

JANUARY 30 2026

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS MANAGEMENT AGREEMENT

This Records Commission Agreement (the "Agreement") is made and entered as of January 13 2026 by and among Violet Township – City of Canal Winchester Joint Economic Development District (the "JEDD"), a joint economic development district under Chapter 715 of the Ohio Revised Code with its principal offices located at 10190 Blacklick Eastern Road, Pickerington, OH 43147, and the Fairfield County Records Commission (the "Records Commission"), an agency of the County of Fairfield, a political subdivision of the State of Ohio (the "County") with its principal offices located at 210 East Main Street, Lancaster, Ohio 43130.

### WITNESSETH:

**WHEREAS**, the JEDD, upon approval by the board of county commissioners of the County, may designate the Records Commission as the JEDD's records commission for purposes of Ohio Revised Code Section 149.412(B); and

**WHEREAS**, the JEDD desires to authorize the Records Commission to exercise the duties and responsibilities of the JEDD's records commission as outlined in the Sections set forth below; and

**WHEREAS**, the Records Commission is capable and willing to perform the duties and responsibilities of the JEDD's records commission as outlined in the Sections set forth below; and

**WHEREAS**, the JEDD Board, by Resolution No. 2024-02, passed on January 29, 2024, has authorized this Agreement.

**NOW, THEREFORE, in consideration of the promises and covenants contained in this Agreement, the Contracting Parties agree as follows:**

**Section 1. TERM OF AGREEMENT.** This agreement shall be effective upon the signature of both parties and shall remain in effect until terminated by either party upon thirty (30) days written notice being provided or until the statutory authority to enter into this agreement is abrogated or limited by statute.

**Section 2. THE JEDD's RESPONSIBILITIES.** The JEDD hereby authorizes the Records Commission to exercise all of the duties and responsibilities of the JEDD's records commission and further agrees to:

- 1) Serve as an expert for the Records Commission and provide guidance and advice to the Records Commission concerning relevant laws, rules, codes, guidelines, and best practices regarding retention of records in its field of expertise relating to the JEDD;
- 2) Maintain ownership of the JEDD's records, even if they are potentially housed in county assets, including but not limited to electronic equipment and physical storage facilities;

- 3) Follow the rules established in the approved TID's RC-2 and the submitted RC-3 for retention and disposal of records; and
- 4) Submit to the Records Commission applications for disposal and schedules of retention and destruction of records.

**Section 3. THE RECORDS COMMISSION RESPONSIBILITIES.** The Records Commission agrees to:

- 1) Exercise all of the duties and responsibilities of the JEDD's records commission, subject to the expert advice of the JEDD;
- 2) Provide the JEDD with advice concerning relevant laws, rules, codes, guidelines, and best practices regarding basic record retention practice;
- 3) Perform public records functions that relate to establishing, reviewing, and revising records retention and destruction schedules, on behalf of the JEDD; and
- 4) Review all of the JEDD's applications for records disposal or transfer and all schedules of record retention, including one-time disposal requests, and approve, reject, or modify the applications and schedules based on the administrative, legal, fiscal, and historical values of the records, and based on the expert advice regarding these records as provided by the JEDD.

**Section 4. COUNTY LIABILITY.**

- 1) The County and its employees and agents shall not be liable for any loss or damage of any kind and nature whatsoever to the records or documented information of the JEDD, notwithstanding that any such loss or damage may be caused in whole or in part by negligence or gross negligence of the County, its employees and agents.
- 2) The County and its employees and agents shall not be liable to the JEDD for any loss or damage of any kind that results from the County acting as records commission for the JEDD and that results from the Records Commission Board carrying out its responsibilities as records commission for the JEDD.

**Section 5. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this Agreement.

**Section 6. SEVERABILITY.** The invalidity of any provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if any invalid portions were omitted.

**Section 7. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any Contracting Party may execute this Agreement by signing any such counterpart.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the date set forth above.

**VIOLET TOWNSHIP – CITY OF  
CANAL WINCHESTER JOINT  
ECONOMIC DEVELOPMENT  
DISTRICT**

By: Cathy L. Brown  
Its: CHAIRPERSON

**FAIRFIELD COUNTY RECORDS  
COMMISSION, BY THE BOARD OF  
COUNTY COMMISSIONERS FOR  
FAIRFIELD COUNTY, OHIO**

By: [Signature]  
Its: \_\_\_\_\_

By: [Signature]  
Its: \_\_\_\_\_

By: [Signature]  
Its: \_\_\_\_\_



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

Date Reviewed:	OHIO HISTORY CONNECTION
	JANUARY 30 2026
Form Scanned: _____	STATE AND LOCAL GOVERNMENT RECORDS

**Section A: Local Government Unit**

Violet Township – Canal Winchester Joint Economic Development District  
 Secretary, Board of Directors  
 Public Records Official

By: 

Name: Lori Sanders Date: 12/15/2025

**Section B: Records Commission**

Fairfield County Records Commission  
 210 East Main Street  
 Lancaster, Ohio 43130  
 Telephone: 740-652-7883

Certification: I, the Secretary of the Fairfield County Records Commission ("Commission"), hereby certify that the 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 the 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 the Commission.

Secretary,  
 Fairfield County Records Commission:

By: 

Name Bennett Niceswanger Date: 1/20/26

**Section C: The Ohio History Connection - State Archives of Ohio**

Government Records Archivist		
Name	Title	Date

**Section D: Auditor of State**

Name	Date
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**Section E: Records Retention Schedule**

Violet Township – Canal Winchester Joint Economic Development District  
 See attached Records Retention Schedule

**VIOLET TOWNSHIP – CANAL WINCHESTER JOINT ECONOMIC DEVELOPMENT DISTRICT**

**RECORDS RETENTION SCHEDULE**

**KEY TO SCHEDULE:**

**1000 - BOARD AND ADMINISTRATIVE RECORDS**

**2000 - EMPLOYEE RECORDS**

**3000 - BUILDING RECORDS**

**4000 - CENTRAL DEPARTMENT**

**5000 - FINANCIAL RECORDS**

**6000 - PAYROLL RELATED RECORDS**

**7000 – REPORTS**

**8000 - OTHER**

Symbol meanings:

“After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

“Transient Records” means drafts, temporary records, or other records superseded by a later record documenting the same function, activity, policy, procedure, or other decision.

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
<b>1000</b>	<b>BOARD AND ADMINISTRATIVE RECORDS</b>				<input type="checkbox"/>
1101	Minutes	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1101.1	Audio Tapes	Two Years*	Physical Copies/ Electronic		<input type="checkbox"/>
1102	Blueprints, Plans, Maps	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Lease, Abstracts	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies	One Year After Superseded	Paper/ Electronic		<input type="checkbox"/>
1105	Administrative Regulations	One Year After Superseded	Paper/Electronic		<input type="checkbox"/>
1106	Court Decisions	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1107	Claims and Litigation	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1201	Elections	Ten Years	Paper/Electronic		<input type="checkbox"/>
1202	Records Commission (Records Disposal)	Ten Years	Paper/Electronic		<input type="checkbox"/>
1203	Agreements (Bargaining and other)	Ten Years	Paper/Electronic		<input type="checkbox"/>
1204	Budget Policy Files	Five Years	Paper/Electronic		<input type="checkbox"/>
1301	Worker's Compensation Claims	Ten Years After Financial Payment made	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

1302	Rank Depository Agreements	Four Years After Completion	Paper/Electronic		<input type="checkbox"/>
1303	Organization Reports	Two Years**	Paper/Electronic		<input type="checkbox"/>
1304	Board Meeting Notices	One Year	Paper/Electronic		<input type="checkbox"/>
1305	Agendas	One Calendar Year	Paper/Electronic		<input type="checkbox"/>
1901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>2000</b>	<b>EMPLOYEE RECORDS</b>  ("Employee Files" include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the file.)				
2101	Certificated Active Employee Files	Permanent	Paper/Electronic		<input type="checkbox"/>
2102	Classified Active Employee Files	Permanent	Paper/Electronic		<input type="checkbox"/>
2103	Certificated Inactive Employee Files	Permanent***	Paper/Electronic		<input type="checkbox"/>
2104	Classified Inactive Employee Files	Permanent***	Paper/Electronic		<input type="checkbox"/>
2105	Civil Rights, Civil Service and, Disciplinary Reports	Permanent***	Paper/Electronic		<input type="checkbox"/>
2106	Retirement Letters	Permanent***	Paper/Electronic		<input type="checkbox"/>
2107	Substitute Records	Twenty-Five Years	Paper/Electronic		<input type="checkbox"/>
2201	Employee Contracts and Salary Notices	Four Years after Termination from employment	Paper/Electronic		<input type="checkbox"/>
2202	Irregular Employee Contracts (Substitutes, etc.)	Four Years after Contract Expires	Paper/Electronic		<input type="checkbox"/>
2203	Unemployment Claims	Four Years after final claim paid*	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

2204	Unemployment Records	Four Years**	Paper/Electronic		<input type="checkbox"/>
2205	Applications (not hired)	Two Years**	Paper/Electronic		<input type="checkbox"/>
2206	Schedules of Employees	Fiscal Year plus two years	Paper/Electronic		<input type="checkbox"/>
2207	I-9 Immigration Verification Forms	Termination of Employment plus one year	Paper/Electronic		<input type="checkbox"/>
2301	Job Descriptions	Until Superseded	Paper/Electronic		<input type="checkbox"/>
2901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>3000</b>	<b>BUILDINGS RECORDS</b>				
3101	Building Health Inspections	One Year*	Paper/Electronic		<input type="checkbox"/>
3102	Receipts/Deposit Slips	Four Years**	Paper/Electronic		<input type="checkbox"/>
3103	Budget/ Appropriation Records	Four Years**	Paper/Electronic		<input type="checkbox"/>
3104	Req/Purchase Orders	Four Years**	Paper/Electronic		<input type="checkbox"/>
3105	Supplies Inventories	Until Superseded	Paper/Electronic		<input type="checkbox"/>
3901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>4000</b>	<b>CENTRAL DEPARTMENTAL RECORDS</b>				
4101	Calendars	Five Years	Paper/Electronic		<input type="checkbox"/>
4201	Repair, Installation and Maintenance Records	Four Years**	Paper/Electronic		<input type="checkbox"/>
4202	Prevailing Wage Records	Four Years**	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

4203	Rental Information (Use of Facilities)	Four Years**	Paper/Electronic		<input type="checkbox"/>
4204	Work Orders	Four Years**	Paper/Electronic		<input type="checkbox"/>
4205	Environmental Reports and Data (Asbestos, etc.)	Four Years**	Paper/Electronic		<input type="checkbox"/>
4206	Vandalism Reports	Four Years**	Paper/Electronic		<input type="checkbox"/>
4207	Sales Potential Forms	Four Years**	Paper/Electronic		<input type="checkbox"/>
4208	Bids and Specifications (Unsuccessful)	One Year**	Paper/Electronic		<input type="checkbox"/>
4209	Bids and Specifications (Successful)	Four Years/ Completion of Project**	Paper/Electronic		<input type="checkbox"/>
4210	Contractor Files (Resolutions, additions, Drawings, etc.)	Until Project Complete, if no Action Pending**	Paper/Electronic		<input type="checkbox"/>
4301	Preventative Maintenance Reports	Fiscal Year Plus Two Years	Paper/Electronic		<input type="checkbox"/>
4302	Warranty/Guarantee	Life/Warranty of Equipment	Paper/Electronic		<input type="checkbox"/>
4303	Plant and Equipment Inventory	Until Superseded**	Paper/Electronic		<input type="checkbox"/>
4304	Textbook/Workbook Inventory	Until Superseded**	Paper/Electronic		<input type="checkbox"/>
4305	Supplies Inventory	Until Superseded**	Paper/Electronic		<input type="checkbox"/>
4901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>5000</b>	<b>FINANCIAL RECORDS</b>				
5101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing	Five Years**	Paper/Electronic		<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

	Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports				
5102	Activity Fund Cash Journal and Ledger	Five Years**	Paper/Electronic		<input type="checkbox"/>
5103	Bond Register	Twenty Years after issue expires	Paper/Electronic		<input type="checkbox"/>
5104	Securities	Permanent***	Paper/Electronic		<input type="checkbox"/>
5201	Investment Ledger	Five Years**	Paper/Electronic		<input type="checkbox"/>
5202	Foundation Distribution	Five Years**	Paper/Electronic		<input type="checkbox"/>
5203	Tax Settlements (Semi-Annual) and Advances	Five Years**	Paper/Electronic		<input type="checkbox"/>
5204	Budgets (Annual)	Five Years**	Paper/Electronic		<input type="checkbox"/>
5205	Insurance Policies	Fifteen Years After Expiration Provided all Claims Settled	Paper/Electronic		<input type="checkbox"/>
5206	Contracts	Fifteen Years After Expiration	Paper/Electronic		<input type="checkbox"/>
5207	Bonds and Coupons	Until Bond Issues Redeemed**	Paper/Electronic		<input type="checkbox"/>
5208	Accounts Payable Ledgers	Five Years**	Paper/Electronic		<input type="checkbox"/>
5209	Accounts Receivable Ledgers	Five Years**	Paper/Electronic		<input type="checkbox"/>
5210	Budget Work Papers	Five Years**	Paper/Electronic		<input type="checkbox"/>
5211	Vouchers, Invoices and Purchase Order	Ten Years**	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

5212	Travel Expense Vouchers	Ten Years**	Paper/Electronic		<input type="checkbox"/>
5213	Unemployment Claims	Five Years	Paper/Electronic		<input type="checkbox"/>
5214	Employee Bonds, Board Member Bonds	Five Years	Paper/Electronic		<input type="checkbox"/>
5215	Certificate of Estimated Resources	Five Years	Paper/Electronic		<input type="checkbox"/>
5216	Appropriation Resolutions	Five Years	Paper/Electronic		<input type="checkbox"/>
5217	Tax Apportionments, Semi-Annual	Five Years	Paper/Electronic		<input type="checkbox"/>
5301	Cancelled Checks and Bank Statements	Four Years**	Paper/Electronic		<input type="checkbox"/>
5302	Publication Notice	Four Years**	Paper/Electronic		<input type="checkbox"/>
5303	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc-)	Four Years**	Paper/Electronic		<input type="checkbox"/>
5304	Travel Expense Reports Board and Employees	Four Years**	Paper/Electronic		<input type="checkbox"/>
5305	State Sales Tax Reports	Four Years**	Paper/Electronic		<input type="checkbox"/>
5306	Check Registers	Four Years**	Paper/Electronic		<input type="checkbox"/>
5307	Deposit Slips/ Cash Proofs	Four Years**	Paper/Electronic		<input type="checkbox"/>
5308	Bids and Specifications (Accepted and Rejected)	Four Years**	Paper/Electronic		<input type="checkbox"/>
5309	Receipt Books	Four Years**	Paper/Electronic		<input type="checkbox"/>
5310	Extra Trip Records	Four Years**	Paper/Electronic		<input type="checkbox"/>
5311	Monthly Financial Reports	Four Years**	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

5312	Accounting Data	Four Years**	Paper/Electronic		<input type="checkbox"/>
5313	Contracts: Service	Four Years**	Paper/Electronic		<input type="checkbox"/>
5314	Delivery/Packing Slips	One Year**	Paper/Electronic		<input type="checkbox"/>
5315	Requisitions	One Year*	Paper/Electronic		<input type="checkbox"/>
5901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>6000</b>	<b>PAYROLL RELATED</b>				
6101	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Permanent***	Paper/Electronic		<input type="checkbox"/>
6102	Earnings Registers By Staff Member By Calendar Year	Permanent***	Paper/Electronic		<input type="checkbox"/>
6103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Permanent***	Paper/Electronic		<input type="checkbox"/>
6201	Bureau of Employment Service Quarterly Reports	Seven Years	Paper/Electronic		<input type="checkbox"/>
6301	W-2 (Employer Copy)	Six Years and Current**	Paper/Electronic		<input type="checkbox"/>
6302	Federal Income Tax (Quarterly/Annual)	Six Years and Current**	Paper/Electronic		<input type="checkbox"/>
6303	Ohio Income Tax (Monthly/Annual)	Six Years and Current**	Paper/Electronic		<input type="checkbox"/>
6304	City Income Tax (Monthly/Annual)	Six Years and Current**	Paper/Electronic		<input type="checkbox"/>
6305	School Income Tax (Monthly/Annual)	Six Years and Current**	Paper/Electronic		<input type="checkbox"/>
6306	Payroll Reports (All Reports Used for Each Payroll — Computer Generated — except those listed under 7001, and 7102-3 above)	Four Years**	Paper/Electronic		<input type="checkbox"/>
6307	Payroll Update listings	Four Years*	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

6308	Payroll Calculations	Four Years**	Paper/Electronic		<input type="checkbox"/>
6309	Annuity Reports	Four Years**	Paper/Electronic		<input type="checkbox"/>
6310	Benefit Folder/ Report	Four Years**	Paper/Electronic		<input type="checkbox"/>
6311	Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leave)	Four Years**	Paper/Electronic		<input type="checkbox"/>
6312	Deduction Reports Voluntary Employment Payroll Deductions	Four Years**	Paper/Electronic		<input type="checkbox"/>
6313	Employee Vacation/ Sick Leave Records	Four Years**	Paper/Electronic		<input type="checkbox"/>
6314	Time Sheets	Six Years	Paper/Electronic		<input type="checkbox"/>
6315	Overtime Authorization	Six Years	Paper/Electronic		<input type="checkbox"/>
6316	Employee Insurance Bills, Medical, Dental, Life	Four Years**	Paper/Electronic		<input type="checkbox"/>
6317	Paycheck Register (Not Ledgers)	Four Years*	Paper/Electronic		<input type="checkbox"/>
6318	Payroll Bank Statement	Four Years**	Paper/Electronic		<input type="checkbox"/>
6401	Deduction Authorization	Until Superseded or Employee Terminated	Paper/Electronic		<input type="checkbox"/>
6901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>7000</b>	<b>REPORTS</b>				
7101	State Audit Reports	Five Years	Paper/Electronic		<input type="checkbox"/>
7102	County Auditor, Annual Wages (for W.C.)	Five Years	Paper/Electronic		<input type="checkbox"/>
7103	County Auditor: Bank Balance Certification	Five Years	Paper/Electronic		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

7104	Transportation	Four Years**	Paper/Electronic		<input type="checkbox"/>
7901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>
<b>8000</b>	<b>OTHER</b>				
8101	Personnel Directory	Ten Years	Paper/Electronic		<input type="checkbox"/>
8102	Handbooks, Employee	Until Superseded	Paper/Electronic		<input type="checkbox"/>
8103	Directives, Standards, Laws from Local State and Federal Governmental Agencies	Until Superseded	Paper/Electronic		<input type="checkbox"/>
8901	Transient Records	Until Superseded	Paper/Electronic		<input type="checkbox"/>