



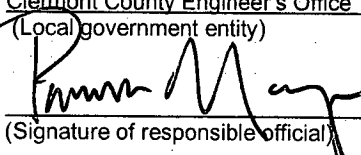
Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Clermont County Engineer's Office
 (Local government entity) 3091
(Unit)

 Patrick Manger Engineer 12/11/2015
 (Signature of responsible official) (Name) (Title) (Date)

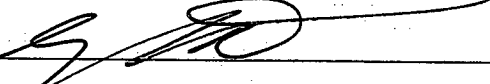
Section B: Records Commission

Clermont County Records Commission
 Records Commission (513) 735-8660
(Telephone number)

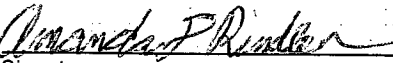
289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

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

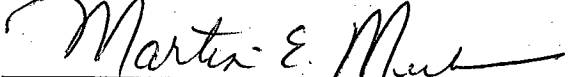
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 12/18/15
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 Local Government Records Archivist 1/7/16
 Signature Title Date

Section D: Auditor of State

 1-26-16
 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**

2-10-2016

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office**3091**

(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 |
|---------------------------|--|--|-------------------------------|---|--|
| 3091-01 | Accident Reports- report of personal or property damages arising from county vehicle or occurring on county property | 2 years after end of Fiscal Year | Paper/Electronic | | <input type="checkbox"/> |
| 3091-02 | Aerial Photographs- original aerial photographs including streams, roads, lakes, bridges, railroads, drainage systems, wooded areas, culverts, ditches, cities, towns, buildings, and other miscellaneous subjects | Maintain as necessary until no longer of administrative, fiscal, or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-02A | Aerial Photographs- original aerial photographs including streams, roads, lakes, bridges, railroads, drainage systems, wooded areas, culverts, ditches, cities, towns, buildings, and other miscellaneous subjects | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 3091-03 | Annual Budget | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-03A | Annual Budget | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-04 | Annual Reports | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-04A | Annual Reports | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-05 | Annual Road Reports- annual report to Board of County Commissioners and township trustees about conditions of county roads, bridges, culverts and ditches | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

(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 |
|---------------------------|---|--|----------------------------------|---|--|
| 3091-05A | Annual Road Reports- annual report to Board of County Commissioners and township trustees about conditions of county roads, bridges, culverts and ditches | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-06 | Applications | 1 year after receipt | Paper/Electronic | | <input type="checkbox"/> |
| 3091-07 | Automotive Equipment Records | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-07A | Automotive Equipment Records | Permanent | Paper/Microfilm | | <input type="checkbox"/> |
| 3091-08 | Bids (Successful) | 8 years after completion; maintained as part of Road, Bridge, Ditch or Culvert Files | Paper/Electronic | | <input type="checkbox"/> |
| 3091-09 | Bids (Unsuccessful) | 3 years provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 3091-10 | Bridge and Culvert Records- records of bridges or culverts within the county showing name and number of bridge or culvert | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-10A | Bridge and Culvert Records- records of bridges or culverts within the county showing name and number of bridge or culvert | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-11 | Bridge Files- original documents relating to the construction and repair of bridges | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-11A | Bridge Files- original documents relating to the construction and repair of bridges | Permanent | Paper/Microfilm | | <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.**

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office**3091**

(Local government entity)

(Unit)

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|---------------------------|---|--|----------------------------------|---|--|
| 3091-12 | Bridge Inspection Records- record of engineer's annual inspection of bridges | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-12A | Bridge Inspection Records- record of engineer's annual inspection of bridges | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-13 | Cash Books and Cash Journals- ledger showing details of daily receipts and expenditures | 4 Fiscal Years provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 3091-14 | Contracts- copies of contracts between county commissioners and individuals and firms for the construction and repair of roads, bridges, culverts and ditches | 8 years after completion; maintained as part of Road, Bridge, Ditch or Culvert Files | Paper/Electronic | | <input type="checkbox"/> |
| 3091-15 | Correspondence- general office correspondence of a routine nature | 1 to 5 years, at discretion of office supervisor | Paper/Electronic | | <input type="checkbox"/> |
| 3091-16 | County Road Mileage Report | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-16A | County Road Mileage Report | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-17 | Daily Report of Activities | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-18 | Daily Report of Foreman | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-19 | Delivery Tickets- record of delivery of supplies and materials including salt, gasoline, and asphalt | Until Audited | Paper/Electronic | | <input type="checkbox"/> |

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Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

(Local government entity)

(Unit)

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|------------------------|--|--|-------------------------------|--|-------------------------------------|
| 3091-20 | Ditch Files- original documents relative to the establishment of drainage ditches, including petitions, orders of hearings by county commissioners, orders to view and survey, viewers and surveyors' reports, notices to bidders, bids, contracts, grades, and elevations, plats of ditch, and completed survey | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-20A | Ditch Files- original documents relative to the establishment of drainage ditches, including petitions, orders of hearings by county commissioners, orders to view and survey, viewers and surveyors' reports, notices to bidders, bids, contracts, grades, and elevations, plats of ditch, and completed survey | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-21 | Ditch Plats (plans)- plat maps of county and joint county ditches showing route of ditch, land tract boundary lines, owners of land, ditch name and number, and date established | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-21A | Ditch Plats (plans)- plat maps of county and joint county ditches showing route of ditch, land tract boundary lines, owners of land, ditch name and number, and date established | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-22 | Driveway Tile Permits | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-23 | Easements | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-23A | Easements | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

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|---------------------------|---|--|-------------------------------|---|--|
| 3091-24 | Engineering and Construction Plans and Records Plats- line prints and copies consist of Preliminary Discussion General Concept Plans; Preliminary Engineering Plans; Final Engineering and Construction Plans, Sedimentation and Erosion Control Plans; Driveway Construction Plans; Roadway Drainage Improvement Plans; and Record Plats | 3 years after record plat is signed | Paper/Electronic | | <input type="checkbox"/> |
| 3091-25 | Equipment File- Requisitions | Until Audited | Paper/Electronic | | <input type="checkbox"/> |
| 3091-26 | Estimate Records- copies of Engineer's estimates of assessments against landowners for construction of ditches and roads, and estimates of the cost of construction or repair of roads, bridges, ditches and culverts. | Until project is complete. | Paper/Electronic | 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"/> |
| 3091-27 | Field Notes- condensed records of survey and measurement data from which plats and road, ditch, bridge, and culvert plans are compiled | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-27A | Field Notes- condensed records of survey and measurement data from which plats and road, ditch, bridge, and culvert plans are compiled | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-28 | Field Work Reports | 10 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-29 | Final Approved Plans- Line prints consist of Final Engineering and Construction Plans; Sedimentation and Erosion Control Plans; Driveway Construction Plans; and Roadway Drainage Improvement Plans | 1 year after final "As Built" Plan is received and approved | Paper/Electronic | | <input type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

(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 |
|---------------------------|---|--|-------------------------------|---|--|
| 3091-30 | Final Approved "As Built" Plan- After all proposed improvements have been made and are complete, the Subdivider submits an updated Final Engineering and Construction "as-built" plan to County Engineer. | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-30A | Final Approved "As Built" Plan- After all proposed improvements have been made and are complete, the Subdivider submits an updated Final Engineering and Construction "as-built" plan to County Engineer | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-31 | Grade Records- record of levels and grades of ditches, sidewalks, and roads | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-31A | Grade Records- record of levels and grades of ditches, sidewalks, and roads | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-32 | Index to Bridges- shows name of bridge or culvert, location, date constructed and volume and page number where recorded | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-32A | Index to Bridges- shows name of bridge or culvert, location, date constructed and volume and page number where recorded | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-33 | Index to Ditches- shows name and number of ditch, location, date constructed and volume and page number where recorded | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-33A | Index to Ditches- shows name and number of ditch, location, date constructed and volume and page number where recorded | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

(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 |
|------------------------|--|--|-------------------------------|--|-------------------------------------|
| 3091-34 | Index to Field Notes- shows name of bridge or culvert, location, date constructed and volume and page number where recorded | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-34A | Index to Field Notes- shows name of bridge or culvert, location, date constructed and volume and page number where recorded | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-35 | Index to Roads- shows township, survey, date of survey, project name and number, surveyor, and volume and page number where recorded | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-35A | Index to Roads- shows township, survey, date of survey, project name and number, surveyor, and volume and page number where recorded | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-36 | Index to Surveyor's Notes- indexes survey record showing name and number of survey; date surveyed and surveyor | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-36A | Index to Surveyor's Notes- indexes survey record showing name and number of survey; date surveyed and surveyor | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-37 | Inventories | 3 years, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 3091-38 | Inventory of Bridges | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-38A | Inventory of Bridges | Permanent | Paper/Microfilm | | <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.

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

(Local government entity)

(Unit)

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|---------------------------|--|--|-------------------------------|---|--|
| 3091-39 | Inventory Records of Bridges | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-39A | Inventory Records of Bridges | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-40 | Invoices (paid) | Maintained per Auditor's retention schedule- duplicate copies 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-41 | Job Descriptions | Until superseded or classification abolished | Paper/Electronic | | <input type="checkbox"/> |
| 3091-44 | Maps and Blueprints- originals with copies of maps and plans for construction or repair of roads, highways, ditches, and bridges | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-44A | Maps and Blueprints- originals with copies of maps and plans for construction or repair of roads, highways, ditches, and bridges | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-45 | Master Files- contains contracts, specifications, and records of work completed | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |
| 3091-46 | Paving Records | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-47 | Payroll Records- Records entered in the County's accounting system | Maintained per Auditor's retention schedule. Duplicate copies 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-50 | Personnel Files | 60 years after termination | Paper/Microfilm | | <input type="checkbox"/> |
| 3091-51 | Plats | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Engineer's Office

3091

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|------------------------|--|--|-------------------------------|---|-------------------------------------|
| 3091-51A | Plats | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-52 | Departmental Manuals and Policies | Once superseded, retain 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-53 | Purchase Orders and Requisitions | Maintained per Auditor's retention schedule | Paper/Electronic | | <input type="checkbox"/> |
| 3091-54 | Receipt Books-stubs or copies of originals issued for payments of fees, etc. | 4 years, provided audited | Paper/Electronic | 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. | |
| 3091-55 | Receipt Books for Gasoline-stubs or copies of originals issued for payment of gasoline | 4 years, provided audited | Paper/Electronic | | |
| 3091-56 | Record of Permits | 5 years after last entry recorded | Paper/Electronic | | |
| 3091-57 | Right-of-Way-Permits- applications for permits to open pavement; to perform work on county or township roads without opening pavement; to install utility poles, transmission lines; or to install driveways | 5 years after last permit issued | Paper/Electronic | | |
| 3091-58 | Road Files- contains petitions for construction improvement of a road, description of proposed work, copies of bids submitted for the work, cost certification by county engineer, and copies of commissioners' resolutions letting contracts for the work | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-58A | Road Files- contains petitions for construction improvement of a road, description of proposed work, copies of bids submitted for the work, cost certification by county engineer, and copies of commissioners' resolutions letting contracts for the work | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

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|---------------------------|--|--|-------------------------------|---|--|
| 3091-59 | Road Inspection Reports | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-60 | Road Petitions | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-60A | Road Petitions | Permanent | Paper/Microfilm | | <input type="checkbox"/> |
| 3091-61 | Road Plans and Plats- contains profile drawings, plats, and sketches of the construction and improvement of roads in the county | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-61A | Road Plans and Plats- contains profile drawings, plats, and sketches of the construction and improvement of roads in the county | Permanent | Paper/Microfilm | | <input type="checkbox"/> |
| 3091-62 | Road Record- contains a record of proceedings before the county commissioners regarding the establishment, alteration, or a vacation of public roads | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-62A | Road Record- contains a record of proceedings before the county commissioners regarding the establishment, alteration, or a vacation of public roads | Permanent | Paper/Microfilm | | <input type="checkbox"/> |
| 3091-63 | Subdivision Files- lines prints, standard bond paper, and copies include record plat copies, subdivider's agreements, correspondence, design calculations, and plan and plat review comments | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-63A | Subdivision Files- lines prints, standard bond paper, and copies include record plat copies, subdivider's agreements, correspondence, design calculations, and plan and plat review comments | Permanent | Paper/Microfilm | | <input type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

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|------------------------|--|--|-------------------------------|--|-------------------------------------|
| 3091-64 | Subdivision Plans | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-64A | Subdivision Plans | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-65 | Surveyor's Records- contains record of all surveys made by county surveyor, county engineer, or his deputies | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-65A | Surveyor's Records- contains record of all surveys made by county surveyor, county engineer, or his deputies | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-66 | Township Annual Inventory- reports filed by Township stating the township's inventory for the year | 3 years, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 3091-67 | Township Road Files | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-67A | Township Road Files | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-68 | Travel Expense Reports | 4 years after end of Fiscal Year, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 3091-69 | Virginia Military Surveys | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-69A | Virginia Military Surveys | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-72 | Equipment Files- information relating to equipment owned by department | Until no longer owned by department | Paper/Electronic | | <input type="checkbox"/> |

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Schedule of Records Retention and Disposition Continuation Sheet

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|------------------------|---|--|-------------------------------|--|-------------------------------------|
| 3091-73 | Road Complaint Forms- forms stating callers name, nature and location of problem and resolution of problem | 3 years after end of Fiscal Year | Paper/Electronic | | <input type="checkbox"/> |
| 3091-74 | Sheriff Overweight Citations- carbon copies of citations issued from County Sheriff for vehicles overweight | 1 year after end of Fiscal Year | Paper/Electronic | | <input type="checkbox"/> |
| 3091-76 | Transfer of Funds- request/approval to transfer funds within the department | 3 years, provided audited | Paper/Electronic | 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"/> |
| 3091-77 | Workers Compensation- claims filed by employee | 10 years | Paper/Electronic | | <input type="checkbox"/> |
| 3091-78 | Zoning- plans and review comments for request for zoning approval | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-78A | Zoning- plans and review comments for request for zoning approval | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 3091-79 | Prevailing Wage Reports and information | 1 year after project completion | Paper/Electronic | | <input type="checkbox"/> |
| 3091-80 | Tax Map Office- Tax Maps | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic or All Other Media | | <input type="checkbox"/> |
| 3091-80A | Tax Map Office- Tax Maps | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 3091-81 | Contracts-Service and Maintenance Agreements | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |