



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

OHIO HISTORY CONNECTION

May 17 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

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: Local Government Unit

Goshen Township (Mahoning County)

(Local Government Entity)	(Unit)		
	Thomas Knoedler	Fiscal Officer	05/10/2021
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Goshen Township (Mahoning County)	Records Commission	(330) 332-1235
(Local Government Entity)		(Telephone Number)
14003 W. South Range Rd.	Salem	44460 Mahoning
(Address)	(City)	(Zip Code) (County)

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

fo@goshentownship.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.

	5/10/2021
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Amanda Rindler	Digitally signed by Amanda Rindler Date: 2021.06.01 08:46:29 -04'00'	Local Government Records Archivist	6/1/2021
Signature		Title	Date

Section D: Auditor of State

Martin E. Meeks	Digitally signed by Martin E. Meeks Date: 2021.06.08 13:44:14 -04'00'	Records Manager	
Signature		Title	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.

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Goshen Township (Mahoning County)

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
(1)	(2)	(3)	(4)	(5)	(6)
01 General -- Township Wide					
01.21.001	Anonymous or Unfounded Complaints	CY+4	Paper/ Electronic		<input type="checkbox"/>
01.21.002	Awards, Newspaper Articles, Clippings	25 Years and no longer Historical	Paper/ Electronic		<input checked="" type="checkbox"/>
01.21.003	Backup Data (Not duplicated) on Desktops, Laptops,	Retain for 2	Electronic		<input type="checkbox"/>
01.21.004	Blank Forms	UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.005	Bulletins, Posters, General Notices & Displays	UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.006	Business Cards - Rotary, Rolodex, and applicable software files	UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.007	Correspondence	UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.008	Emails	UNAV	Electronic		<input type="checkbox"/>
01.21.009	Employee Accident & Injury Reports	2 years after separation	Paper		<input type="checkbox"/>
01.21.010	Employee Grievance Claims	1 year after case closed	Paper		<input type="checkbox"/>
01.21.011	Employee Job Descriptions	6 years after	Paper		<input type="checkbox"/>
01.21.012	Employment Applications & Resumes - Hired	CY+2	Paper		<input type="checkbox"/>
01.21.013	Employment Applications & Resumes - Not Hired	CY+1	Paper		<input type="checkbox"/>
01.21.014	Employee Personnel Actions (Commendations, Discipline, Pay Adjustments, Promotions, etc.	Separation plus 4 years with no pending litigation	Paper		<input type="checkbox"/>
01.21.015	Employee Standard of Conduct Reviews	CY+4	Paper		<input type="checkbox"/>
01.21.016	Employee Training Files	CY+4	Paper		<input type="checkbox"/>
01.21.017	Equipment Operating & Maintenance Manuals	Maintain until equipment sold,	Paper/ Electronic		<input type="checkbox"/>
01.21.018	Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts	UNAV	Paper/ Electronic		<input type="checkbox"/>

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Goshen Township (Mahoning County)

Records Commission

(Local Government Entity)

(Unit)

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(1)	(2)	(3)	(4)	(5)	(6)
01.21.019	Fixed Asset Inventory	Until revised or rescinded	Paper		<input type="checkbox"/>
01.21.020	Material Safety Data Sheets	Maintain until Revised, obsolete, or superseded,	Paper/ Electronic		<input type="checkbox"/>
01.21.021	Oaths of Office	Incorporate into Personnel File	Paper		<input type="checkbox"/>
01.21.022	Ohio Public Records Compliance (Public Records Policy, RC-1, RC-2, RC-3)	CY +25	Paper/ Electronic		<input type="checkbox"/>
01.21.023	Photographs, Negatives, Electronic Images	CY+3 Years	Paper/ Electronic		<input type="checkbox"/>
01.21.024	Planning / Scheduling / Calendar / Training Information and data on: Display boards, Erasable & Dry-Erase Boards, Chalkboards, Easel Pads & Electronic Media	UNAV After Revised	Paper/ Electronic		<input type="checkbox"/>
01.21.025	Press Releases	CY+3 Years	Paper/ Electronic		<input type="checkbox"/>
01.21.026	Professional Organization and Association Files	CY+1 Year & UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.027	Professional and Trade Magazines, Catalogs, Reference Publications & Directories	UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.028	Public Record Request Forms	CY+3 Years	Paper/ Electronic		<input type="checkbox"/>
01.21.029	Tax Levies (FIRE)	CY+6 provided audited	Paper/ Electronic		<input type="checkbox"/>
01.21.030	Transient Records	UNAV	Paper/ Electronic		<input type="checkbox"/>
01.21.031	Voice Mail, Text Messages, Caller ID Logs	UNAV	Paper/ Electronic		<input type="checkbox"/>
02 Administration -- Township Administration					
2.21.001	Bid Proposals & Submissions - Accepted	5 years after awarding contract, provided audited	Paper/ Electronic		<input type="checkbox"/>

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Goshen Township (Mahoning County)

Records Commission

(Local Government Entity)

(Unit)

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(1)	(2)	(3)	(4)	(5)	(6)
2.21.002	Bid Proposals & Submissions - Not Accepted	CY +1	Paper/ Electronic		<input type="checkbox"/>
2.21.003	Board of Trustee Meeting Packets - Original Copy	UNAV After Minutes approved	Paper/ Electronic		<input type="checkbox"/>
2.21.004	Certification of Available Funds by Trustees and County Auditor	5 years Provided Audited	Paper/ Electronic		<input type="checkbox"/>
2.21.005	Civil Litigation Case Files (Copies)	6 years after case closed	Paper/ Electronic		<input type="checkbox"/>
2.21.006	Contracts & Agreements	CY +15	Paper/ Electronic		<input type="checkbox"/>
2.21.007	Insurance Policies	CY +2	Paper/ Electronic		<input type="checkbox"/>
2.21.008	Legal Opinions - County & State	CY +6 years No Admin. Or Legal value	Paper/ Electronic		<input type="checkbox"/>
2.21.009	Oaths of Office	CY +9 years after leaving officee	Paper/ Electronic		<input type="checkbox"/>
2.21.010	Township Building - Boiler Inspection Records	CY +1	Paper/ Electronic		<input type="checkbox"/>
2.21.011	Township Buildings - County Septic System Inspection Records	CY +1	Paper/ Electronic		<input type="checkbox"/>
2.21.012	Township Buildings - Plans	Pernanent	Paper/ Electronic		<input checked="" type="checkbox"/>
2.21.013	Township Meeting Agenda & Public Meeting Notices	CY +4	Paper/ Electronic		<input type="checkbox"/>
2.21.014	Township Public Meeting Sign-in Sheets	Incorporated into Meeting Minutes	Paper/ Electronic		<input type="checkbox"/>
2.21.015	Township Resolutions, Regulations, Ordinances	Pernanent	Paper/ Electronic		<input checked="" type="checkbox"/>
2.21.016	Township Road Map (RC 5543.01)	Pernanent	Paper/ Electronic		<input checked="" type="checkbox"/>
2.21.017	Township Road Records - Construction, Reconstruction, Resurfacing or Improvement	Pernanent	Paper/ Electronic		<input checked="" type="checkbox"/>
2.21.018	Township Trustee Meeting Minutes	Pernanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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Records Commission

(Local Government Entity)

(Unit)

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(1)	(2)	(3)	(4)	(5)	(6)
2.21.019	Training Programs & Manuals	Until no longer of Administrative value	Paper/ Electronic		<input type="checkbox"/>
03 Financial Records -- Fiscal Officer					
3.21.001	(UAN) Annual Reports (PERS, PFDPF, 941/941E, State Tax, Local Tax, 1099 & W-2)	CY +3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.002	(UAN) Appropriations Journal - Monthly Report	CY+3, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.003	(UAN) Cash Journal - Monthly Report	CY+3, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.004	(UAN) Fund Journal - Monthly Report	CY+3, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.005	(UAN) Investment Journal - Monthly Report	CY+3, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.006	(UAN) Monthly Bank Reconciliation Report for Primary Checking	CY+3, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.007	(UAN) Payroll Journal - Annual (pay period)	Permanent	Paper/ Electronic		<input type="checkbox"/>
3.21.008	(UAN) Receipts Journal Monthly Report	CY+3, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.009	Address File	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.010	Annual Finance Report to Auditor of State	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.011	Annual Reports - (Annual Status & Financial Report)	50 years. Appraise for Historical Value	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.012	Annual Township Budget	50 years. Appraise for Historical Value	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.013	B.W.C Claims Files	CY+5 years and no actions pending	Paper/ Electronic		<input type="checkbox"/>
3.21.014	Bank statements / Deposit Slips / Cancelled Checks / Voided Checks / Check Registers / Vouchers / Credit Card Statements / Investment Statements / and similar documents	CY+5, provided audited	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
3.21.015	Bond Register	CY+5 after Issue is redeemed, called, or paid off	Paper/ Electronic		<input type="checkbox"/>
3.21.016	Cancelled checks	CY+5, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.017	Cash Summaries / Cash Summary of Funds	CY+5	Paper/ Electronic		<input type="checkbox"/>
3.21.018	Certification of Available Funds by Trustee & County Auditor	CY+5 provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.019	Complaint Forms	5 years provided no actions pending	Paper/ Electronic		<input type="checkbox"/>
3.21.020	Data on Personal Computers / Laptops / Portable PC's / Computer Systems & Servers / Hard Drives / RAM / Disks / Diskettes / Compact Disks / Tapes / Cartridges / Flash Memory / and other electronic storage media	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required.	Paper/ Electronic		<input type="checkbox"/>
3.21.021	Deeds & Leases (Township Buildings & Property & Lands)	Permenent	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.022	Employee Payroll Records	Permenent	Paper/ Electronic		<input type="checkbox"/>
3.21.023	Grants - Applications (not funded)	1 year after decision rendered	Paper/ Electronic		<input type="checkbox"/>
3.21.024	Grants - State & Federal (funded)	7 years after expiration of grant	Paper/ Electronic		<input type="checkbox"/>
3.21.025	Legal Advertisements or Notices	6 years and no longer of Administrative or Legal value	Paper/ Electronic		<input type="checkbox"/>
3.21.026	Levies	5 years after expiration	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
3.21.027	Licenses / Permits / Certificates / Authorizations: Issued to the Township for Activities / Projects or Facilities.	3 years - Maintain until Revised, Obsolete, or Superseded, then destroy. (RC-3 not required)	Paper/ Electronic		<input type="checkbox"/>
3.21.028	Payroll Records / Time Cards	7 years provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.029	Purchase Orders	5 years provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.030	Purchase Orders & Blanket Certificates	CY+5, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.031	Receipt Books (Completed)	5 years provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.032	Revenue Journal & Monthly Status Reports	5 years provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.033	School Tax Quarterly Reports	5 years provided audited	Electronic		<input type="checkbox"/>
3.21.034	Tax Levies (FIRE)	7 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
3.21.035	Township Deeds & Mortgages	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.036	Township Public Meeting Sign-In Sheets	Until no longer of an Administrative value.	Paper/ Electronic		<input type="checkbox"/>
3.21.037	Township Resolutions, Regulations & Ordinances	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.038	Township Trustee Meeting Minutes	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
3.21.039	UAN Updates (Includes Tapes & CD's)	1 year and no longer of an Administrative or Fiscal value. (RC-3 not required)	Paper/ Electronic		<input type="checkbox"/>
3.21.040	W-2 Forms	7 years	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
3.21.041	W-4 Forms	Until superseded or Employee terminates	Paper/ Electronic		<input type="checkbox"/>
3.21.042	W-9 Forms	UNAV	Paper/ Electronic		<input type="checkbox"/>
04 Road Records -- Township Road Department					
4.21.001	Equipment Checklist	No Longer of Administrative Value	Paper		<input type="checkbox"/>
4.21.002	Equipment Operating & Maintenance Manuals	Maintain until equipment sold, scrapped, or no longer property of the Township	Multi		<input type="checkbox"/>
4.21.003	Facility and Equipment Checklist	2 years and no longer of Administrative value	Paper		<input type="checkbox"/>
4.21.004	Road Inventory Lists	Updated when equipment purchase, sold, disposed of	Paper		<input type="checkbox"/>
05 Cemetary Records -- Township Cemeteries					
5.21.001	Burial Deeds, by Cemetery	Permanent	Paper		<input checked="" type="checkbox"/>
5.21.002	Burial Fee Receipts	3 years, provided audited	Paper		<input type="checkbox"/>
5.21.003	Burial Permits	5 Years	Paper		<input type="checkbox"/>
5.21.004	Burial Plot Maps	Permanent	Paper		<input checked="" type="checkbox"/>
5.21.005	Cemetery Plot Maps	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
5.21.006	Index to Burial Plots	Permanent	Electronic		<input checked="" type="checkbox"/>
5.21.007	Register of Internments	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
06 Police Records -- Police District Records					
6.21.001	Administrative Investigations	CY +5 No Longer of Administrative or Legal Value	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
6.21.002	Ammunition Inventory	CY+1	Paper/ Electronic		<input type="checkbox"/>
6.21.003	Annual Budget	CY +3	Paper/ Electronic		<input type="checkbox"/>
6.21.004	Annual Report (dept. copy)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
6.21.005	Civilian Ride Along Waivers	CY +1	Paper		<input type="checkbox"/>
6.21.006	Community Records	CY+1	Paper/ Electronic		<input type="checkbox"/>
6.21.007	Contracts and Service Agreements	Expiration +2 Years (Audit)	Paper/ Electronic		<input type="checkbox"/>
6.21.008	Crash Reports	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.009	Criminal Case Files Felony (Except Homicide or Arson)	CY+25 Provided no actions pending	Paper/ Electronic		<input type="checkbox"/>
6.21.010	Criminal Case Files Felony (Homicide & Arson)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
6.21.011	Criminal Case Files Misdemeanors	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.012	Daily Logs	UNAV	Electronic		<input type="checkbox"/>
6.21.013	Detective Investigative Reports	CY +1	Paper/ Electronic		<input type="checkbox"/>
6.21.014	Electronic Buletin Board	UNAV	Electronic		<input type="checkbox"/>
6.21.014	Employee Complaints	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.015	Event Reports	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.016	Field Training Documents	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.017	Grant Applications (Approved and Funded)	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.018	Grant Applications (Not Funded or Approved)	CY +1	Paper/ Electronic		<input type="checkbox"/>
6.21.019	Impound Forms & Lot Files	Incorporate in Case File and Retention is tied to File	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
6.21.020	Inventory of fixed assets (dept. copy)	CY +3	Paper/ Electronic		<input type="checkbox"/>
6.21.021	Juvenile Quarterly Report	CY+1	Paper/ Electronic		<input type="checkbox"/>
6.21.022	Monthly Reports	CY +3	Paper/ Electronic		<input type="checkbox"/>
6.21.023	Patrol Logs	CY+3	Paper/ Electronic		<input type="checkbox"/>
6.21.024	Performance Evaluations	6 Years after Separation	Paper/ Electronic		<input type="checkbox"/>
6.21.025	Personel Files	CY+5 Post Separation	Paper/ Electronic		<input type="checkbox"/>
6.21.026	Property Cards	CY +5	Paper/ Electronic		<input type="checkbox"/>
6.21.027	Property Room - Report and Inventory	CY +15	Paper/ Electronic		<input type="checkbox"/>
6.21.028	Radar Calibrations	CY+5	Paper		<input type="checkbox"/>
6.21.029	Receipts	CY +3 (Audited)	Paper/ Electronic		<input type="checkbox"/>
6.21.030	Requests for time - off	CY +3	Paper/ Electronic		<input type="checkbox"/>
6.21.031	Senior Watch File	UNAV constantly updated	Paper/ Electronic		<input type="checkbox"/>
6.21.032	Special Details Records	CY +1	Paper/ Electronic		<input type="checkbox"/>
6.21.033	Subject Interaction Forms	CY+3	Paper/ Electronic		<input type="checkbox"/>
6.21.034	Traffic Citations (Audited)	CY +3	Paper		<input type="checkbox"/>
6.21.035	Traffic Warnings	CY +1	Paper		<input type="checkbox"/>
6.21.036	Training Files	CY+5 Post Separation	Paper/ Electronic		<input type="checkbox"/>
6.21.037	Vacation House Checks	30 Days form Return	Paper/ Electronic		<input type="checkbox"/>
6.21.038	Vehicle Maintenance Logs	CY+3	Paper/ Electronic		<input type="checkbox"/>
6.21.039	Video & Audio Recordings -- Criminal & Event	Incorporate in Case File and Retention is tied to File	Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
6.21.040	Video & Audio Recordings -- General	Incorporate in Case File and Retention is tied to File UNAV	Electronic		<input type="checkbox"/>
6.21.041	Village Network for Girls -- Active Residents (Related Records)	UNAV constantly updated	Paper/ Electronic		<input type="checkbox"/>
6.21.042	Warrants (Copy), TPO, CPO, Subpoenas & Summons	Incorporate into Event File if served	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