



JUN 19 2016

STATE AND LOCAL  
GOVERNMENT RECORDS

# 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 Park District  
(Local government entity)

(Unit)

Chris Clingman  
(Name)

Director  
(Title)

6/1/2016  
(Date)

## Section B: Records Commission

Clermont County Records Commission  
Records Commission

(513) 735-8660  
(Telephone number)

289 East Main Street  
(Address)

Batavia  
(City)

45103  
(Zip code)

Clermont  
(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.

Records Commission Chair Signature

6-8-16

Date

## Section C: Ohio History Connection - State Archives

Signature

Local Government Records Archivist  
Title

6/20/16  
Date

## Section D: Auditor of State

Signature

6-30-16

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**

7/17/16

## Schedule of Records Retention and Disposition

Clermont County Park District

9700

(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 Require d by OHS- LGRP
9700-01	Accident Reports	2 years	Paper/Electronic		<input type="checkbox"/>
9700-03A	Annual Budgets	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"/>
9700-03B	Annual Budgets	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-04A	Annual Financial 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"/>
9700-04B	Annual Financial Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-05	Appropriation Ledger – Disbursements (general ledger)	Maintained in County's accounting system per Auditor's retention schedule	Paper		<input type="checkbox"/>
9700-06A	Audit 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"/>
9700-06B	Audit Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-08	Bids (successful)	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9700-09	Bids (unsuccessful)	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
9700-11A	Board 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"/>
9700-11B	Board Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-12	Bond Coupons	Maintained by Auditor per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>

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**Clermont County Park District**

**9700**

(Local government entity)

(Unit)

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9700-13	Bonds – Board Members	Place in Board Member file	Paper		<input type="checkbox"/>
9700-14	Burning Permits	1 year	Paper/Electronic		<input type="checkbox"/>
9700-16	Caretaker—Housing Benefits	3 years	Paper/Electronic		<input type="checkbox"/>
9700-18	Receipts	3 years	Paper/Electronic		<input type="checkbox"/>
9700-20	Citizen Complaints	3 years provided no pending actions	Paper/Electronic		<input type="checkbox"/>
9700-21	Claims/Litigation Records	5 years after closed	Paper/Electronic		<input type="checkbox"/>
9700-22	Construction Files	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9700-23	General Vendor Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9700-24	Contracts—Project Construction	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9700-26	Drinking Water Analysis Reports	1 year after test, provided negative	Paper/Electronic		<input type="checkbox"/>
9700-27A	Easements and Deeds	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"/>
9700-27B	Easements and Deeds	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-28	Electronic Mail (email)	Retain according to content	Electronic		<input type="checkbox"/>
9700-29A	Engineering 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"/>
9700-29B	Engineering Plans	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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9700-30	Equipment Maintenance Records	Life of the equipment	Paper/Electronic		<input type="checkbox"/>
9700-31	Grant Files - Federal supporting financial records and documents	Retain for 5 years provided all State & Federal audits completed and audit released and all litigation, claims or audit findings resolved	Paper/Electronic		<input type="checkbox"/>
9700-32	Grant Files - Including proposals, progress reports, budgets, etc.	Retain for three years following a final audit, or as the requirements of the funding agency if longer	Paper/Electronic		<input type="checkbox"/>
9700-33	Incident/Damage Reports	5 years	Paper/Electronic		<input type="checkbox"/>
9700-34	Inspection Reports - Staff	2 years	Paper/Electronic		<input type="checkbox"/>
9700-35	Insurance Policies (ORC 2305.10)	Retain for the life of the policy plus 10 years	Paper/Electronic		<input type="checkbox"/>
9700-36	Inventories - Annual, of property	3 years	Paper/Electronic		<input type="checkbox"/>
9700-37	Facility Rental Contracts - Includes Key Deposits and Damage withholding	8 years	Paper/Electronic		<input type="checkbox"/>
9700-39	Maintenance Files - Maintenance of park sites	Retain for 5 years	Paper/Electronic		<input type="checkbox"/>
9700-40A	Minutes (ORC 1545.07)	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"/>
9700-40B	Minutes (ORC 1545.07)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-42	Naturalist Reports	3 years	Paper/Electronic		<input type="checkbox"/>

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9700-45	Pesticides License	5 years	Paper/Electronic		<input type="checkbox"/>
9700-46	Pay-ins to Treasury Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
9700-47	Payroll – Records entered in the County’s accounting system	Maintained in County’s accounting system per Auditor’s Retention Schedule	Paper/Electronic	<p><b>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. 117.25 O.R.C.</b></p>	<input type="checkbox"/>
9700-49	Permits	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
9700-50	Personnel Files	2 years after employee terminates	Paper/Electronic		<input type="checkbox"/>
9700-51	Photographs and/or slides - since the founding of the Park District	Historical Value – Permanent No Historical Value – 3 years	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
9700-52A	Plats & 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"/>
9700-52B	Plats & Maps	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-53	Playground Safety Inspection Reports	2 years	Paper/Electronic		<input type="checkbox"/>
9700-54	Press/News Releases	3 years	Paper/Electronic		<input type="checkbox"/>
9700-56A	Project Files - Individual History 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"/>
9700-56B	Project Files - Individual History Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-57A	Property 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"/>

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9700-57B	Property Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-58	Purchase Orders, Invoices	Maintained in County's accounting system per Auditor's retention schedule	Electronic		<input type="checkbox"/>
9700-59	Records Retention Documents copies (RC-1, RC-2, RC-3) original sent to Records Management Division	3 years	Paper/Electronic		<input type="checkbox"/>
9700-60	Recreation Program Files	3 years after program stops	Paper/Electronic		<input type="checkbox"/>
9700-61	Rental Leases -Real Estate - Caretakers	5 years after expiration	Paper/Electronic		<input type="checkbox"/>
9700-62	Subject Files - Miscellaneous files other than program and project files, may include correspondence, memos, directives and other related materials	5 years	Paper/Electronic		<input type="checkbox"/>
9700-65	Vehicle Maintenance Records	Until vehicle is sold	Paper/Electronic		<input type="checkbox"/>
9700-68A	Pattison Foundation Correspondence	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"/>
9700-68B	Pattison Foundation Correspondence	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-69A	Pattison Foundation Statements	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"/>

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(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 Require d by OHS- LGRP
9700-69B	Pattison Foundation Statements	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-70A	Pattison Foundation Minutes	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"/>
9700-70B	Pattison Foundation Minutes	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-71A	Greater Cincinnati Foundation	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"/>
9700-71B	Greater Cincinnati Foundation	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9700-72A	Federal Wildlife & Fish Permits/Wild Animal Permits	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"/>
9700-72B	Federal Wildlife & Fish Permits/Wild Animal Permits	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.**