PR-12	Garnishment Orders	Until employee terminates		
PR-13	Overtime Reports	3 years provided audited		

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PR-14	Unemployment Compensation Quarterly Report	3 years provided audited		
Sew-1	Maps & Plans	Permanent - latest version		RC-3 required by OHC
Sew-2	Daily Lab Testing Records	10 years		
Sew-3	Equipment Maintenance Record	Life of equipment		
Sew-4	Fecal Cliform Report	10 years		
Sew-5	Monthly lab testing summary reports	Permanent		
Sew-6	Operating logs	10 years		
Sew-7	Rainfall statistics	10 years		
Sew-8	Project Files	15 years after completion of project		
Sew-9	Project final reports	Permanent		
Sew-10	Bacterial analysis records	10 years		
Sew-11	Correspondence	Until no longer of administrative value		
Sew-12	Application for Water & Sewer tap permits	3 years after account is closed		
Sew-13	Tap records	Permanent		RC-3 required by OHC
Sew-14	Septage Hauler Manifests	3 years provided audited		
Sew-15	Septage Hauler Applications	3 years provided audited		
Sol-1	Case Files Against Village, Civil	20 years provided no action pending		
Sol-2	Case Files Against Village, Criminal	20 years provided no action pending		
Sol-3	Correspondence	Until no longer of administrative value		
Sol-4	Court Transcripts	3 years after case settled		
Sol-5	Opinions of Village Solicitor	Permanent		RC-3 required by OHC
Sol-6	Research Files	Until no longer of administrative value		
Str-1	Blueprints, Maps, and Plans	Permanent		RC-3 required by OHC
Str-2	Equip. Maint. Records	Life of equipment		
Str-3	Street Repair Record	3 years provided audited		
Str-4	Log of General Repair Orders	3 years provided audited		
Tax-1	Corporation-Partnership Fiduciary Income Tax Return	7 years provided audited		
Tax-2	Daily Postings Recapitulation Income Tax	3 years provided audited		
Tax-3	Dead Account-Income Tax	7 years provided audited		
Tax-4	Declaration of Estimated Income Tax, Business & Indiv.	7 years provided audited		
Tax-6	Employer Qtrly Fed. Tax Return	4 years provided audited		
Tax-7	Final Returns	7 years provided audited	Should this be 7yrs also?	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
Tax-8	Income Tax Withholding Payment Record	6 years provided audited		
Tax-9	Qtrly Payment Statement Income Tax	7 years provided audited		
Tax-10	Refund Voucher-Income Tax	7 years		
Tax-11	Annual Summary of Cash Collected-Income Tax	3 years provided audited		
Tax-12	Business Income Tax Reconciliation Form	7 years		
Zon-1	Agency & commission files	Permanent		RC-3 required by OHC
Zon-2	Rezoning case files	5 yrs after final decision		

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Zon-3	Subdivision files	Permanent		RC-3 required by OHC
Zon-4	Vacation case files	Permanent		RC-3 required by OHC
Zon-5	Zoning case log	Permanent		RC-3 required by OHC
Zon-6	Zoning permit application	1 yr after final decision		
Zon-7	Zoning permit records	Permanent		RC-3 required by OHC
Zon-8	Zoning variance case files	Permanent		RC-3 required by OHC
Zon-9	Appeals	Permanent		RC-3 required by OHC
Zon-10	Building permit records	Permanent		RC-3 required by OHC
Zon-11	Correspondence	Until no longer of administrative value		
Zon-12	Demolition permits	Permanent		RC-3 required by OHC
Zon-13	Maps & plans	Permanent- latest version		RC-3 required by OHC
Zon-14	Minutes of Zoning Board and planning commission	Permanent		RC-3 required by OHC
Zon-15	House Number Record	Permanent		RC-3 required by OHC
Zon-16	Annexation Records	Permanent		RC-3 required by OHC
Zon-17	Annexation Case Files	Permanent		RC-3 required by OHC

Abbreviated Identifier:

Eng: Engineering
 Adm: Administration
 Pol: Police
 Leg: Legislative
 Pool: Pool
 Per: Personnel
 Sew: Sewer

Str: Street
 Fin: Finance
 Sol: Solicitor
 Park: Park
 PR: Payroll
 Zon: Zoning
 Fir: Fire