



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

Jul 14 2020

STATE AND LOCAL
GOVERNMENT RECORDS

614.297.2553
lrecs@ohiohistory.org
www.ohiohistory.org/lgr

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 Metropolitan Park District

(Local Government Entity)

(Unit)

[Signature]

James Willock Chief of Police

7/13/2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Mill Creek Metropolitan Park District

Records Commission

330.702.3000

(Local Government Entity)

(Telephone Number)

7574 Columbiana-Canfield Road

Canfield

44406 Mahoning

(Address)

(City)

(Zip Code)

(County)

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

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.

[Signature]

7/13/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 7/20/2020

Signature

Title

Date

Section D: Auditor of State**Records Manager**

Signature

Title

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.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1100.20.002	Accounts Payable check copies	Until Audit Complete + 1 year	Paper		<input type="checkbox"/>
1100.20.003	Annual Reports	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.004	APOs and Dept. Dir. Action Report	CY + 1 year	Electronic		<input type="checkbox"/>
1100.20.005	Appropriation/Expenditure Reports year-end	Until Audit Complete + 10 years	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input checked="" type="checkbox"/>
1100.20.006	Auction Records	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.007	Audits/State Audit Reports	CY + 4 Years	Paper		<input type="checkbox"/>
1100.20.008	Bank Statements & Reconciliations	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.009	Bid Packages	CY + 3 years minimum, expiration of content	Paper		<input type="checkbox"/>
1100.20.010	Board Standing Committee Applications & Background Check Forms	1 year	Electronic		<input type="checkbox"/>
1100.20.011	Board Standing Committee Minutes	Permanent	Electronic		<input checked="" type="checkbox"/>
1100.20.012	Bonds/Commissioner	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.013	Budget, Annual	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.014	Cash Audit Reports	Until audit complete	Paper		<input type="checkbox"/>
1100.20.015	Cash Receipt Books	Until Audit Complete + 1 year	Paper		<input type="checkbox"/>
1100.20.016	Cashier Reports (register tapes, voids, worksheets, error logs)	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.017	Check Registers	CY + 4 years (audit)	Paper/Electronic		<input type="checkbox"/>
1100.20.018	COBRA	5 years	Paper		<input type="checkbox"/>
1100.20.019	Commissioner Appointments	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.020	Commissioner By-laws	Permanent unless superseded, then 5 years	Electronic		<input checked="" type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Mill Creek Metropolitan Park District

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1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1100.20.021	Concession Agreements	5 years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
1100.20.022	Contracts and Agreements for services	UNAV	Paper		<input type="checkbox"/>
1100.20.023	Correspondence – site specific	UNAV	Paper		<input type="checkbox"/>
1100.20.024	Correspondence – site specific	UNAV	Electronic		<input type="checkbox"/>
1100.20.025	Designation of Depositories		Paper		<input type="checkbox"/>
1100.20.026	Donation Files/General Gifts	5 years after gift received	Paper		<input type="checkbox"/>
1100.20.027	Donation Files/General Gifts	5 years after gift received	Electronic		<input type="checkbox"/>
1100.20.028	Easements, Right-of-way	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.029	Election Results for Park District Ballot Issues & Ballot Language	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.030	Emails	UNAV	Electronic		<input type="checkbox"/>
1100.20.031	Encumbrance Journals	Until Audit Complete + 4 years	Paper		<input type="checkbox"/>
1100.20.032	Equipment Lists	Until Superseded	Paper		<input type="checkbox"/>
1100.20.033	Expense Reports (by vendor & account), monthly, year-end	Until Audit Complete + 4 years	Paper		<input type="checkbox"/>
1100.20.034	Facility Income Reports	Until Audit Complete			<input type="checkbox"/>
1100.20.035	Financial Reviews year-end	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.036	Fire Extinguisher Inspection – site specific	Until superseded	Paper		<input type="checkbox"/>
1100.20.037	Fixed Assets	CY + 4 years (audit)	Paper/Electronic		<input type="checkbox"/>
1100.20.038	Insurance Certificates	CY + 15 years	Paper		<input type="checkbox"/>
1100.20.039	Insurance Claim Files	3 years after file closed	Paper		<input type="checkbox"/>
1100.20.040	Insurance Policies	Active + 7 years	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1100.20.041	Inventory Lists	Until Superseded	Paper		<input type="checkbox"/>
1100.20.042	Invoice Journals	Until Audit Complete + 4 years	Paper		<input type="checkbox"/>
1100.20.043	Land Files (purchase agreement/agreement of gift, deeds/easements, title insurance policy/abstracts, surveys, maps, drawings, correspondence)	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.044	Leases	Expiration + 2 years	Paper		<input type="checkbox"/>
1100.20.045	Legal Bid documentation (bid packets, tabulations, correspondence)	Until Superseded + 5 years	Paper		<input type="checkbox"/>
1100.20.046	Legal Opinions, Judgments,	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.047	Litigation Files	UNAV or Active + 25 years	Paper		<input type="checkbox"/>
1100.20.048	Meeting Agendas	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.049	Minutes and Notes – Internal Meetings	UNAV	Paper		<input type="checkbox"/>
1100.20.050	Minutes for Board Meetings, Signed	Permanent	Paper		<input type="checkbox"/>
1100.20.051	Monthly Bank Analysis	CY + 4 yrs (audit)	Paper		<input type="checkbox"/>
1100.20.052	OPERS Applications for Refunds	CY + 4 years	Paper		<input type="checkbox"/>
1100.20.053	OPERS Exemption Certificates	Permanent	Paper		<input type="checkbox"/>
1100.20.054	OPERS Personal History Records	Permanent	Paper		<input type="checkbox"/>
1100.20.055	OPERS Reports	Permanent	Paper		<input type="checkbox"/>
1100.20.056	OPERS Reports	Permanent	Electronic		<input type="checkbox"/>
1100.20.057	OPERS Reports, monthly	Permanent	Paper		<input type="checkbox"/>
1100.20.058	Payroll Input Sheets	Permanent	Paper		<input type="checkbox"/>
1100.20.059	PERPP and OSHA Logs	CY + 5 years	Paper		<input type="checkbox"/>
1100.20.060	Petty Cash purchases	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.061	Policies	Until Superseded + 5 years	Paper		<input type="checkbox"/>
1100.20.062	Property Files, plans, maps, deeds	Permanent	Paper		<input checked="" type="checkbox"/>

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Section E: Table of Records to be Disposed

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Records Commission

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(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1100.20.063	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)	CY + 3 years (audit)	Paper		<input type="checkbox"/>
1100.20.064	Purchase Orders, Requisitions, Invoices	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.065	Receipt Books	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.066	Resolutions - signed	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.067	Revenue Reports	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.068	Sales Tax	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.069	SDS Sheets	CY + 30 years	Paper		<input type="checkbox"/>
1100.20.070	Service Agreements & Contracts	5 years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
1100.20.071	Statements/Bank	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.072	Statements/Financial (Audited)	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.073	Statements/Financial (monthly, YTD)	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.074	Statements/Financial (Year-End)	Permanent	Paper		<input checked="" type="checkbox"/>
1100.20.075	Statements/Payroll (Bi-Weekly)	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.076	Strategic Plan	Until Superseded + 5 years	Paper		<input type="checkbox"/>
1100.20.077	Tax Files/Real Estate Taxes and Assessments	Permanent	Paper		<input type="checkbox"/>
1100.20.078	Tax Returns, Federal, State, City Withholding	Until Audit Complete + 10 years	Paper		<input type="checkbox"/>

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Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1100.20.079	Unemployment Compensation Payments	CY + 1 year (audit)	Electronic		<input type="checkbox"/>
1100.20.080	Vehicle and large equipment (titles, registration, invoices, odometer statements, weight statements)	Either life of equipment or until equipment is sold	Paper		<input type="checkbox"/>
1100.20.081	Vehicle Mileage Logs	Until Superseded	Paper		<input type="checkbox"/>
1100.20.082	Vendor Lists	CY + 4 years (audit)	Paper		<input type="checkbox"/>
1100.20.083	Visitor Services Files (permits for special events and activities, insurance certificates, shelter and room reservations, refunds, usage agreements)	Expiration + 1 year (audit)	Paper		<input type="checkbox"/>
1100.20.084	Visitor Services Files (permits for special events and activities, insurance certificates, shelter and room reservations, refunds, usage agreements)	Expiration + 1 year (audit)	Paper		<input type="checkbox"/>
1200 – Human Resources Office					
1200.20.001	Accident reporting documents including 300AP forms and property damage	5 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.002	ADA, accommodation records and Related Documents	Termination + 3 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.003	Applications for employment (non-hired)	1 year	Paper/ Electronic		<input type="checkbox"/>
1200.20.005	Applications for employment (hired)	Active + 2 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.009	Background checks to include: Credit checks, driver license verifications, criminal background checks, arrest records and related consent and disclosures	6 Years	Electronic		<input type="checkbox"/>
1200.20.010	Benefit Plan Documents (includes certificate of coverage and contracts with providers of vision, dental, long-term disability and health coverage)	Expiration + 6 years	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1200.20.011	Benefit enrollment: Healthcare, life insurance, Dental Plan	Retain until coverage terms	Electronic		<input type="checkbox"/>
1200.20.012	Changes in positions/personnel file	Termination + 3 years	Electronic		<input type="checkbox"/>
1200.20.013	Collective Bargaining Files (ratified agreements, tentative agreements and notes)	Expiration + 5 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.014	Compensatory Time Records	CY + 3 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.015	Compensation History and Pay Records	Retain portions used to verify employment, retirement, or OPERS contribution. All other records termination +6 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.017	Complaints/personnel/litigation files	Active + 5 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.018	Complaint Files/External	Active	Paper/ Electronic		<input type="checkbox"/>
1200.20.019	Conversation Logs	Active + 3 years as long as not litigation pending	Electronic		<input type="checkbox"/>
1200.20.020	Diversity Files / EEO /EEO Complaints	Resolution + 3 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.021	Drug tests and alcohol screenings: Pre-employment, post- accident, random, reasonable suspicion	2 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.022	Employee Accident Reports	3 years if no worker's comp claim active	Paper/ Electronic		<input type="checkbox"/>

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1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1200.20.023	Employee Compensation Files/Information	Retain portions used to verify employment, or OPERS contributions all other termination + 6 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.024	Employee Handbook	Until Superseded	Paper/ Electronic		<input type="checkbox"/>
1200.20.028	Employee Medical Files, Sick Leave Files, HIPPA Protected Information	Termination+6 years	Paper/ Electronic		<input type="checkbox"/>
	Employee Pay Grades	Until Superseded	Electronic		<input type="checkbox"/>
1200.20.029	Employee Personnel Files (current & past)	Retain portions used to verify employment, retirement, or OPERS contribution termination +50 years. All other records termination + 6 years.	Paper/ Electronic		<input type="checkbox"/>
1200.20.031	Employee Photographs for ID badges and Paycor	Until termination or until photo is updated	Paper/ Electronic		<input type="checkbox"/>
1200.20.033	Employee Vacation leave , sick leave and comp time records	Active + 1 years	Electronic		<input type="checkbox"/>
1200.20.034	Employment verifications and reference checks	3 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.035	Exit Interviews	2 years	Paper/ Electronic		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1200.20.036	Grievance Files and related arbitration awards, settlement agreements, memos, etc.	3 years after contract expiration or resolution	Paper/ Electronic		<input type="checkbox"/>
1200.20.037	I-9 Records	Termination + 3 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.038	Interviewed applicant files	2 years	Paper		<input type="checkbox"/>
1200.20.039	Job Descriptions	Retain until superseded, obsolete, or replaced	Paper/ Electronic		<input type="checkbox"/>
1200.20.041	Job Postings and recruitment documents	2 years	Electronic		<input type="checkbox"/>
1200.20.042	Leaves of absences; FMLA leaves; Personal Leaves	Active + 5 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.045	Letters to Employees	Transferred to personnel file or UNAV	Paper/ Electronic		<input type="checkbox"/>
1200.20.046	Notes from personnel meetings/personnel file	Transferred to personnel file or UNAV	Paper/ Electronic		<input type="checkbox"/>
1200.20.047	ODJFS Unemployment Documents	Active + 2 years	Paper		<input type="checkbox"/>
1200.20.048	Offer Letters	Termination + 3 years	Electronic		<input type="checkbox"/>
1200.20.049	Organizational Chart	Until Superseded	Electronic		<input type="checkbox"/>
1200.20.050	Payroll Deduction Reports	Audit complete + 4 years	Electronic		<input type="checkbox"/>
1200.20.051	Payroll year-end totals	Audit complete + 6 years	Electronic		<input type="checkbox"/>
1200.20.050	Performance appraisals	5 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.051	Pre-employment physicals	6 years	Paper/ Electronic		<input type="checkbox"/>

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1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1200.20.052	Requests for information from Child Support Agencies	Until audit complete, Employee termination + 1 year	Paper		<input type="checkbox"/>
1200.20.053	Reference files used to document changes in payroll information	Termination date + 1 year	Paper/ Electronic		<input type="checkbox"/>
1200.20.055	Resignation letter or similar documents	Termination + 3 years	Paper/ Electronic		<input type="checkbox"/>
1200.20.056	Seniority List	Until Superseded	Electronic		<input type="checkbox"/>
1200.20.057	Separation Agreements/Layoff records	6 years	Electronics		<input type="checkbox"/>
1200.20.058	Time Sheets/Pay stubs	Until complete + 2 years	Electronic		<input type="checkbox"/>
1200.20.058	Training Records/Personnel	4 years or until Superseded	Paper/ Electronic		<input type="checkbox"/>
1300 - Wick Recreation Area					
1300.20.001	Ball Field Permits	Expiration + 1 year (audit)	Paper		<input type="checkbox"/>
1300.20.002	Batting Cage Token Inventory	UNAV	Paper		<input type="checkbox"/>
1300.20.003	Cashier change log	CY + 4 years	Paper		<input type="checkbox"/>
1300.20.004	Cashier Inventory	CY + 1 year	Paper		<input type="checkbox"/>
1300.20.005	Concession Sales	CY + 4 years	Paper		<input type="checkbox"/>
1300.20.006	Deposit Records	CY + 4 years	Paper		<input type="checkbox"/>
1300.20.007	Daily Cashier Reports	CY + 4 years	Paper		<input type="checkbox"/>
1300.20.008	Email	UNAV	Electronic		<input type="checkbox"/>
1300.20.012	Employee Schedules	CY	Paper		<input type="checkbox"/>
1300.20.013	Fire Extinguisher logs	Until Superseded	Paper		<input type="checkbox"/>
1300.20.014	Fuel Records	CY + 2 years	Paper		<input type="checkbox"/>
1300.20.015	SDS Sheets	CY + 30 years	Paper		<input type="checkbox"/>
1300.20.017	Pesticide Application Records	7 years	Paper		<input type="checkbox"/>
1300.20.020	Snow-making Records	UNAV	Paper		<input type="checkbox"/>
1300.20.021	Safety Training Records	4 Years or until superseded	Paper		<input type="checkbox"/>
1400 - Operations/Maintenance Building					
1400.20.001	Boiler Inspection Reports	CY + 3 years	Paper		<input type="checkbox"/>

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(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1400.20.003	Emails	UNAV	electronic		<input type="checkbox"/>
1400.20.005	Equipment Work Orders	CY + 2 years	Paper		<input type="checkbox"/>
1400.20.006	Equipment Service Orders	CY + 2 years	Paper		<input type="checkbox"/>
1400.20.007	Fire Extinguisher Inspections	Until superseded	Paper		<input type="checkbox"/>
1400.20.008	Gas & Oil Files	CY + 4 years	Paper		<input type="checkbox"/>
1400.20.009	Janitor's Schedule	CY + 3 years	Paper		<input type="checkbox"/>
1400.20.010	Lockout/tagout records	CY + 3 years	Paper		<input type="checkbox"/>
1400.20.011	SDS Sheets & Book	CY + 30 years	Paper		<input type="checkbox"/>
1400.20.012	Maintenance Manual	Permanent	Paper		<input type="checkbox"/>
1400.20.013	MetroParks Memos	UNAV	Paper		<input type="checkbox"/>
1400.20.014	Minutes & notes of meetings	UNAV	Paper		<input type="checkbox"/>
1400.20.015	Permits & Licenses	Expiration + 1 year	Paper		<input type="checkbox"/>
1400.20.016	Playground records/equipment	CY + 5 years	Paper		<input type="checkbox"/>
1400.20.019	Recycling Reports	CY + 5 years	Paper		<input type="checkbox"/>
1400.20.020	Safety Meeting sign-in sheet	4 years or until superseded	Paper		<input type="checkbox"/>
1400.20.023	Spray Records	Permanent	Paper		<input type="checkbox"/>
1400.20.026	Training on Equipment records	CY + 4 years	Paper		<input type="checkbox"/>
1400.20.027	Trash Pickup records	CY + 3 years	Paper		<input type="checkbox"/>
1400.20.028	Traveling Janitor Report	UNAV	Paper		<input type="checkbox"/>
1400.20.029	Trash Schedules – weekly	UNAV	Paper		<input type="checkbox"/>
1400.20.031	Vehicle Maintenance Records	Until sold	Paper		<input type="checkbox"/>
1400.20.032	Vendor list	CY	Paper		<input type="checkbox"/>
1400.20.033	Work Order	Cy + 2 years	Paper		<input type="checkbox"/>
1400.20.034	Wood chip release form	CY + 3 years	Paper		<input type="checkbox"/>
100.20.035	Written warnings/employees	permanent	Paper		<input type="checkbox"/>
1500 - Operations/Facilities (Annette)					
1500.20.001	Boat Rack Rental Forms	CY + 3 years	Paper		<input type="checkbox"/>
1500.20.015	Boat house documents (sales records)	CY + 3 years	Paper		<input type="checkbox"/>
1500.20.002	Calendars/schedules	UNAV	Paper		<input type="checkbox"/>
1500.20.003	Correspondence: site specific	UNAV	Paper		<input type="checkbox"/>
1500.20.014	Facilities inspections, alarm systems, fire extinguisher	CY + 5 years	Paper		<input type="checkbox"/>
1500.20.004	Fire Extinguisher Inspection: site specific	Until superseded	Paper		<input type="checkbox"/>
1500.20.005	Inspections: playgrounds (safety records)	CY + 5 years	Paper		<input type="checkbox"/>

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1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1500.20.006	Inventory/Facilities	Until superseded	Paper		<input type="checkbox"/>
1500.20.007	SDS	CY + 30 years	Paper		<input type="checkbox"/>
1500.20.010	Permits (for special activities, insurance certificates)	Expiration + 1 year	Paper		<input type="checkbox"/>
1500.20.016	Volunteer Documents (service hours)	CY + 3 years	Paper		<input type="checkbox"/>
1500.20.011	Waivers and Releases (boating)	Expiration + 1 year (audit)	Paper		<input type="checkbox"/>
1500.20.012	Warranties (computer, tools, etc.)	Expiration + 2 years	Paper		<input type="checkbox"/>
1500.20.017	Work orders: site specific	CY + 2 years	Paper		<input type="checkbox"/>
1600 - Golf Department					
1600.20.003	Irrigation Water Usage		Paper		<input type="checkbox"/>
1600.20.006	League/Outing Requests	Expiration + 1 year	Paper		<input type="checkbox"/>
1600.20.001	Pesticide Applications	7 years	Paper		<input type="checkbox"/>
1600.20.004	Pro Shop Inventory	Until Audit Complete	Paper		<input type="checkbox"/>
1600.20.002	Safety Training Records	4 years or until superseded	Paper		<input type="checkbox"/>
1600.20.005	Sales Summaries	CY + 3 years	Paper		<input type="checkbox"/>
1600.20.007	SDS Sheets	CY + 30 years	Paper		<input type="checkbox"/>
1700 - Community Engagement Department					
1700.20.006	Annual Budget	CY + 3 years	Electronic		<input type="checkbox"/>
1700.20.001	Annual Report	CY + 3 years	Electronic		<input type="checkbox"/>
1700.20.002	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		<input type="checkbox"/>
1700.20.003	Business Plan (e.g. research notes, documents, emails, marketing designs, etc.)	CY + 3 years	Paper		<input type="checkbox"/>
1700.20.004	Business Plan (e.g. research notes, documents, emails, marketing designs, etc.)	CY + 3 years	Electronic		<input type="checkbox"/>
1700.20.005	Calendars	UNAV	Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1700.20.007	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		<input type="checkbox"/>
1700.20.008	Gift shop documents (merchandise purchased)	CY + 3 years	Electronic		<input type="checkbox"/>
1700.20.009	Licenses (e.g. software, etc.)	CY + 3 years	Electronic		<input type="checkbox"/>
1700.20.010	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		<input type="checkbox"/>
1700.20.011	Notes/Internal Meetings	UNAV	Electronic		<input type="checkbox"/>
1700.20.012	Photographs and Graphics (e.g other than historical, permission to use forms, releases, etc.)	UNAV	Paper		<input type="checkbox"/>
1700.20.013	Photographs and Graphics (e.g other than historical, permission to use forms, releases, etc.)	UNAV	Electronic		<input type="checkbox"/>
1700.20.014	Project Files (e.g., schedules, contractor/professional services agreement, insurance certificates, contractor warranties and guarantees, quotes, maps, correspondence, drawings)	UNAV	Electronic		<input type="checkbox"/>
1700.20.015	Purchase Order Requisitions (e.g. supplies, printing services, advertising, software, hardware, tools, equipment, furnishings, contractors, etc.)	CY + 3 Years	Electronic		<input type="checkbox"/>
1700.20.016	Social Media (e.g. all posts, analytics, photos, videos, etc.)	CY + 3 Years	Electronic		<input type="checkbox"/>
1700.20.017	Volunteer Documents (e.g. service hours, application copies, job descriptions, recognition records, etc.)	CY + 3 years	Paper		<input type="checkbox"/>
1700.20.018	Volunteer Documents (e.g. service hours, application copies, job descriptions, recognition records, etc.)	CY + 3 years	Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1700.20.019	Waivers and Releases/Adult (eg. participation, abutting property, exhibitor)	CY + 5 Years	Electronic		<input type="checkbox"/>
	Waivers and Releases/Youth (participation, volunteers under 18)	2 years after child's 18 th birthday unless litigation is pending	Electronic		<input type="checkbox"/>
1700.20.020	Waivers and Releases/photo	retain for life of photo	Paper		<input type="checkbox"/>
1100.20.021	Volunteer Files/Applicants – Accepted Active, Inactive, Archived (applications, orientation verification, hours)	Active + 2 years	Paper		<input type="checkbox"/>
1100.20.022	Volunteer Files/Applicants – Not accepted (applications, orientation verification, hours)	CY + 1 year	Paper		<input type="checkbox"/>
1100.20.023	Volunteer Handbook	Until Superseded	Electronic		<input type="checkbox"/>
1100.20.024	Volunteer Background Check Forms	Until Superseded	Electronic		<input type="checkbox"/>
1700.20.025	Waivers and Releases/photo	retain for life of photo	Electronic		<input type="checkbox"/>
1700.20.026	Waivers and Releases/Youth (participation, medical)	2 years after child's 18th birthday or until digitized	Paper		<input type="checkbox"/>
1700.20.027	Waivers and Releases/Youth (participation, medical)	2 years after child's 18th birthday unless litigation is pending	Electronic		<input type="checkbox"/>
1800 - Planning & Natural Resources Department					
1800.20.001	Bridge Inspections – (reports, ODOT documentation)	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.002	Construction Drawings	UNAV	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1800.20.003	Construction Drawings	Life of project or obsolete then appraise for historical value	Mylar/Vellum		<input type="checkbox"/>
1800.20.004	Construction Drawings	Live of project or obsolete then appraise for historic value	Electronic		<input type="checkbox"/>
1800.20.005	Construction Project Files – Addendums	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.006	Construction Project Files – Agreements	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.007	Construction Project Files – Bid Tabs	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.008	Construction Project Files – Change Orders	CY + 7 years	Paper		<input type="checkbox"/>
1800.20.009	Construction Project Files – Consultant Services	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.010	Construction Project Files – Contract Documents	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.011	Construction Project Files – Contractor Correspondence	CY + 7 years	Paper		<input type="checkbox"/>
1800.20.012	Construction Project Files – Environmental Documentation	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.013	Construction Project Files – Escrow Account Info	CY + 7 years	Paper		<input type="checkbox"/>
1800.20.014	Construction Project Files – Final Quantities	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.015	Construction Project Files – Inspection Reports	CY + 7 years	Paper		<input type="checkbox"/>
1800.20.016	Construction Project Files – Materials (product submittals, testing reports, delivery tickets)	CY + 7 years	Paper		<input type="checkbox"/>
1800.20.017	Construction Project Files – Pay Requests	CY + 7 years	Paper		<input type="checkbox"/>
1800.20.018	Construction Project Files - Pre-Contract	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.019	Construction Project Files- Prevailing Wage Documentation (wage update notifications, site interview forms, certified payrolls, completion affidavits)	CY + 7 years	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1800.20.020	Dam Inspections (reports, ODNR documentation)	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.021	Department Reports – annual, quarterly	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.022	General Inter-Park Memos	UNAV	Paper		<input type="checkbox"/>
1800.20.023	Grants (applications, correspondence, disbursements, etc.)	5 years provided audited and disputes resolved	Paper		<input type="checkbox"/>
1800.20.024	Historic Items	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.025	Notes/Phone Messages	UNAV	Paper		<input type="checkbox"/>
1800.20.026	Property Acquisition	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.027	Property Line Surveys	Permanent	Electronic		<input checked="" type="checkbox"/>
1800.20.028	Property Line Surveys	Permanent	Paper		<input checked="" type="checkbox"/>
1800.20.029	RFP Project Files	2 years	Paper		<input type="checkbox"/>
1800.20.030	SDS Sheets	CY + 30 years	Paper		<input type="checkbox"/>
1800.20.031	Travel Request Forms	CY + 1 year	Paper		<input type="checkbox"/>
1800.20.032	Wildlife Management Policies	Until Superseded	Paper		<input type="checkbox"/>
1800.20.033	Work Orders	CY + 1 year	Paper		<input type="checkbox"/>
1900 - Police Department					
1900.20.001	AMBER ALERT Guide Book	UNAV	Paper		<input type="checkbox"/>
1900.20.002	Annual Fire Arms Qualifications	CY +3 years	Paper		<input type="checkbox"/>
1900.20.003	Arrest (Misdemeanor)	CY+ 6 years	Paper/Electronic		<input type="checkbox"/>
1900.20.004	Daily Activity Reports	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.005	BCI/CCH Manual	UNAV	Paper		<input type="checkbox"/>
1900.20.006	Body Armor	Lifetime + 1 years	Paper		<input type="checkbox"/>
1900.20.007	Budget/Expense Reports	CY + 3 years	Paper/Electronic		<input type="checkbox"/>
1900.20.008	Case Management Log	CY + 3 Years	Electronic		<input type="checkbox"/>
1900.20.009	Civilian Ride Along Waivers	CY	Paper		<input type="checkbox"/>
1900.20.010	Clothing Allowance	CY + 3 years	Paper/Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1900.20.011	Court Cases	Conclusion of case of legal process +3	Paper/Electronic		<input type="checkbox"/>
1900.20.012	Criminal Case Files – Felony (Except Homicide or Arson)	25 years provided no actions pending	Paper		<input type="checkbox"/>
1900.20.013	Criminal Case Files – Felony (Homicide & Arson)	Permanent	Paper		<input checked="" type="checkbox"/>
1900.20.014	Criminal Case Files – Misdemeanors	6 years and UNAV	Paper		<input type="checkbox"/>
1900.20.015	Cruiser Inventory	CY + 1 years	Paper/Electronic		<input type="checkbox"/>
1900.20.016	Departmental Internal APO	CY + 1 Year	Electronic		<input type="checkbox"/>
1900.20.017	Departmental Staff Meeting Minutes/Agenda	CY + 1 Year	Electronic		<input type="checkbox"/>
1900.20.018	Employee Complaints	UNAV	Paper		<input type="checkbox"/>
1900.20.019	Employee Emergency Contact Sheets	Continually maintained and updated	Paper/Binder		<input type="checkbox"/>
1900.20.020	Employment/Volunteer Applications Accepted	Merged with personnel file	Paper		<input type="checkbox"/>
1900.20.021	Employment/Volunteer Applications Not Accepted	1 year after received	Paper		<input type="checkbox"/>
1900.20.022	Event Reports	6 Years or UNAV	Paper		<input type="checkbox"/>
1900.20.023	Evidence Receipt/Clipboard	Disposal + 3 years	Paper/Electronic		<input type="checkbox"/>
1900.20.024	Field Guide	CY+ 1 year	Paper		<input type="checkbox"/>
1900.20.025			Paper		<input type="checkbox"/>
1900.20.026	First Aid CPR Cards	UNAV	Paper		<input type="checkbox"/>
1900.20.027	Forms Manual	UNAV	Paper		<input type="checkbox"/>
1900.20.029	Grant Files	Expiration + 3 years	Paper/Electronic		<input type="checkbox"/>
1900.20.030	Interview Schedules	UNAV	Electronic		<input type="checkbox"/>
1900.20.031	Issued Equipment	Date of return + 1 year	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1900.20.032	Juvenile Court Paperwork	Until Expunged	Paper/Electronic		<input type="checkbox"/>
1900.20.033	LEADS Audit Reports	Permanent	Paper		<input type="checkbox"/>
1900.20.034	LEADS Background Letters	Until Separation	Paper		<input type="checkbox"/>
1900.20.035	LEADS Manuals	UNAV	Paper		<input type="checkbox"/>
1900.20.036	LEADS Newsletters	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.037	LEADS Print Outs	Unavailable	Paper		<input type="checkbox"/>
1900.20.038	Lockout Waiver	CY + 1 years	Paper/Electronic		<input type="checkbox"/>
1900.20.039	Memos Clipboard	CY + 6 years	Paper		<input type="checkbox"/>
1900.20.040	Memos/Police Correspondence	CY + 5 years	Paper/Electronic		<input type="checkbox"/>
1900.20.041	Minor Misdemeanor Citations	CY + 6 years	Paper/Electronic		<input type="checkbox"/>
1900.20.042	Monthly Activity Reports	CY + 3Years	Electronic		<input type="checkbox"/>
1900.20.043	NCIC Manuals	UNAV	Paper		<input type="checkbox"/>
1900.20.044	Officer/Department Stats	UNAV (incorporated into reviews/reports)	Electronic		<input type="checkbox"/>
1900.20.045	OPOTA Annual Agency Roster	CY + 3 years	Electronic		<input type="checkbox"/>
1900.20.046	OPOTA SF400	Separation +3 Years	Electronic		<input type="checkbox"/>
1900.20.047	OPOTA SF401	Separation +3 Years	Electronic		<input type="checkbox"/>
1900.20.048	OVI Task Force Monthly Invoice	CY + 3 years	Electronic		<input type="checkbox"/>
1900.20.049	Parking Citations	CY + 3 years	Paper/Electronic		<input type="checkbox"/>
1900.20.050	Petty Cash Receipts	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.051	Police Manual	Current and Immediate Previous	Electronic		<input type="checkbox"/>
1900.20.052	Pursuit Review Forms	CY +6 Years	Paper/Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District

Records Commission

(Local Government Entity)

(Unit)

Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1900.20.053	Receipt Logs	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.054	Receipts for Fines from Parking Tickets/Traffic Citations/Misdemeanors	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.055	Report receipts	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.056	Reports – Interbadge & Spillman	CY + 5 years	Electronic/paper		<input type="checkbox"/>
1900.20.057	SDS Binders	CY + 30 years	Paper		<input type="checkbox"/>
1900.20.058	Service Contracts	Life of contract + 1 year	Paper		<input type="checkbox"/>
1900.20.059	Subject Interaction Forms	CY +6 Years	Paper		<input type="checkbox"/>
1900.20.060	Subpoenas Received	Until served, discharged, stale dated, answered or withdrawn by the issuing court	Paper		<input type="checkbox"/>
1900.20.061	Traffic Accident Reports	2 years provided no actions pending	Paper		<input type="checkbox"/>
1900.20.062	Traffic Citations	3 years after case closed and no appeals pending	Paper/Electronic		<input type="checkbox"/>
1900.20.063	Traffic Citations – Voided	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.064	Traffic Warnings	CY + 1 years	Paper		<input type="checkbox"/>
1900.20.065	Training Files	15 years	Paper/Electronic		<input type="checkbox"/>
1900.20.066	Training/Travel Requests	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.067	Video and Audio Recordings - Admin	UNAV	Multi		<input type="checkbox"/>
1900.20.068	Video and Audio Recordings - Criminal	Incorp. Into case files	Multi		<input type="checkbox"/>
1900.20.069	Volunteer Hours	CY + 1 year	Paper		<input type="checkbox"/>
1900.20.070	Weapons Inventory	Ongoing	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Mill Creek Metropolitan Park District		Records Commission			
(Local Government Entity)		(Unit)			
Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP
1100 Administrative Office Building					
(1)	(2)	(3)	(4)	(5)	(6)
1100.20.001	Accident Reports (Property damage, insurance)	Active Claim + 2 years	Paper		<input type="checkbox"/>
1900.20.071	Weapons Purchase/Request to Carry Off Duty	Last Qualification + 1 Year	Paper/Electronic		<input type="checkbox"/>
1900.20.072	Work Orders	CY + 1 year	Paper		<input type="checkbox"/>
PD Subcategory – Secured Storage facility:					
1900.20.073	BMV Unclaimed and Abandoned Junk Motor Vehicle Affidavit (BMV Form 4204-E 6/10)	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.074	Certified Mailers	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.075	Gov Deals Sold Auto Files	CY + 3 Years			<input type="checkbox"/>
1900.20.076	Titled Vehicles	Sold + Incorporate into Towed Auto File	Paper		<input type="checkbox"/>
1900.20.077	Towed Auto File	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.078	Towed/Impounded Vehicle & Inventory Report	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.079	Vehicle Release Forms	CY + 3 years	Paper		<input type="checkbox"/>
1900.20.080	Yearly Towed Auto List	CY + 3 years	Paper		<input 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

Mill Creek MetroParks Records Retention Commission
Meeting Minutes

The Mill Creek MetroParks Public Records Commission met July 13, 2020 at 5:30 p.m., in open session at K.F. McMahon Hall, Canfield, Ohio.

Members Present, Lee Frey, Aaron Young, Kevin Smith, & Jim Willock.

Smith made a motion to open the meeting at 5:30PM, the motion was seconded by Frey. All voted in the affirmative.

The Minutes of the December 16, 2019, meeting were distributed via email and provided for members in written form at the meeting. There were no additions or corrections to the minutes submitted. Young made a motion to accept the minutes as presented, seconded by Smith. All voted in the affirmative.

A brief review of public records requests made to date in 2020 were discussed.

Smith made a motion approving the destruction of any records permitted by our current RC-2, seconded by Frey. All voted in the affirmative.

Frey made a motion to approve the RC-3 of records disposed at the Police Department (36 boxes on 6/23/20, and Administrative Officer (94 Boxes on 7/9/20). The Rc-3 is not required to be sent to the state but will be retained as a local record. Young seconded the motion. All voted affirmative.

Young made a motion to approve an Updated RC-2 comprised of updates to HR and Police records. Smith seconded the motion, all voted in the affirmative.

Next regular meeting December 14, 2020 5:30PM at the Fellows Riverside Gardens, Youngstown.

Frey made a motion to adjourn the meeting at 5:36PM, second by Young. All voted in the affirmative.

Jim Willock, Chairperson

Aaron Young, Executive Director

Kevin Smith, Finance Director/Treasurer

Lee Frey, Board President