

~~DRAFT~~ Resolution
2005-02

**RESOLUTION
ADOPTING THE MINNESOTA TOWNSHIPS
GENERAL RECORDS RETENTION SCHEDULE**

WHEREAS, the town has possession of, and continues to receive, a wide range of records in the normal course of conducting the town's business;

WHEREAS, the retention of records in the town's possession are regulated by Minn. Stat. § 138.17, which prohibits the destruction of records unless the town has adopted the records retention schedule and destroys the records according to the procedures and schedule mandated by the statute; and

WHEREAS, the town board desires to comply with the requirements of the records retention law and to manage the town's records in an efficient and appropriate way, including being able to destroy records that no longer need to be retained under the schedule;

NOW, THEREFORE, BE IT RESOLVED, that the town board of Carlos Township, Douglas County, Minnesota hereby adopts the Minnesota Township General Records Retention Schedule for the management and destruction of the records in the town's possession; and

BE IT FINALLY RESOLVED, that the town board will send notice of its decision to adopt the schedule to the Government Records Archivist at the Minnesota Historical Society on the form provided for such notification.

Adopted this 22nd day of September, 2005.

BY THE BOARD

Dwayne Waldorf
Town Chairperson

Attest: Roberta Anderson
Town Clerk

Minnesota Historical Society
Government Records Archivist
345 Kellogg Blvd W
St. Paul MN 55102
www.mnhs.org

Notification of Adoption of Township General Retention Schedule

1. Complete this form and send the original and 2 copies to the Government Records Archivist at the address above.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

Conley Dodge
Township 420 County

480 Hidden Oaks Drive Alexandria MN 56308
Street Address City State, Zip Code

320 846 0373 _____
Telephone (include area code) Email

This is to notify the Minnesota Historical Society that the township named above has officially adopted the Minnesota Township General Records Retention Schedule (November 1985, current edition).

Rebecca Anderson / Clerk
Name/Title of Township Official (please print)

Rebecca Anderson 9/22/05
Signature of Township Official Date

For Historical Office Use Only...

The Minnesota Historical Society acknowledges your Notification of Adoption of the Township General Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, MN Historical Society

Date

Records Retention and Filing System for Townships

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
ADDRESSES			
General	File, Rolodex, pc	Optional	N
911 Address list	File	Until superseded	N
Suppliers	File, Rolodex, pc	Optional	N
ADVERTISEMENT			
General	Storage boxes	Until superseded	N
Info/Correspondence	File	3 year	N
AFFIDAVITS			
Posting	File	6 year	N
Publishing	File	6 year	N
AGENDAS	File	6 year	N
ANNEXATION	File	3 year/Permanent	N
ANNUAL REPORTS (subdivide as needed)	File	Permanent	Y
ANTIRECESSION			
Federal information	File	3 year	N
Federal reports	File	Permanent	N
APPOINTMENTS (Officers, Employees)			
Appointment of Commissions	File	Life of Appoint.	N
Appointment of Deputy Clerk	File	Life of Appoint.	N
Appointment of Deputy Treasurer	File	Life of Appoint.	N
Appointment of Fire Wardens	File	Life of Appoint.	N
Oaths/Bonds of Officers	File	10 year after term	N
Officers Acceptance/Resignations	File	10 year after term	N
Vacancies	File	6 year	N
ASSESSOR (see Board of Review)			
ATTORNEY			
Correspondence	File	Optional	N
Opinions	File	Until superseded	N
AUDIT			
Annual Report	In books	Permanent	Y
Audit Report (Town Reporting Form)	File	Permanent	Y
Audit Lists			
Revenues	File	Permanent	Y
Disbursements	File	Permanent	Y
Journal Entries	File	Permanent	Y
Federal Revenue Sharing Reports	File	Permanent	N
Outstanding Indebtedness	File	Permanent	N

Description	Location	Retention	Archive
AWAIR			
Employees Manual	File	Until superseded, then 6 yr	N
Manual	File	Until superseded, then 6 yr	N
BICENTENNIAL			
	File	P if historical	N
BOARD OF HEALTH			
Clean Indoor Act	File	Until superseded	N
Complaints, reports	File	10 year	N
Correspondence	File	3/P	N
Emergency Service	File	Permanent	N
Groundwater/wells	File	Until superseded	N
Outdoor Restrooms	File	Until superseded	N
Public Diseases Health Problems	File	Permanent	N
Regulations	File	Until superseded	N
Sewage Water Quality	File	Until superseded	N
BOARD OF REVIEW			
Assessor	File	Life of appointment	N
Board of Review Minutes	File/Book	Permanent	Y
Petitions - Valuations	File	6 year	N
Petition Determination Letters	File	6 year	N
Postings, Notices	File	6 year	N
Project files, Special Assessments	File	Permanent	N
Special Assessment Approvals	File	Permanent	N
Special Benefit Valuations	File	Permanent	N
BONDS			
Clerk/Treasurer Bonds	File (appt)	10 year	N
Performance Bonds	File (contracts)	6 year after completion	N
Permit Bonds	File	6 year after completion	N
CASH CONTROL			
Monthly Cash Control	File, book	6 year	N
CEMETERY			
Book of Internment	Clerk's Office	Permanent	Y
Burial Records	Fireproof File Archive	Permanent	Y
Cemetery deeds	Fireproof File Archive	Permanent	Y
Lots sales journal	File	Permanent	Y
Maps	Internment book	Permanent	Y
Receipts	File	6 year, if duplicated	N
Report of Grave Openings, and Body Transfers	Internment book	Permanent	Y
Sextant book, maps	Sextants home	Permanent	Y
CENSUS			
Local census data	File	Permanent	N
CONTRACTS/QUOTES			
Bids, specifications	File	6 year after completion	N
Bids (services)			
Accepted			
Rejected	File	6 year after completion	N
Bids (supplies)			
Accepted			
Denied	File	6 year after completion	N
Contracts	Fireproof file	6 year after completion	N
(note: labor contracts are permanent)			

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
CORRESPONDENCE	File	Permanent	Y
Historical	File	3 year minimum	N
Other subs optional			
COUNTY			
Correspondence In	File	3 year/optional	N
Correspondence Out	File	3 year/optional	N
DEVELOPMENT			
Business	File	3 year/Permanent	N/Y
Correspondence	File	3 year minimum	N/Y
Economic	File	3 year/Permanent	N/Y
General Information	File	Until superseded	N
Local	File	Permanent	Y
Regional	File	3 year	N
Rural	File	3 year	N
ELECTIONS			
Absentee Ballot Applications	File	22 months	N
Absentee Ballot Materials	Box	Until used	N
Affidavits of Candidacy	File	22 months	N
Affidavits of Publication	File	22 months	N
Accessibility Survey (handicap)	File	Until superseded	N
Certificates of Election	File	22 months	N
Declaration of Candidacy	File	22 months	N
Election Board of Canvass minutes	Book/file	22 months	N
Financial Reporting (campaign)	File	22 months	N
Flag Certificates	File	22 months	N
Instructions/Manuals	Shelves	Until superseded	N
Judges Oath	File	22 months	N
Judges Roster (eligible judges)	File	Until superseded	N
Judges Training Record	File	Until superseded	N
Nominating Petitions	File	22 months	N
Poll Books	Archives	Permanent	Y
Poll Lists	County Auditor	Until superseded	N
Precinct books	County Auditor	22 months	N
Precinct Map/Finder	File	Permanent	Y
Receipts from Clerk	File	22 months	N
Return Reports	File	22 months	N
Special Votes	File	22 months	N
Spoiled Ballots	File	22 months	N
Summary Statements	File	22 months	N
Supplies	Box	Until superseded	N
Tally Ballots	File	22 months	N
Unvoted Ballots	File	22 months	N
Voted Ballots	File	22 months	N
Voting Certificates	File	22 months	N
Voter Registration Cards	File/Box	Until used	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
EMPLOYEES			
Affidavit - job	File	3 year	N
Applications - blank	File	Until used	N
Applications - job	File	1 year	N
(note: may wish to put into hired employees individual file after 1 year)			
Applicants List	File	2 year/optional	N
AWAIR - employee accident (200)	File	5 year/Permanent	N
Exposure records	File	30 year after retirement	N
Medical records	File	30 year after retirement	N
Training (safety)	File	5 year minimum	N
Dept. Rules - Policies	File	Until superseded	N
Education, test results	File	2 year/optional	N
Employee Manuals	File/Shelves	Until superseded	N
Employee Suggestion Forms	File	2 year	N
Equal Opportunity Act	File	3 year/until superseded	N
Affirmative Action	File	Permanent	N
First Report of Injury	File	7 year	N
Individual Files	File	5 years in active/then to storage box	N
Information	File	Until superseded	N
Insurance - worker's comp	Fireproof File	Until expiration	N
Job descriptions	File	Until superseded	N
Laws Governing	File	Until superseded	N
Mileage Reimbursement Forms	File	6 year	N
New Hire Forms	File	Until superseded	N
Pay Equity	File	6 year	N
Pension			
DCP	File	Permanent	N
Past service	File	Permanent	N
PERA	File	Permanent	N
Annual Report	File	1 year	N
Benefits	File	Until superseded	N
Correspondence	File	3 year minimum	N
Employer News	File	3 year	N
Enrollment Forms	File	Permanent	N
General News	File	1 year	N
Membership numbers	File	Permanent	N
Payroll List/Abstract	File	Permanent	N
Reports	File	Permanent	N
Report Requirement	File	Until superseded	N
Stipulation Forms	File	Permanent	N
Statutes	File	Until superseded	N
Salaries - Assessor	File	6 year after retirement	N
Salaries - Township Officers	File	6 year after term	N
Time Sheets	File	6 year	N
Unemployment	File	6 year	N
Claims	File	6 year	N
Correspondence	File	6 year	N
Forms	File	6 year	N
Reports	File	6 year	N
Worker's Comp Report	File	6 year	N
Work Programs (grants)	File	6 year following program	N
(note: if no Police file, add Community Service Workers, and STS crews)			

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
FARM			
Cash Rental Forms	File	10 year	N
Correspondence	File	3 year minimum	N
Soil Farming	File	3 year/Permanent	N
FENCE VIEWING			
Court Case Records	File	Permanent	N
Expense of Fence	File	Permanent	N
Application			
Certificate			
Fence Viewing Notice	File	Permanent	N
Fence Viewing Determination	File	Permanent	N
Partition Fences	File	Permanent	N
Agreement			
Complaints			
Literature	File	Until superseded	N
FILING/RECORDS			
Filing System (list-key)	File	Until superseded	N
Forms	File	6 year	N
Information	File	Until superseded	N
Records Destruction	File	10 year	N
Record Retention	File	Until superseded	N
FINANCIAL/ACCOUNTING			
Account List (key)	File	Until superseded	N
Acct. Receivable Billings	File	6 year	N
Acct. Receivable Journals	File	6 year	N
Acct. Receivable Ledgers	File	6 year	N
Acct. Payable Journals	File	6 year	N
Acct. Payable Ledgers	File	6 year	N
Annual Statements	File	Permanent	Y
Antirecession-(federal)	File	10 year following program	N
Audit Report (state)	File	Permanent	Y
Bank Statement - treasurer	Treasurer File	6 year	N
Billing Statements	Box by year	6 year	N
Budget			
Adopted	File	Permanent	Y
Proposed	File	Optional	N
Canceled Checks	Treasurer File	6 year	N
Cash Receipts Analysis	File	6 year	N
Certificate of Indebtedness	File	Permanent	Y
Check Stubs	Treasurer File	6 year	N
Claims/Vouchers	Box by year	6 year	N
Clerk's Receipts	File	6 year	N
Clerk's Register of Disbursement	File	Permanent	Y
Deposit Slips	Treasurer File	6 year	N
Equipment Inventory	File	6 year minimum	N
Federal Blank Forms	File	Until used	N
Federal Correspondence File	File	10 year	N
Federal Employment Forms	File	10 year	N
General Journal	Book/PC	Permanent	N
General Ledgers	Book/PC	Permanent	N
Interim Budget Reports	File/PC	2 year	N
Investment Worksheets	File	6 year	N

Description	Location	Retention	Archive
Levies			
Certified	Book/File	Permanent	Y
Correspondence to Co.	File	3 year	N
Correspondence from Co.	File	3 year	N
Information	File	Until superseded	N
Mill List	File	6 year	N
Proposed	File	10 year	N
Pd. Invoices/Claims Vouchers	Box by year	6 year	N
Purchase Orders	File	6 year	N
Rate Schedule	File	Until superseded	N
Receipts (copy)	Box	6 year	N
Receipts Ledger	File	6 year	N
Receipts Register	Book/PC	6 year	N
Revenue Sharing Records	File	6 year	N
Reports	See Audit		
Sales Tax Reports	File	10 year	N
Savings Account Records	Fireproof File	6 year	N
Tax Capacity Reports	File	10 year	N
Tax Numbers (fed/state)	File	Permanent	N
Time Sheets	Employee File	6 year	N
Treasurer's Annual Report	File	Permanent	Y
Treasurer's Receipts (original)	Box by year	6 year	N
Treasurer's Register of Disbursements	Treasurer File	Permanent	Y
Treasurer's Register of Receipts	Treasurer File	6 year	N
W-2 Forms	File	6 year	N
W-3 Transmittals	File	6 year	N
W-4 Forms (also in employee file)	File	5 year after employment	N
1099's	File	6 year	N
I-9's	File	6 year	N
FINANCIAL RECORD BOOKS			
Clerk's	Shelves/Archives	Permanent	Y
Treasurer's	Shelves/Archives	Permanent	Y
FIRE			
Information	File	Until superseded	N
Wardens	File	6 year after retirement	N
FIRE DEPARTMENT			
Budget	File	Permanent	Y
Contracts	File	6 year	N
Correspondence	File	3 year minimum	N
Fire Hall (historical data)	File	Permanent	Y
Fireman's Relief Association	File	Permanent	N
Maps	File	Until superseded	N
Publicity	File	Optional	Y
FORESTRY			
Land Management Plan	File	Until superseded	N
Synergist (Nat'l Forest Publication)	File	1 year	N
Tree Growth	File	3 year	N
FORMS			
Blank, Assorted	File/Box	Until used	N
Clerk's	File	6 year	N
GENERAL INFORMATION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
GRANTS			
Agreements	File	6 year following grant	N
Correspondence			
Housing			
Resource Information			
(note: subdivide by project file as necessary)			
HANDICAP ACCESSIBILITY			
ADA Act	File	Until superseded	N
Local Compliance	File	6 year minimum	N
HISTORY			
Correspondence In	File	3 year/Permanent	N/Y
Correspondence Out	File	3 year/Permanent	N/Y
Exhibits	File	10 year	N
General Information	File	Until superseded	N
Historic Buildings	File	Permanent	Y
History - Local	File	Permanent	Y
History - State	File	3 year minimum	N
History - National	File	3 year minimum	N
Historic Planning	File	Permanent	Y
Preservation Correspondence	File	Until superseded	N
Preservation Commission	File	Permanent	Y
Preservation Notes	File	10 year	N
Preservation Ordinances	Book/File	Permanent	Y
Rehabilitation Standards	File	Until superseded	N
Restoration	File	Permanent	Y
Training - Historic Preservation	File	6 year	N
INDEPENDENT CONTRACTORS			
Individual Files	File	6 year following project	N
Yearly Listings	File	6 year	N
INSURANCE			
Claims Register	File	Permanent	N
Errors & Omissions	Fireproof File	6 year	N
Fire, Wind, etc.	Fireproof File	6 year	N
General Liability	Fireproof File	6 year	N
Health Insurance	Fireproof File	6 year	N
Information	File	6 year	N
Life Insurance	Fireproof File	Permanent	N
Medical Claims	File	30 year after retirement	N
Policy Liability	Fireproof File	6 year	N
Receipts	File	6 year	N
Town Hall	Fireproof File	6 year	N
Worker's Comp	Fireproof File	6 year	N
LAWS			
Correspondence	File	3 year minimum	N
County	File	Until superseded	N
Gambling	File	Until superseded	N
Hazardous Buildings	File	Until superseded	N
Optional Forms of Government	File	Until superseded	N
Parliamentary Procedure	File	Until superseded	N

Description	Location	Retention	Archive
Privacy Data	File	Until superseded	N
Individual	File	Permanent	Y
State	Book/File	Until superseded	N
House	File	3 year minimum	N
Senate	File	3 year minimum	N
Summary	File	3 year minimum	N
Township	File	Until superseded	N
Urban Powers	File	Until superseded	N
US Information	File	Until superseded	N
US Letters	File	3 year minimum	N
US Reports	File	1 year	N
LEADERSHIP			
Information	File	6 year	N
Training Notes	File	Optional	N
LEASES			
Hall Rental Agreements	File	6 year	N
Options	File	6 year	N
Policies - rental	File	Until superseded	N
Lease/purchase agreements	File	6 year after expiration	N
State Contracts	File	6 year following same	N
LIBRARY			
Correspondence	File	3 year minimum	N
System	File	Until superseded	N
MAPS			
Aerial	File	Permanent	N
Geological	File	Until superseded	N
911	File	Permanent	N
Plat Book	File	Permanent	N
Road Names	File	Permanent	Y
Zoning	File	Permanent	Y
MEETING			
Agenda (also see agendas)	File/Book	Permanent	Y
Annual Meeting	File/Book	Permanent	Y
Attendance Sheets	File/Book	Permanent	Y
Notices (also see Postings)	File	6 year	N
Originals	File	6 year	N
MINING			
Subdivide as needed	File	3 year	N
MINUTE BOOK	Fireproof file/archives	Permanent	Y
MINUTES			
Subdivide as needed	File	Permanent	Y
OATHS (see appointments)			
ORDINANCES	Book/Fireproof File	Permanent	Y

<u>Description</u>	<u>Location</u>	<u>Retention</u>	<u>Archive</u>
PAYROLL WITHHOLDING			
Federal Correspondence	File	10 year	N
Federal Deposit Coupons	File	10 year	N
Federal Qtr. Rpt. 941	File	10 year	N
MN Correspondence	File	10 year	N
MN Deposit Coupons	File	10 year	N
MN Withholding Report	File	10 year	N
Payroll Control	Book/File	6 year	N
Payroll Ledger	File	6 year	N
Payroll Registers	File/Book	Permanent	N
Payroll Summaries	Book/File	6 year	N
Monthly			
Quarterly			
Yearly			
Social Security Information	File	Until superseded	N
FICA	File	6 year	N
Medicare	File	6 year	N
Social Security Reports	File	10 year	N
I-9's, W-2's, W-4's, etc (see FINANCIAL/ACCT) also in individual employee files			
PERMITS AND LICENSES			
Beer License	File	6 year	N
Burning Permits	Fire Warden's Home	1 year	N
Cigarette License	File	6 year	N
Gambling License	File	6 year	N
Garbage Haulers License	File	6 year	N
PETITIONS			
Correspondence	File	6 year/Permanent	N
Road	Fireproof file/archives	Permanent	Y
PHOTOS			
Correspondence	File	3 year/Permanent	N/Y
Subdivide as desired	File/Box	Permanent	Y
PLANNING (Community Vision)			
Abstract Request	File	20 year	N
Affidavits of Publication	File	6 year	N
Amendments	File	Until superseded	N
Appraisals	File	20 year	N
Committee Minutes	File	Permanent	Y
Community Plan (vision)	File	Permanent	Y
Comprehensive Comm. Plan (zoning)	File	Permanent	Y
Easements	File	Permanent	N
Site Plans	File	Permanent	N
POLICE			
Community Service Workers	File	6 year	N
Correspondence	File	3 year minimum	N
Criminal Fines List	File	6 year	N
Equipment and Supplies	File	6 year	N
Incidence Reports	Police File	6 year	N
Laws Governing	File	Until superseded	N

Description	Location	Retention	Archive
Police Log Sheet (time cards)	File	6 year	N
Police Manuals	File	Until superseded	N
POST Board reimbursement	File	6 year	N
Squad Car records	File	6 year	N
STS Crews	File	6 year	N
Training Records	File	6 year	N
POLICY MANUAL			
Township Policy Manual	File	Until superseded	N
PUBLIC RELATIONS			
Correspondence	File	3 year minimum	N
PUBLICATIONS - POSTINGS			
Affidavit of Publication	File	6 year	N
Postings	File	6 year	N
Affidavit of Posting	File	6 year	N
PUBLICITY			
Current	File	3 year/optional	N
Historic	Box by year/scrapbook	Permanent	Y
PUBLIC WORKS			
Construction Blueprints	File	Permanent	N
Correspondence	File	3 year	N
Inspection Reports	File	5 year	N
Project Records	File	6 year	N
Shoreland Management	File	6 year	N
Soil/Water Conservation	File	Until superseded	N
Utilities	File		
Correspondence	File	3 year	N
Electricity	File	1 year	N
FCC Radio	File	6 year	N
Phone	File	6 year	N
Public Service Commission	File	Until superseded	N
Water Analysis	File	10 year	N
Wetland Conservation Act	File	Until superseded	N
RECREATION			
Commission minutes	File	Permanent	Y
Correspondence	File	3 year	N
Information	File	Until superseded	N
Parks	File	6 year/Permanent	N
Policies	File/book	Until superseded	N
Sports	File	3 year	N
Suppliers	File	Until superseded	N
Trails	File	6 year/Permanent	N
REGIONAL DEVELOPMENT COMMISSION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N
RESOLUTIONS			
County	File	6 year	N
Local	Manual/File	6 year/Permanent	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
RESOURCE LIBRARY			
Scapbooks	Shelves	Permanent	Y
Slides	File/box	Permanent	N
Videos	File	Permanent	Y
ROADS			
Annual Reports	File	Permanent	Y
Applications - private	File	6 year	N
Bridges, information	File	Until superseded	N
Contracts - County	File	6 year	N
Contracts - Private (also see contracts, ind. contractors)	File	6 year	N
Correspondence	File	3 year	N
Culverts	File	3 year minimum	N
Grading Agreements	File	6 year after expiration	N
Gravel Hauled	File	10 year	N
Inspection Reports	File	10 year	N
Notices (see publications)	File	6 year	N
Petitions	File	Permanent	Y
Road Lists	File	Permanent	Y
Sanding	File	10 year	N
Signs			
Entrance	File	Permanent	N
Inventory	File	10 year	N
Suppliers	File	Until superseded	N
Snowplowing	File	6 year	N
Statutes	File/book	Until superseded	N
Supervisor's Reports	File	Permanent	Y
Survey Sheets	File	Permanent	Y
SCHOOL (Subdivide as needed)			
SOLID WASTE			
General Policies	File	Until superseded	N
Hazardous Waste	File	Until superseded	N
Recycling	File	6 year	N
Refuse Handling	File	6 year	N
Tipping fees, etc.	File	Until superseded	N
STATIONARY			
Reorder forms	File	Until superseded	N
SURPLUS			
Newsletter	File	1 year	N
Property	File	Until superseded	N
SURVEYS			
Local (Subdivide as desired)	File/box	6-10 year	N
TAXES			
Correspondence	File	3-6 year	N
County Information	File	Until superseded	N
Information	File	Until superseded	N
Local Government Aid	File	6 year	N
Notices	File	6 year	N
Notices - penalties	File	6 year	N

Description	Location	Retention	Archive
Tax Clearance Certificate	File	6 year	N
Tax Forfeit Lands	File	6 year	N
TOURISM			
(Subdivide as desired)			
TOWN PROPERTY			
Deeds	Fireproof file	Permanent	N
Equipment Inventory	File	10 year	N
Grader	File	Until superseded	N
Mowers	File	Until superseded	N
Office Equipment	File	Until superseded	N
Pickup	File	Until superseded	N
Pole Bard	File	Until superseded	N
Real Estate - Twp owned	Fireproof file	Permanent	N
Vehicle Licenses	File	6 year	N
TOWNSHIP HALL			
Blueprints (see Town Property)			
Correspondence	File	3 year	N
Construction	File	Permanent	Y
Heating Cooling	File	Until superseded	N
Inventory	File	10 year	N
Kitchen monitor	File	Until superseded	N
Land (see Town Property)			
Policies	File	Until superseded	N
Rates	File	Until superseded	N
Rental Agreements (see leases)			
Septic	File	Until superseded	N
Water Analysis (see Brd of Health)			
TOWNSHIP (MAT)			
Continuing Education	File	3 year	N
County Association Minutes	File	5 year	N
Dues and Subscriptions	File	6 year	N
Legislation	File	Until superseded	N
Memberships	File	Until superseded	N
News			
Local	File	3 year/Permanent	N/Y
State	File	3 year	N
National	File	3 year	N
Officer Lists - County	File	1 year	N
Officer Recognition	File	Permanent	N
Officer Training	File	6 year after office	N
State Assn Correspondence	File	3 year minimum	N
State Assn Insurance Information	File	Until superseded	N
State Assn Bylaws	File	Until superseded	N
TOWNSHIP SEAL	Clerk's Desk	Until superseded	N
TRUST FOR PUBLIC LAND	File	Permanent	N
VITAL STATISTICS			
Birth/Death Records	Archives, copy in file	Permanent	Y
Correspondence	File	1 year	N
Marriage	Archives, copy in file	Permanent	Y
Photocopies of above	File	Permanent	N

Description	Location	Retention	Archive
VOLUNTEERS			
Recognition	File	10 year	N
WARRANTIES	Fireproof file	Until void	N
WEEDS			
Inspector's records	File	3 year	N
Meeting minutes	File	Permanent	N
Reports	File	10 year	N
ZONING			
Comprehensive Plan	File	Permanent	Y
Conditional Use Permits	File	6 year	N
Day Care - intent	File	6 year	N
Foster Care - intent	File	6 year	N
Maps - zoning	File	Until superseded	N
Ordinances - County	File	Permanent	N
Ordinances - Local	File	Permanent	N
Plat Books (see Maps)			
Variances	File	Permanent	N
Zoning Books/files	File	Permanent	N

NOTE: This is intended as a guide only. We realize that each township has categories that are unique to itself. Therefore, feel free to customize to your own needs.