OHIO HISTORY CONNECTION

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

JUN 21 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

Mill Creek MetroParks

(local government entity)

(signature of responsible official)	Jim Willock	(unit) Chief of Police	6-21-16
	(name)	(title)	(date)

Section B: Records Commission

Records Commission 330.702.3000

(telephone number)

PO Box 596	Canfield	44406	Mahoning
(address)	(city)	(zip code)	(county)

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

mandy@millcreekmetroparks.org; jim@millcreekmetroparks.org

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	Date	**John Ragan, President of the Board of Park Commissioners**
	6-21-16	

Section C: Ohio History Connection - State Archives

Signature	Title	Date
Amanda D Pindler	Local Government Records Archivist	6/24/16

Section D: Auditor of State

Signature	Title	Date
Martin E Mueller	Records Mgr	7-14-16

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***

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)

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Mill Creek MetroParks

(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
1100 - Administrative Office Building					
1100.15.001	Accident Reports				
1100.15.002	Accounts Payable check copies	Until Audit Complete + 1 year	Paper		
1100.15.003	Appropriation/Expenditure Reports year-end	Until Audit Complete + 10 years	Paper		
1100.15.004	Auction Records	CY+ 4 years (audit)	Paper		☐
1100.15.005	Annual Reports	Permanent	Paper		✓
1100.15.006	Audits/State Audit Reports	Permanent	Paper		☑
1100.15.007	Bank Statements & Reconciliations	CY+ 4 years (audit)	Paper		☐
1100.15.008	Bid Packages	CY + 3 years minimum, expiration of content	Paper		
1100.15.010	Bonds/Commissioner	Permanent	Paper		☑
1100.15.011	Budget, Annual	Permanent	Paper		☑
1100.15.012	Cancelled Checks	Until Audit Complete + 4 years	Paper		
1100.15.013	Cashier Reports (register tapes, voids, worksheets, error logs)	CY + 4 years (audit)	Paper		☐
1100.15.014	Cash Audit Reports	Until audit complete	Paper		
1100.15.015	Cash Receipt Books	Until Audit Complete + 1 yea	Paper		
1100.15.016	Check Registers	CY + 4 years (audit)	Paper		☐
1100.15.017	COBRA	5 years	Paper		
1100.15.018	Commissioner Appointments	Permanent	Paper		✓
1100.15.019	Commissioner Bonds	Permanent	Paper		✓

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1100.15.020	Commissioner By-laws	Permanent unless superseded, then 5 years	Paper		
1100.15.021	Concession Agreements	5 years after expiration of agreement (unless pending litigation)	Paper		
1100.15.022	Contracts and Agreements for services	UNAV	Paper		
1100.15.023	Correspondence – site specific	UNAV	Paper		
1100.15.024	Correspondence – site specific	UNAV	Electronic		
1100.15.025	Court Orders for Garnishments & Child Support	Until Audit Complete, Employee Terminates, + 1 year	Paper		
1100.15.026	Designation of Depositories		Paper		
1100.15.027	Donation Files/General Gifts	5 years after gift received	Paper		
1100.15.028	Donation Files/General Gifts	5 years after gift received	Electronic		
1100.15.029	Easements, Right-of-way	Permanent	Paper		✓
1100.15.030	Election Results for Park District Ballot Issues & Ballot Language	Permanent	Paper		✓
1100.15.031	Emails	UNAV	Electronic		
1100.15.032	Employee Daily Time Slips	Until Audit Complete + 1 year	Paper		
1100.15.033	Employee Pay Records	Permanent	Paper		
1100.15.034	Employee Pay scale		paper		
1100.15.035	Encumbrance Journals	Until Audit Complete + 4 years	Paper		
1100.15.036	Equipment Lists	Until Superseded	Paper		
1100.15.037	Expense Reports (by vendor & account), monthly, year-end	Until Audit Complete + 4 years	Paper		
1100.15.038	Facility Income Reports	Until Audit Complete			
1100.15.039	Financial Reviews year-end	Permanent	Paper		

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1100.15.040	Fire Extinguisher Inspection – site specific	Until superseded	Paper		☐
1100.15.041	Gasoline Sheets	Until Audit Complete	Paper		
1100.15.042	Historic Items, maps, ledgers, books	Permanent	Paper		☑
1100.15.043	Insurance Certificates	CY + 15 years	Paper		☐
1100.15.044	Insurance Claim Files	3 years after file closed	Paper		
1100.15.045	Insurance Policies	Active + 7 years	Paper		
1100.15.046	Inventory Lists	Until Superseded	Paper		
1100.15.047	Invoice Journals	Until Audit Complete + 4 years	Paper		
1100.15.048	Land Files (purchase agreement/agreement of gift, deeds/easements/leases, title insurance policy/abstracts, surveys, maps, drawings, correspondence	Permanent	Paper		☑
1100.15.049	Leases		Paper		
1100.15.050	Legal Bid documentation (bid packets, tabulations, correspondence)	Until Superseded + 5 years	Paper		☐
1100.15.051	Legal Opinions, Judgments,	Permanent	Paper		✓
1100.15.052	Litigation Files	UNAV or Active + 25 years	Paper		☐
1100.15.053	Meeting Agendas	CY + 4 years (audit)	Paper		☐
1100.15.054	Minutes and Notes – Internal Meetings	UNAV	Paper		☐
1100.15.055	Minutes and notes (internal meetings)	UNAV	Paper		☐
1100.15.056	Minutes for Board Meetings	Permanent	Paper		✓
1100.15.057	MSDS Sheets	CY + 30 years	Paper		☐
1100.15.058	News Paper Clippings	Permanent	Paper		☑
1100.15.059	OPERS Applications for Refunds	CY + 4 years	Paper		
1100.15.060	OPERS Exemption Certificates	Permanent	Paper		
1100.15.061	OPERS Personal History Records	Permanent	Paper		

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1100.15.062	OPERS Reports, monthly	Permanent	Paper		
1100.15.063	PERPP and OSHA Logs	CY + 5 years	Paper		
1100.15.064	Parking Tickets	Until Audit Complete + 1 year	Paper		
1100.15.065	Payroll Bi-Weekly Deduction Reports	Until Audit Complete + 4 years	Paper		
1100.15.066	Payroll Edit Reports	Permanent	Paper		
1100.15.067	Payroll Input Sheets	Permanent	Paper		
1100.15.068	Payroll Reports (tax, OPERS, registers, payroll and W-2's)	Permanent	Paper		☐
1100.15.069	Payroll Reports (tax, OPERS, registers, payroll and W-2's)	Permanent	Electronic		☐
1100.15.069	Payroll Totals Report (year-end only)	Until Audit Complete + 10 years	Paper		
1100.15.070	Permits (grill, wedding, access)	Until Audit Complete + 1 year	Paper		☐
1100.15.071	Petty Cash purchases	CY + 4 years (audit)	Paper		☐
1100.15.072	Policies	Until Superseded + 5 years	Paper		☐
1100.15.073	Property Files, plans, maps, deeds	Permanent	Paper		✓
1100.15.074	Public Records Files (public records requests, responses to public records requests, policies, copy of submitted RC-1, RC-2, RC-3 forms, and copy of Records Commission Minutes)	Permanent	Paper		☐
1100.15.075	Purchase Orders, Requisitions, Invoices	CY + 4 years (audit)	Paper		☐
1100.15.076	Receipt Books	CY + 4 years (audit)	Paper		☐
1100.15.077	Resolutions - signed	Permanent	Paper		☐
1100.15.078	Revenue Reports	CY + 4 years (audit)	Paper		☐
1100.15.079	Sales Tax	CY + 4 years (audit)	Paper		☐
1100.15.080	Scrapbooks	Permanent	Paper		✓

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1100.15.081	Service Agreements & Contracts	5 years after expiration of agreement (unless pending litigation)	Paper		
1100.15.082	Staff Training sign-in sheets	CY + 4 years (audit)	Paper		
1100.15.083	Statements/Bank	CY + 4 years (audit)	Paper		
1100.15.084	Statements/Financial (Audited)	CY + 4 years (audit)	Paper		
1100.15.085	Statements/Financial (monthly, YTD)	CY + 4 years (audit)	Paper		
1100.15.086	Statements/Financial (Year-End)	Permanent	Paper		✓
1100.15.087	Statements/Payroll (Bi-Weekly)	CY + 4 years (audit)	Paper		
1100.15.088	Strategic Plan	Until Superseded + 5 years	Paper		
1100.15.089	Tax Files/Real Estate Taxes and Assessments	Permanent	Paper		
1100.15.090	Tax Returns, Federal, State, City Withholding	Until Audit Complete + 10 years	Paper		
1100.15.091	Timesheets	CY + 4 years (audit)	Paper		
1100.15.092	Unemployment Compensation	CY + 4 years (audit)	Paper		
1100.15.093	Uniform Files (inventories, policies, notes)	Until Superseded	Paper		
1100.15.094	Uniform Files (inventories, policies, notes)	Until Superseded	Electronic		
1100.15.095	Vehicle and large equipment (titles, registration, invoices, odometer statements, weight statements)	Either life of equipment or until equipment is sold	Paper		
1100.15.096	Vehicle Mileage Logs		Paper		
1100.15.097	Vendor Lists	CY + 4 years (audit)	Paper		
1100.15.098	Visitor Services Files (permits for special events and activities, insurance certificates,	CY + 4 years (audit)	Paper		

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	shelter and room reservations, refunds, usage agreements)				
1100.15.099	Visitor Services Files (permits for special events and activities, insurance certificates, shelter and room reservations, refunds, usage agreements)	CY + 4 years (audit)	Paper		
1100.15.100	Volunteer Files/Applicants – Accepted Active, Inactive, Archived (applications, orientation verification, hours)	Permanent	Paper		
1100.15.101	Volunteer Files/Applicants – Not accepted (applications, orientation verification, hours)	CY + 1 year	Paper		
1100.15.102	Volunteer Handbook	Until Superseded	Paper		
1100.15.103	Volunteer Handbooks	Until Superseded	Electronic		
1100.15.103	Volunteer Background Check Forms	Until Superseded	Electronic		
1100.15.104	Worker Comp Files; FROI records	Permanent	Paper		
1100.15.105	W-2 Forms	Until Audit Complete + 10 years	Paper		
1100.15.106	W-4 Forms	Until Superseded or Employee Terminates	Paper		
1200 – Human Resources Office					
1200.15.001	Applications for employment	2 years	Paper		
1200.15.002	Applications for employment	2 years	Electronic		
1200.15.003	Applications for employment (unsuccessful)	2 years	Paper		
1200.15.004	Applications for employment *unsuccessful)	2 years	Electronic		
1200.15.005	Arrest records	5 years	Paper		
1200.15.006	Background Investigations/finger print	Permanent	Paper		
1200.15.007	Background checks to include: Credit checks, driver license verifications , felony charges	Permanent	Paper		
1200.15.008	Benefit Plan Documents (includes certificate of coverage and contracts with providers of vision, dental, long-term disability and health coverage	Permanent	Paper		
1200.15.009	Benefit enrollment: Healthcare, life insurance, Dental Plan	CY	Paper		
1200.15.010	Benefit enrollment: Healthcare, life insurance, Dental Plan	CY	Electronic		
1200.15.011	Breathalyzer Records	3 years	Paper		
1200.15.012	Changes in positions/personnel file	Permanent	Paper		

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1200.15.013	Collective Bargaining Files (ratified agreements, tentative agreements and notes)	Permanent	Paper		
1200.15.014	Comp Time Records	Permanent	Paper		
1200.15.015	Compensation History	Permanent	Paper		
1200.15.016	Complaints/personnel	5 years	Paper		
1200.15.017	Complaint Files/External	Active	Paper		
1200.15.018	Correspondence: Site specific	Active	Electronic		
1200.15.019	Correspondence: Site Specific	Active	Paper		
1200.15.020	Diversity Files / EEO /EEO Complaints	Permanent	Paper		
1200.15.021	Drug tests: Pre-employment, post- accident, random, reasonable suspicion	Permanent	Paper		
1200.15.022	Employee Accident Reports	3 years if no worker's comp claim active	Paper		
1200.15.023	Employee Compensation Files/Information	Permanent	Paper		
1200.15.024	Employee Compensation Files/changes	Permanent	Paper		
1200.15.025	Employee Handbook	Permanent	Paper		
1200.15.026	Employee Handbook	Permanent	Electronic		
1200.15.027	Employee Insurance Enrollment Records	Until Coverage terminates	Paper		
1200.15.028	Employee License Verification/personnel file	Permanent	Paper		
1200.15.029	Employee Medical Files	Permanent	Paper		
1200.15.030	Employee Personnel Files (current & past)	Permanent	Paper		
1200.15.031	Employee Sick Leave Files / HIPPA protected information	Permanent	Paper		
1200.15.032	Employee Vacation leave , sick leave and comp time records	Permanent	Paper		
1200.15.033	Grievance Files – Union and Employees	Permanent	Paper		
1200.15.034	I-9 Records	Permanent	Paper		
1200.15.035	Interviewed applicant files	2 years	Paper		
1200.15.036	Job Descriptions	Until Superseded	Paper		
1200.15.037	Job Postings	2 years	Paper		
1200.15.038	Job Postings	2 years	Electronic		
1200.15.039	Leaves of absences; FMLA leaves; Personal Leaves	Permanent	Paper		
1200.15.040	Notes from personnel meetings/personnel file	Permanent	Paper		
1200.15.041	ODJFS Reports	Until Audit Complete + 1 year	Paper		

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1200.15.042	Professional Organizations memberships/Personnel file	Permanent	Paper		
1200.15.043	Performance appraisals/personnel file	Permanent	Paper		
1200.15.044	Pre-employment physicals	Permanent	Paper		
1200.15.045	Requests for information from Child Support Agencies	permanent	Paper		
1200.15.046	Sick Leave Files	Permanent	Paper		
1200.15.047	Training Records/Personnel	5 years	Paper		
1200.15.048	Volunteer database	Active	Paper		
1200.15.049	Volunteer database	Active	Electronic		
1200.15.050	Volunteer Handbook	Active	Paper		
1200.15.051	Volunteer Handbook	Active	Electronic		
1300 - Wick Recreation Area					
1300.15.001	Ball Field Permits	CY + 4 years	Paper		
1300.15.002	Batting Cage Token Inventory	UNAV	Paper		
1300.15.003	Cashier change log	CY + 4 years	Paper		
1300.15.004	Cashier Inventory	CY + 1 year	Paper		
1300.15.005	Concession Sales	CY + 4 years	Paper		
1300.15.006	Deposit Records	CY + 4 years	Paper		
1300.15.007	Daily Cashier Reports	CY + 4 years	Paper		
1300.15.008	Email	UNAV	Electronic		
1300.15.009	Employee Applications (not hired)	CY	Paper		
1300.15.010	Employee Applications (not hired)	CY	Paper		
1300.15.011	Employee Personnel Files	Permanent	Paper		
1300.15.012	Employee Schedules	CY + 4 years	Paper		
1300.15.013	Fire Extinguisher logs	Until Superseded	Paper		
1300.15.014	Fuel Records	CY + 2 years	Paper		
1300.15.015	MSDS Sheets	CY + 20 years	Paper		
1300.15.016	Pavilion Rentals	CY + 4 years	Paper		
1300.15.017	Pesticide Application Records	Permanent	Paper		
1300.15.018	Purchase Orders	CY + 4 years	Paper		
1300.15.019	Rental Records	CY + 1 year	Paper		
1300.15.020	Snow-making Records	UNAV	Paper		
1300.15.021	Safety Training Records	Permanent	Paper		
1300.15.022	Time Card Records	CY + 4 years	Paper		
1400 - Operations/Maintenance Building					
1400.15.001	Boiler Inspection Reports	CY + 3 years	Paper		

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1400.15.002	Cabin & Pavilion Rentals – weekly	CY + 3 years	Paper		
1400.15.003	Emails	UNAV	electronic		
1400.15.004	Employment Applications	CY + 2 years	Paper		
1400.15.005	Equipment Work Orders	CY + 3 years	Paper		
1400.15.006	Equipment Service Orders	CY + 3 years	Paper		
1400.15.007	Fire Extinguisher Inspections	Until superseded	Paper		
1400.15.008	Gas & Oil Files	CY + 4 years	Paper		
1400.15.009	Janitor's Schedule	CY + 3 years	Paper		
1400.15.010	Lockout/tagout records	CY + 3 years	Paper		
1400.15.011	MSDS Sheets & Book	CY + 30 years	Paper		
1400.15.012	Maintenance Manual	Permanent	Paper		
1400.15.013	MetroParks Memos	UNAV	Paper		
1400.15.014	Minutes & notes of meetings	UNAV	Paper		
1400.15.015	Permits & Licenses	CY + 5 years	Paper		
1400.15.016	Playground records/equipment	CY + 5 years	Paper		
1400.15.017	Purchase Orders – old	CY + 4 years	Paper		
1400.15.018	Race Schedules	CY + 3 years	Paper		
1400.15.019	Recycling Reports	CY + 5 years	Paper		
1400.15.020	Safety Meeting sign-in sheet	Permanent	Paper		
1400.15.021	Seasonal Records	CY + 2 years	Paper		
1400.15.022	Sick Time Request Forms	Permanent	Paper		
1400.15.023	Spray Records	Permanent	Paper		
1400.15.024	Time cards	CY + 4 years	Paper		
1400.15.025	Time Sheets – daily	CY + 4 years	Paper		
1400.15.026	Training on Equipment records	CY + 4 years	Paper		
1400.15.027	Trash Pickup records	CY + 3 years	Paper		
1400.15.028	Traveling Janitor Report	CY + 3 years	Paper		
1400.15.029	Trash Schedules – weekly	CY + 3 years	Paper		
1400.15.030	Vacation Request Forms	Permanent	Paper		
1400.15.031	Vehicle Maintenance Records	Until sold	Paper		
1400.15.032	Vendor list	CY	Paper		
1400.15.033	Work Order	Permanent	Paper		
1400.15.034	Wood chip release form	CY + 3 years	Paper		
100.15.035	Written warnings/employees	permanent	Paper		
1500 - Operations/Facilities (Annette)					
1500.15.001	Boat Rack Rental Forms	CY + 3 years	Paper		
1500.15.002	Calendars/schedules	UNAV	Paper		
1500.15.003	Correspondence: site specific	UNAV	Paper		

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1500.15.004	Fire Extinguisher Inspection: site specific	Until superseded	Paper		
1500.15.005	Inspections: playgrounds (safety records)	CY + 5 years	Paper		
1500.15.006	Inventory/Facilities	Until superseded	Paper		
1500.15.007	MSDS	CY + 30 years	Paper		
1500.15.008	Purchase Orders	CY + 4 years	Paper		
1500.15.009	Time Cards/time books/sheets, site specific	CY + 4 years	Paper		
1500.15.010	Permits (for special activities, insurance certificates)	Permanent	Paper		
1500.15.011	Waivers and Releases (boating)	CY + 5 years	Paper		
1500.15.012	Warranties (computer, tools, etc.)	permanent	Paper		
1500.15.013	Employee Files: site specific (applications, evaluations, job descriptions, goals and objectives, counseling forms, accident/incident reports, etc.)	Permanent	Paper		
1500.15.014	Facilities inspections, alarm systems, fire extinguisher	CY + 5 years	Paper		
1500.15.015	Boat house documents (sales records)	CY + 3 years	Paper		
1500.15.016	Volunteer Documents (service hours)	CY + 3 years	Paper		
1500.15.017	Work orders: site specific	CY + 3 years	Paper		
1600 - Golf Department					
1600.15.001	Pesticide Applications	7 years	Paper		
1600.15.002	Safety Training Records		Paper		
1600.15.003	Irrigation Water Usage		Paper		
1600.15.004	Pro Shop Inventory	Until Audit Complete	Paper		
1600.15.005	Sales Summaries	CY + 3 years	Paper		
1600.15.006	League/Outing Requests		Paper		
1600.15.007	MSDS Sheets		Paper		
1700 - Community Engagement Department					
1700.15.001	Administrative Forms (vacation, sick, travel requests, petty cash, conference evaluations, employee evaluations, mileage reimbursement, etc.)	CY + 3 years	Paper		
1700.15.002	Administrative Forms (vacation, sick, travel requests, petty cash, conference evaluations, employee evaluations, mileage reimbursement, etc.)	CY + 3 years	Electronic		
1700.15.003	Animal Care (captive) (e.g. care records, vet records, etc.)	CY + 1 year	Electronic		
1700.15.004	Animal Care (captive) (e.g., care records, vet records, etc.)	CY + 1 year	Paper		

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1700.15.005	Animal Care (domestic) (e.g. vet checks, care records, etc.)	CY + 1 year	Paper		
1700.15.006	Animal Care (domestic) (e.g. vet checks, care records, etc.)	CY + 1 year	Electronic		
1700.15.007	Annual Report	CY + 3 years	Paper		
1700.15.008	Annual Report	CY + 3 years	Electronic		
1700.15.009	Branding Plan (e.g. commercials, scripts, video, web site research and information, uniform information, guidelines and order forms, logo, brand style guide, signage, vehicle logos, etc.)	CY + 3 years	Paper		
1700.15.010	Branding Plan (e.g. commercials, scripts, video, web site research and information, uniform information, guidelines and order forms, logo, brand style guide, signage, vehicle logos, etc.)	CY + 3 years	Electronic		
1700.15.011	Business Plan (e.g. research notes, documents, emails, marketing designs, etc.)	CY + 3 years	Paper		
1700.15.012	Business Plan (e.g. research notes, documents, emails, marketing designs, etc.)	CY + 3 years	Electronic		
1700.15.013	Calendars/schedules	UNAV	Paper		
1700.15.014	Calendars/schedules	UNAV	Electronic		
1700.15.015	Correspondence: Site Specific	UNAV	Paper		
1700.15.016	Correspondence: Site Specific	UNAV	Electronic		
1700.15.017	Courtesy Pass/File (e.g., request letters, distribution forms, log sheets)	CY +4 years (audit)	Paper		
1700.15.018	Development Plan	CY + 3 years	Paper		
1700.15.019	Development Plan	CY + 3 years	Electronic		
1700.15.020	Education Permits (e.g. ODNR/USDA Education Permits, PIT Tag Information, Collection Permits, etc.)	Until Superseded	Paper		
1700.15.021	Education Permits (e.g. ODNR/USDA Education Permits, PIT Tag Information, Collection Permits, etc.)	Until Superseded	Electronic		
1700.15.022	Employee Files: Site specific (applications, evaluations, job descriptions, goals and objectives, counseling forms, accident/incident reports, etc.)	Permanent	Paper		
1700.15.023	Employee Files: Site specific (applications, evaluations, job descriptions, goals and objectives, counseling forms, accident,/incident reports, etc.)	Permanent	Electronic		
1700.15.024	Employment Applications - Unsuccessful interviewed applicants	CY + 2 years	Paper		
1700.15.025	Employment Applications - Unsuccessful interviewed applicants	CY + 2 years	Electronic		
1700.15.026	Employment Applications/Applicants - Not accepted or not interviewed	CY	Paper		
1700.15.027	Employment Applications/Applicants - Not accepted or not interviewed	CY	Electronic		
1700.15.028	Equipment/Budget Requests	CY + 3 years	Paper		
1700.15.029	Fundraising Documents: Thank you letters, copies of checks, appeal letters, appeal pieces, pledge forms, memorial bench forms, gift summary reports (Raisers Edge documents)	CY + 3 years	Paper		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Mill Creek MetroParks

(local government entity) (unit)

1700.15.030	Fundraising documents: Thank you letters, copies of checks, appeal letters, appeal pieces, pledge forms, online donations, PayPal notification of donation, email inquiries, memorial bench forms, gift summary reports	CY + 3 years	Electronic		
1700.15.031	Fundraising Event Documents (e.g. donation request letters, thank you letters, attendance lists, donations lists, sponsorship forms, marketing materials, invitations, meeting notes, income-expense reports, schedules/timelines, flyers, etc.)	CY + 3 years	Paper		
1700.15.032	Fundraising Event Documents (e.g. donation request letters, thank you letters, attendance lists, donations lists, sponsorship forms, marketing materials, invitations, meeting notes, income-expense reports, schedules/timelines, flyers, etc.)	CY + 3 years	Electronic		
1700.15.033	Gift shop documents (e.g. sales records, consignment records, inventories, etc.)	CY + 3 years	Paper		
1700.15.034	Gift shop documents (e.g. sales records, consignment records, inventories, etc.)	CY + 3 years	Electronic		
1700.15.035	Grants: grant request, letter of approval/denial, copies of checks, grant cover letter, list of attachments (just list, not the attachments themselves)	CY + 3 years	Paper		
1700.15.036	Grants: grant request, letter of approval/denial, copies of checks, grant cover letter, list of attachments (just list, not the attachments themselves)	CY + 3 years	Electronic		
1700.15.037	Graphics Work Orders (e.g. projects, etc.)	CY + 3 years	Paper		
1700.15.038	Graphics Work Orders (e.g. projects, etc.)	CY + 3 years	Electronic		
1700.15.039	Historic Items (e.g., diaries, recitals of oral histories, maps, ledgers, books)	Permanent	Paper		✓
1700.15.040	Historic Items (e.g., diaries, recitals of oral histories, maps, ledgers, books)	Permanent	Electronic		✓
1700.15.041	Inspections/facilities: Site specific (e.g. fire extinguisher, alarm systems, etc,)	Until Superseded	Paper		
1700.15.042	Inventory/Facilities	Until Superseded	Paper		
1700.15.043	Licenses (e.g. software, etc.)	CY + 3 years	Paper		
1700.15.044	Licenses (e.g. software, etc.)	CY + 3 years	Electronic		
1700.15.045	Marketing Plan (e.g. advertisements – radio, print, TV, billboards, web site promotions, event spreadsheets, schedules, contacts, contracts, invoices, sample items, etc.)	CY + 3 years	Paper		
1700.15.046	Marketing Plan (e.g. advertisements – radio, print, TV, billboards, web site promotions, event spreadsheets, schedules, contacts, contracts, invoices, sample items, etc.)	CY + 3 years	Electronic		
1700.15.047	Material Safety Data Sheets (MSDS): Site specific	CY + 30 years	Paper		
1700.15.048	Minutes and Notes/Internal Meetings	UNAV	Paper		
1700.15.049	Minutes and Notes/Internal Meetings	UNAV	Electronic		
1700.15.050	Periodic Report Sheets: site specific (e.g. daily financial reports, building attendance, product/merchandise reports)	CY + 3 years	Paper		

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1700.15.051	Periodic Report Sheets: site specific (e.g. daily financial reports, building attendance, product/merchandise reports)	CY + 3 years	Electronic		
1700.15.052	Photographs and Graphics (e.g other than historical, permission to use forms, releases, etc.)	UNAV	Paper		
1700.15.053	Photographs and Graphics (e.g other than historical, permission to use forms, releases, etc.)	UNAV	Electronic		
1700.15.054	Program Planning (e.g. research, event / program outlines/guides, contacts, attendance rosters, meeting notes, etc.)	UNAV	Paper		
1700.15.055	Program Planning (e.g. research, event / program outlines/guides, contacts, meeting notes, etc.)	UNAV	Electronic		
1700.15.056	Program Registration/Tracking (e.g. registration records, rosters, evaluations, expense/history information, schedules, etc.)	CY + 5 years	Paper		
1700.15.057	Program Registration/Tracking (e.g. registration records, rosters, evaluations, expense/history information, schedules, etc.)	CY + 5 years	Electronic		
1700.15.058	Project Files (e.g., schedules, contractor/professional services agreement, insurance certificates, contractor warranties and guarantees, quotes, maps, correspondence, drawings)	Permanent	Paper		✓
1700.15.059	Project Files (e.g., schedules, contractor/professional services agreement, insurance certificates, contractor warranties and guarantees, quotes, maps, correspondence, drawings)	Permanent	Electronic		✓
1700.15.060	Purchase Order Requisitions (e.g. supplies, printing services, advertising, software, hardware, tools, equipment, furnishings, contractors, etc.)	CY + 3 Years	Paper		
1700.15.061	Purchase Order Requisitions (e.g. supplies, printing services, advertising, software, hardware, tools, equipment, furnishings, contractors, etc.)	CY + 3 Years	Electronic		
1700.15.062	Reports/Annuals: Dept. Specific	Permanent	Paper		✓
1700.15.063	Rolodex	UNAV	Paper		
1700.15.064	Rolodex	UNAV	Electronic		
1700.15.065	Social Media (e.g. all posts, analytics, photos, videos, etc.)	CY + 3 Years	Paper		
1700.15.066	Social Media (e.g. all posts, analytics, photos, videos, etc.)	CY + 3 Years	Electronic		
1700.15.067	Sponsorship: Appeal letters, copies of checks, sponsorship response form, sponsorship levels, prospect list	CY + 3 Years	Paper		
1700.15.068	Sponsorship: Appeal letters, copies of checks, sponsorship response form, sponsorship levels, prospect list	CY + 3 Years	Electronic		
1700.15.069	Timecards/books/sheets	CY + 4 Years	Paper		
1700.15.070	Visitor Services Files (e.g., permits for special events and activities, insurance certificates, refund forms, etc.)	CY + 4 years (audit)	Paper		

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1700.15.071	Visitor Services Files (e.g., permits for special events and activities, insurance certificates, refund forms, etc.)	CY + 4 years (audit)	Electronic		
1700.15.072	Volunteer Documents (e.g. service hours, application copies, job descriptions, recognition records, etc.)	CY + 3 years	Paper		
1700.15.073	Volunteer Documents (e.g. service hours, application copies, job descriptions, recognition records, etc.)	CY + 3 years	Electronic		
1700.15.074	Waivers and Releases/Adult (eg. participation, medical, abutting property, exhibitor)	CY +5 5ears or until digitiz ed	Paper		
1700.15.075	Waivers and Releases/Adult (eg. participation, medical, abutting property, exhibitor)	CY + 5 Years	Electronic		
1700.15.076	Waivers and Releases/photo	retain for life of photo	Paper		
1700.15.077	Waivers and Releases/photo	retain for life of photo	Electronic		
1700.15.078	Waivers and Releases/Youth (participation, medical)	2 years after child's 18th birthday or until digitized	Paper		
1700.15.079	Waivers and Releases/Youth (participation, medical)	2 years after child's 18th birthday unless litigation is pending	Electronic		
1700.15.080	Warranties (e.g. computers, tools, etc.)	CY + 3 Years	Electronic		
1700.15.081	Warranties (e.g. computers, tools, etc.)	CY + 3 Years	Paper		
1700.15.082	Work Orders: site specific	CY + 4 years	Paper		
1700.15.083	Work Orders: site specific	CY + 4 years	Electronic		
1800 - Planning & Natural Resources Department					
1800.15.001	Work Orders	CY + 1 year	Paper		
1800.15.002	Purchase Order Requests	CY + 7 years	Paper		
1800.15.003	Payroll Daily Time Sheets	CY + 7 years	Paper		
1800.15.004	Payroll Time Books	CY + 7 years	Paper		
1800.15.005	Personnel – Vacation Forms	CY + 1 year	Paper		
1800.15.006	Personnel – Sick Forms	CY + 1 year	Paper		
1800.15.007	Personnel – Doctor's Excuses	CY + 1 year	Paper		
1800.15.008	Personnel – Injury Report Forms	CY + 1 year	Paper		
1800.15.009	Travel Request Forms	CY + 1 year	Paper		

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1800.15.010	MSDS Sheets	Until Superseded	Paper		
1800.15.011	Construction Project Files - Pre-Contract	Permanent	Paper		
1800.15.012	Construction Project Files – Consultant Services	Permanent	Paper		
1800.15.013	Construction Project Files – Environmental Documentation	Permanent	Paper		
1800.15.014	Construction Project Files – Bid Tabs	Permanent	Paper		
1800.15.015	Construction Project Files – Agreements	Permanent	Paper		
1800.15.016	Construction Project Files – Contractor Correspondence	CY + 7 years	Paper		
1800.15.017	Construction Project Files – Contract Documents	Permanent	Paper		
1800.15.018	Construction Project Files – Addendums	Permanent	Paper		
1800.15.019	Construction Project Files – Inspection Reports	CY + 7 years	Paper		
1800.15.020	Construction Project Files – Materials (product submittals, testing reports, delivery tickets)	CY + 7 years	Paper		
1800.15.021	Construction Project Files- Prevailing Wage Documentation (wage update notifications, site interview forms, certified payrolls, completion affidavits)	CY + 7 years	Paper		
1800.15.022	Construction Project Files – Pay Requests	CY + 7 years	Paper		
1800.15.023	Construction Project Files – Change Orders	CY + 7 years	Paper		
1800.15.024	Construction Project Files – Escrow Account Info	CY + 7 years	Paper		
1800.15.025	Construction Project Files – Final Quantities	Permanent	Paper		
1800.15.026	Construction Drawings	UNAV	Paper		
1800.15.027	Construction Drawings	Permanent	Mylar/Vellum		✓
1800.15.028	Construction Drawings	Permanent	Digital		✓
1800.15.029	Grants (applications, correspondence, disbursements, etc.)	Permanent	Paper		
1800.15.030	Historic Items	Permanent	Paper		✓
1800.15.031	Property Line Surveys	Permanent	Digital		
1800.15.032	Property Line Surveys	Permanent	Paper		
1800.15.033	Property Acquisition	Permanent	Paper		
1800.15.034	Wildlife Management Policies	Until Superseded	Paper		
1800.15.035	RFP Project Files	Permanent	Paper		✓
1800.15.036	Bridge Inspections – (reports, ODOT documentation)	Permanent	Paper		
1800.15.037	Dam Inspections (reports, ODNR documentation)	Permanent	Paper		
1800.15.038	Department Reports – annual, quarterly	Permanent	Paper		✓
1800.15.039	General Inter-Park Memos	CY + 7 years	Paper		
1800.15.040	Notes/Phone Messages	UNAV	Paper		
1900 - Police Department					
1900.15.001	Work Orders	CY + 1 year	Paper		
1900.15.002	Weapons Inventory	Ongoing	Paper		

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1900.15.003	Auxiliary / Intern Applications	CY + 3 years	Paper		
1900.15.004	Vacation Requests	CY + 3 years	Paper		
1900.15.005	Union Contract	Permanent	Paper		
1900.15.006	Training/Travel Requests	CY + 3 years	Paper		
1900.15.007	Training Evaluations	CY + 3 years	Paper		
1900.15.008	Subpoenas Received	Until served, discharged, stale dated, answered or withdrawn by the issuing court	Paper		
1900.15.009	Supervisors Damage to Property	CY + 3 years	Paper		
1900.15.010	Service Contracts	Life of contract + 1 year	Paper		
1900.15.011	Report receipts	CY + 3 years	Paper		
1900.15.012	Return to Work Forms	CY + 3 years	Paper		
1900.15.013	Bi-weekly payroll Sheets	CY + 3 years	Paper		
1900.15.014	Daily Time Sheets	CY + 3 years	Paper		
1900.15.015	Purchase Orders/Invoices	CY + 3 years	Paper		
1900.15.016	Police/Party Schedules	UNAV	Paper/Electronic		
1900.15.017	Petty Cash Receipts	CY + 3 years	Paper		
1900.15.018	Permits/Release of Liability Forms/Completed	Lifetime + 1 year	Paper		
1900.15.019	Receipts for Fines from Parking Tickets/Traffic Citations/Misdemeanors	CY + 3 years	Paper		
1900.15.020	Over-time/Comp Slips	CY + 3 years	Paper		
1900.15.021	OPOTA SF400	Permanent	Paper/Electronic		
1900.15.022	Agency Roster	CY + 3 years	Paper/Electronic		
1900.15.023	OVI Task Force	CY + 3 years	Paper		
1900.15.024	Job Descriptions	Lifetime + 3 years	Paper		
1900.15.025	Cost of Repair	CY + 3 years	Paper		
1900.15.026	Memos/Police Correspondence	CY + 5 years	Paper/Electronic		
1900.15.027	Clothing Allowance	CY + 3 years	Paper/Electronic		
1900.15.028	Body Armor	Lifetime + 1 years	Paper		
1900.15.029	Event Reports	6 Years or UNAV	Paper		
1900.15.030	Reports – Interbadge RMS	CY + 5 years	Electronic		
1900.15.031	Criminal Case Files – Felony (Except Homicide or Arson)	25 years provided no actions pending	Paper		

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1900.15.032	Criminal Case Files – Felony (Homicide & Arson)	Permanent	Paper		✓
1900.15.033	Criminal Case Files – Misdemeanors	6 years and UNAV	Paper		
1900.15.034	Video and Audio Recordings - Admin	UNAV	Multi		
1900.15.035	Video and Audio Recordings - Criminal	Incorp. Into Case Files	Multi		
1900.15.036	Traffic Accident Reports	2 years provided no actions pending	Paper		
1900.15.037	Traffic Citations	3 years after case closed and no appeals pending	Paper/Electronic		
1900.15.038	Traffic Citations – Voided	CY + 3 years	Paper		
1900.15.039	Traffic Warnings	CY + 1 years	Paper		
1900.15.040	UCR / NIBRS Reports	15 years	Paper		
1900.15.041	Civilian Ride Along Waivers	1 year	Paper		
1900.15.042	Employee Complaints	UNAV	Paper		
1900.15.043	Juvenile Court Paperwork	Until Expunged	Paper/Electronic		
1900.15.044	Arrest (Misdemeanor)	CY+ 6 years	Paper/Electronic		
1900.15.045	Minor Misdemeanor Citations	CY + 6 years	Paper/Electronic		
1900.15.046	Parking Citations	CY + 6 years	Paper/Electronic		
1900.15.047	Lockout Waiver	CY + 1 years	Paper/Electronic		
1900.15.048	Cruiser Inventory	CY + 1 years	Paper/Electronic		
1900.15.049	Party Permits	CY + 1 years	Paper/Electronic		
1900.15.050	Towed Vehicle	2 years	Paper/Electronic		
1900.15.051	Court Cases	Conclusion of case of legal process +3	Paper/Electronic		
1900.15.052	Training Files	15 years	Paper/Electronic		
1900.15.053	InterCAD	CY + 5 years	Electronic		
1900.15.054	Officer Time Sheets	CY + 3 years	Paper		
1900.15.055	Time Books	CY + 3 years	Paper		
1900.15.056	Budget/Expense Reports	CY + 3 years	Paper/Electronic		
1900.15.057	Master Name Index Cards	CY + 6 years	Paper		
1900.15.058	Field Interrogation Cards	CY + 6 years	Paper		
1900.15.059	Dispatch Control Cards	CY + 6 years	Paper		
1900.15.060	Towed Auto Release	CY + 3 years	Paper/Electronic		

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1900.15.061	Dispatch Logs	CY + 3 years	Paper/Electronic		
1900.15.062	Receipt Logs	CY + 3 years	Paper		
1900.15.063	Party Receipts/Clipboard	CY + 3 years	Paper		
1900.15.064	Memos Clipboard	CY + 6 years	Paper		
1900.15.065	Evidence Receipt/Clipboard	Disposal + 3 years	Paper/Electronic		
1900.15.066	LEADS Print Outs	Unavailable	Paper		
1900.15.067	MSDS Binders	UNAV	Paper		
1900.15.068	Employee Emergency Contact Sheets	Continually maintained and updated	Paper/Binder		
1900.15.069	Forms Manual	UNAV	Paper		
1900.15.070	Field Guide	CY+ 1 year	Paper		
1900.15.071	NCIC Manuals	UNAV	Paper		
1900.15.072	LEADS Manuals	UNAV	Paper		
1900.15.073	LEADS Newsletters	CY + 3 years	Paper		
1900.15.074	AMBER ALERT Guide Book	UNAV	Paper		
1900.15.075	Police Manual	Permanent	Paper/Electronic		
1900.15.076	BCI/CCH Manual	UNAV	Paper		
1900.15.077	INTERBAGE Users Guide	UNAV	Paper		
1900.15.078	Volunteer Manual	UNAV	Paper		
1900.15.079	Volunteer Stats	CY + 1 year	Paper		
1900.15.080	Issued Equipment	Employment +1 year	Paper		
1900.15.081	BCI&I Checks/Fingerprint Cards	Until 80 years of age or death	Paper		
1900.15.082	LEADS Audit Reports	Permanent	Paper		
1900.15.083	First Aid CPR Cards	UNAV	Paper		
1900.15.084	Grants File	CY + 3 years	Paper		
1900.15.085	Bicycle Safety/Bikeway Info/Bikeway Volunteer Personal Information	UNAV	Paper		
1900.15.086	Annual Fire Arms Qualifications	3 years	Paper		
1900.15.087	Employment/Volunteer Applications Accepted	Merged with personnel file	Paper		
1900.15.088	Employment/Volunteer Applications Not Accepted	1 year after received	Paper		
PD Subcategory – Secured Storage facility:					
1900.15.089	Towed Auto File	CY + 6 years	Paper		
1900.15.090	Vehicle Release Forms	CY + 6 years	Paper		
1900.15.091	BMV Unclaimed and Abandoned Junk Motor Vehicle Affidavit (BMV Form 4204-E 6/10)	CY + 6 years	Paper		
1900.15.092	Certified Mailers	CY + 6 years	Paper		
1900.15.093	Towed/Impounded Vehicle & Inventory Report	CY + 6 years	Paper		
1900.15.094	Yearly Towed Auto List	CY + 6 years	Paper		

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