



April 23, 2018

Dear Local Government Records Commission:

Enclosed is a copy of the Application for One-Time Disposal (RC-1) and/or the Schedule of Records Retention and Disposition (RC-2).

Please be aware that the Ohio General Assembly changed some of the records management procedures as part of House Bill 153 (the FY2012-2013 state budget). These changes, which took effect on September 29, 2011, include:

- Application for One-Time Disposal (RC-1): Records listed on RC-1 forms will not need to be listed on separate Certificates of Records Disposal (RC-3) forms. Instead these records may be disposed upon receipt of the RC-1 form signed by the State Archives and the State Auditor's Office.
- Schedule of Records Retention and Disposition (RC-2): Records listed on RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Please note that these changes took effect on September 29, 2011 and are therefore only for RC-1 and RC-2 forms approved by records commissions after September 29, 2011. Records that will be disposed according to RC-1 or RC-2 forms approved by records commissions before September 29, 2011 should continue to submit the Certificates of Records Disposal (RC-3 form) to the State Archives.

The State Archives has the following recommendations for local governments as the new procedures are implemented:

- Including a description of the record series on the RC-2 form will assist the State Archives with determining the potential historical value of the records and the need to submit an RC-3 for the records. The description should not only include what type of information is included in the records but also how the records are used by the office.

- If you wish to dispose of a record that is more than 50 years old, please contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal. While the age of a record is not the only factor that determines historical value, in general records that are 50 years old or older are more likely to have historical value.
- Local governments should still document internally the disposal of their records, even for those series that are not required by the State Archives to be listed on Certificates of Records Disposal (RC-3 forms). Maintaining documentation on the destruction of records will assist in complying with public records requests by showing that records have been legally disposed.

More information on the changes in procedures is available on our website at <http://www.ohiohistory.org/lgrintro>.

NOW AVAILABLE:

The State Archives also offers training workshops on the local government records management forms and disposal process, including the new procedures.

- One-hour information session *"Just the Basics for Ohio Local Governments"* - \$200.00 plus mileage reimbursement
- Two-hour workshop on *"Just the Basics for Ohio Local Governments"* - \$400.00 plus mileage reimbursement

Please check the State Archives Local Government Records website at <http://www.ohiohistory.org/lgrtraining> for other training opportunities.

If you have any questions please do not hesitate to contact the Local Government Records Program at 614-297-2553 or localrecs@ohiohistory.org.

The Ohio Historical Society is now the [Ohio History Connection](#).

Amanda Rindler
 State Archives – Local Government Records Archivist
 Local Government Records Program
 Ohio History Connection
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OHIO HISTORY CONNECTION

MAR 16 2018

STATE AND LOCAL
 GOV

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Sandusky Township

(Local Government Entity)

(Unit)

Cyndi Zienta Cyndi Zienta Fiscal Officer 6 Mar 2018
 (Signature of Responsible Official) (Name) (Title) (Date)
 (419-307-4950)

Section B: Records Commission

Sandusky Township Records Commission 419-332-3810

2207 Oak Harbor Road Fremont, OH 43420 Sandusky
 (Address) (City) (Zip Code) (County)
 (Telephone Number)

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.

Andrew P. With 3-6-18
 Records Commission Chair Signature Date

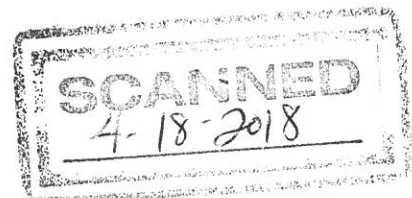
Section C: Ohio History Connection - State Archives

[Signature] Government Records Assistant 3/27/18
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh Records Manager 4-2-18
 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



Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-01	Accident Reports	2 fiscal years, provided audited			<input type="checkbox"/>
72-02	Account Records (ORC 507.04)	10 years after last entry, provided audited			<input type="checkbox"/>
72-03	Agendas	2 years			<input type="checkbox"/>
72-04	Amended Official Certificates of Estimated Resources	5 years			<input type="checkbox"/>
72-05	Animal Bounties	Until Audited. Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-06	Annual Budget Resolutions	Incorporate into Minutes: retain copies 5 years			<input type="checkbox"/>
72-07	Annual Financial Reports (ORC 507.07)	Incorporate into Minutes			<input type="checkbox"/>
72-08	Annual Financial Reports To Auditor	25 years			<input type="checkbox"/>
72-09	Annual Inventories (ORC 505.04)	3 fiscal years, provided audited			<input type="checkbox"/>
72-10	Annual Reports (ORC 5571.13)	Permanent			<input type="checkbox"/>
72-11	Applications For Employment	Retain with Personnel Record if applicant employed: others destroy after 2 years			<input checked="" 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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-12	Appropriations Ledgers	5 fiscal years, provided audited			<input type="checkbox"/>
72-13	Audit Reports	5 fiscal years			<input type="checkbox"/>
72-14	Bank Deposit Slips	4 fiscal years, provided audited			<input type="checkbox"/>
72-15	Bank Statements (Reconciliations)	4 fiscal years, provided audited			<input type="checkbox"/>
72-16	Bids (Successful)	3 fiscal years, provided audited			<input type="checkbox"/>
72-17	Bids (Unsuccessful)	3 fiscal years, provided audited			<input type="checkbox"/>
72-18	Bond Registers (Revenue Bonds)	20 fiscal years after issue called			<input type="checkbox"/>
72-19	Bonds, Officials (Record of Officials' Oaths and Bonds; Certificates Of Oaths; Notices To Officers Elected Or Appointed; ORC 503.25; ORC 507.04; ORC 507.05; ORC 507.08)	10 years after termination of office or employee. Appraise for historical value			<input type="checkbox"/>
72-20	Bonds, Revenue (Redeemed Coupons)	2 years after redemption, provided audited.			<input type="checkbox"/>
72-21	Budgetary And Fiscal Work Sheets	3 fiscal years, provided audited		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.	<input type="checkbox"/>
72-22	Burial Permits (Burial Transit Permits)	5 fiscal years			<input type="checkbox"/>
72-23	Burial Records (Cemetery Records; Interment Records)	Permanent			<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-24	Canceled Checks	4 fiscal years, provided audited			<input type="checkbox"/>
72-25	Cash Books (Cash Receipts and Expenditures Journals)	3 years, provided audited			<input type="checkbox"/>
72-26	Cemetery Deed Records/Cemetery Lot Sales Records (ORC 517.07)	Permanent			<input checked="" type="checkbox"/>
72-27	Cemetery Plats (ORC 517.06)	Permanent			<input checked="" type="checkbox"/>
72-28	Certificates Of Total Amount From Sources Available For Expenditures And Balances	3 years, provided audited			<input type="checkbox"/>
72-29	Certifications Of Publishing Legal Notices	2 years			<input type="checkbox"/>
72-30	Chattel Mortgage Record	Appraise for Historical Value			<input checked="" type="checkbox"/>
72-31	Check Registers (Stubs; Duplicate Copies Of Checks)	4 fiscal years, provided audited			<input type="checkbox"/>
72-32	Civil Defense Records	Appraise for Historical Value			<input checked="" type="checkbox"/>
72-33	Constable Records	Appraise for Historical Value			<input checked="" type="checkbox"/>
72-34	Construction Files	15 years after construction is complete			<input type="checkbox"/>
72-35	Contracts And Agreements	15 fiscal years			<input type="checkbox"/>
72-36	Correspondence	2 fiscal years			<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. (Historical)

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-37	Emergency Fund Minutes	Permanent			<input checked="" type="checkbox"/>
72-38	Employee Time Records	3 years, provided audited		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.	<input checked="" type="checkbox"/>
72-39	Employee Reports (Ohio Bureau of Employment Reports	Permanent			<input type="checkbox"/>
72-40	Equipment Missed, Damaged, Destroyed	2 years			<input type="checkbox"/>
72-41	Fence Dispute forms	5 years after settlement			<input type="checkbox"/>
72-42	Fence Partition Records	Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-43	Fence Proceedings	Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-44	Gas Slips	1 year, provided audited			<input type="checkbox"/>
72-45	Grants	Permanent			<input type="checkbox"/>
72-46	Insurance Policies	2 years after expiration, provided all claims are settled			<input type="checkbox"/>
72-47	Inventories	1 year until superseded			<input type="checkbox"/>
72-48	Justice of the Peace Case File	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)
72-49	Justice of the Peace Criminal Dockets	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-50	Justice of the Peace Dockets	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)
72-51	Law Suits (After Decisions)	5 years			<input type="checkbox"/>
72-52	Leases	5 fiscal years after expiration, provided audited		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.	
72-53	Levy Files	Life of Levy plus 1 year			<input type="checkbox"/>
72-54	Maintenance Needs Studies	5 years after end of fiscal year			<input type="checkbox"/>
72-55	Memorandums	Until no longer of administrative value			<input type="checkbox"/>
72-56	Military Volunteer Records	Obsolete. Appraise for historical value			<input type="checkbox"/>
72-57	Ministerial Lands Records	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)
72-58	Minutes (Proceedings of Township Trustees: ORC 507.04)	Permanent			<input checked="" type="checkbox"/>
72-59	Pay-In Orders (Receipts)	3 years, provided audited			<input type="checkbox"/>
72-60	Payroll Records (Individual's Annual Records)	60 years			<input type="checkbox"/>
72-61	Payroll Records (Biweekly Records)	3 fiscal years, provided audited			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-62	O.P.E.R.S Monthly Reports (Ohio Public Employees Retirement System Reports)	60 years			<input type="checkbox"/>
72-63	Personnel Records	60 years			<input type="checkbox"/>
72-64	Plats And Maps	Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-65	Poll Books And Tally Sheets	Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-66	Poor Record And Account Books	Obsolete. Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-67	Poor Relief Records (Certificates For Relief; Infirmary Certificates)	Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-68	Publications Of The Township	Permanent, retain 2 copies			<input type="checkbox"/>
72-69	Record of Estray's (Stray animals)	Permanent			<input checked="" type="checkbox"/>
72-70	Record of Marks and Brands	Permanent			<input checked="" type="checkbox"/>
72-71	Record of Teachers Examinations	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)
72-72	Records of Committees Served On	2 years			<input type="checkbox"/>
72-73	Records Retention Documents	Permanent			<input type="checkbox"/>

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Fiscal Officer

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(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
72-74	Requisitions	3 fiscal years, provided audited		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.	
72-75	Resolutions (Copies)	Retain copies 5 years after incorporation into Minutes(Proce- dings)			
72-76	Semi-Annual Apportionments Of Taxes	5 fiscal years			<input type="checkbox"/>
72-77	Sick And Vacation Leave Records	Permanent			<input type="checkbox"/>
72-78	Soldiers Relief Records (Military Relief Records)	Obsolete, Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
72-79	Specifications Books	Incorporate 1 copy with contracts			<input type="checkbox"/>
72-80	Statements of Accounts for Per Diem and Services (ORC 505.24)	3 fiscal years provided audited			<input type="checkbox"/>
72-81	School Fund Account Record	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)
72-82	Tape Recordings Of Trustees Meetings	Incorporate into official Minutes, then retain 1 year			<input type="checkbox"/>
72-83	Tape Recordings Of Discipline And Grievance Hearings	Incorporate into Personnel Files, then retain 30 days after appeal time has elapsed			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fiscal Officer

(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 LGRP	(6) RC-3 Required by LGRP
72-84	Tax Settlements	5 years			<input type="checkbox"/>
	Teachers Term Records (School Registers, Pupil Record)	Appraise for Historical Value			<input checked="" type="checkbox"/> (Historical)
72-85	Telephone Bills, Telephone Long Distance Logs	2 fiscal years, provided audited			<input type="checkbox"/>
72-86	Telephone Messages	Until no longer of administrative value		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.	<input type="checkbox"/>
72-87	Time Sheets	3 years, provided audited			<input type="checkbox"/>
72-88	Total Wage And Salaries Reports	5 years			<input type="checkbox"/>
72-89	Vehicle Maintenance Reports	Life of vehicle			<input type="checkbox"/>
72-90	Vouchers, Invoices, And Purchase Orders	4 fiscal years, provided audited			<input type="checkbox"/>
72-91	W-2 Forms	4 fiscal years			<input type="checkbox"/>
72-92	W-4 Forms	Until superseded or employee terminates			<input type="checkbox"/>
72-93	Workers Compensation Claims	10 years after date of final payment			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fire Dept.

(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 LGRP	(6) RC-3 Required by LGRP
73-1	Accident Files	2 years, provided no claims pending			<input type="checkbox"/>
73-2	Alarm Response Reports (Daily Run Log: Daily Alarm Log)	5 years, provided, no action pending			<input type="checkbox"/>
73-3	Apparatus Check List	Life of equipment			<input type="checkbox"/>
73-4	Arson Files (Arson Reports)	Permanent			<input checked="" type="checkbox"/>
73-5	Burning Complaint Files	1 year			<input type="checkbox"/>
73-6	Civilian Casualty Reports	Permanent			<input checked="" type="checkbox"/>
73-7	Emergency Medical Squad (EMS) Reports (Squad Reports)	5 years, provided no action pending			<input type="checkbox"/>
73-8	Environmental Protection Agency Burning Violation Records	5 years after violation corrected			<input type="checkbox"/>
73-9	Equipment Maintenance Records	Life of equipment			<input type="checkbox"/>
73-10	Fire Prevention Application Permits	Permanent			<input type="checkbox"/>
73-11	Fire Code (Copies)	Until superseded			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fire Dept.

(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 LGRP	(6) RC-3 Required by LGRP
73-12	Fire And Loss Records	Permanent			<input checked="" type="checkbox"/>
73-13	Fire Inspection Reports	Life of structure			<input type="checkbox"/>
73-14	Fire Report/Fire Run Records	5 fiscal years			<input type="checkbox"/>
73-15	Hose Load Cards	Until superseded			<input type="checkbox"/>
73-16	Incident Reports	5 years, provided no action taken			<input type="checkbox"/>
73-17	Inspection Of Structures Records	Life of structure			<input type="checkbox"/>
73-18	Insurance Claim Files	10 years after final settlement			<input type="checkbox"/>
73-19	Master Run Reports	3 years			<input type="checkbox"/>
73-20	Personal Injury Waivers	Merge with Clerk's Accident Files			<input type="checkbox"/>
73-21	Training Materials Files	Until superseded			<input type="checkbox"/>
73-22	Training Records	Merge with personnel records			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Fire Dept.

(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 LGRP	(6) RC-3 Required by LGRP
73-23	Truck Mileage Records	Life of vehicle			<input type="checkbox"/>
73-24	Truck Repair Records	Life of vehicle			<input type="checkbox"/>
73-25	Violation Notices	1 year after violation corrected			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandy Township

Road Dept.

(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 LGRP	(6) RC-3 Required by LGRP
74-1	Blacktopping And Resurfacing Records	Permanent			<input checked="" type="checkbox"/>
74-2	Ditch Records (Applications, Journals, Plats and Profiles)	Permanent			<input checked="" type="checkbox"/>
74-3	Easements	Permanent			<input checked="" type="checkbox"/>
74-4	Notices To Destroy Weeds	Until no longer of administrative value. Appraise for historical value			<input checked="" type="checkbox"/> (Historical)
74-5	Road Fund Records (Expenses of Township Road And Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05)	10 years after last entry, provided audited			<input type="checkbox"/>
74-6	Road Improvements Records (ORC 5575.09)	Permanent			<input checked="" type="checkbox"/>
74-7	Road Mileage/Log Reports	Permanent			<input checked="" type="checkbox"/>
74-8	Road Records (ORC 507.05; ORC 5575.09)	Permanent			<input checked="" type="checkbox"/>
74-9	Road Tax Records (Road Tax Duplicates; Supervisors' Abstracts of Tax Duplicates and Yearly Reports and Accounts	Permanent			<input checked="" type="checkbox"/>
75-01	Applications For Conditional use	Permanent			<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.***Sandusky Township***Zoning*

(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 LGRP	(6) RC-3 Required by LGRP
75-02	Applications For Variance (Zoning Variance Case Files)	Permanent			<input checked="" type="checkbox"/>
75-03	Board Of Zoning Appeals Case Files	Permanent			<input checked="" type="checkbox"/>
75-04	Board Of Zoning Appeals Minutes (ORC 519.15)	Permanent			<input checked="" type="checkbox"/>
75-05	Certificates And Plans (Certificates of Zoning Approval)	Permanent			<input checked="" type="checkbox"/>
75-06	Change Requests (Requests for Zoning Changes)	5 years, provided no action pending			<input type="checkbox"/>
75-07	Complaint Forms	5 years, provided no action pending			<input type="checkbox"/>
75-08	Grant Application	5 years			<input type="checkbox"/>
75-09	Legal Opinions	Permanent			<input checked="" type="checkbox"/>
75-10	Nuisance Abatement Records (Active and Inactive)	Permanent			<input checked="" type="checkbox"/>
75-11	Permit Applications – Building Or Fences (Applications for Zoning Approval)	1 year after final decision rendered			<input type="checkbox"/>
75-12	Permit Applications – Ponds (Applications for Zoning Approval)	1 year after final decision rendered			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Sandusky Township

Zoning

(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 LGRP	(6) RC-3 Required by LGRP
75-13	Permit Applications – Signs or Billboards (Applications for Permits to Erect or Place In Use Sign Or Billboard)	1 year after final decision rendered			<input type="checkbox"/>
75-14	Permit Records	Permanent			<input checked="" type="checkbox"/>