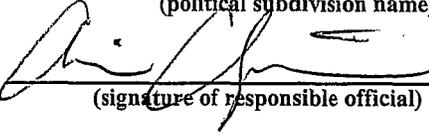


**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: **Clermont County Records Commission** Telephone Number **(513) 735-8660**

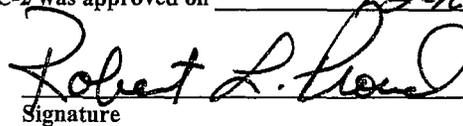
**289 East Main Street** **Batavia** **45103** **Clermont**  
 (address) (city) (zip code) (county)

(2) FROM: **Clermont County Park District** 9700  
 (political subdivision name) (unit)

 **Chris Clingman** **Director**  
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 12-10-07 as reflected by the minutes kept by this commission.

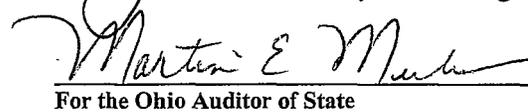
Chairman, Records Commission:

 12-10-07  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 12/19/07  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 1-15-08  
 For the Ohio Auditor of State Date

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
9700-01	Accident Reports	2 years	Paper	
9700-02	Activity Reports - Daily-Logs	1 year	Paper	
9700-03	Annual Budgets	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-03B	Annual Budgets	Retain one copy Permanently	Microfilm	
9700-04	Annual Financial Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	DEC 19 2007

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Park District  
(political subdivision name)

9700  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
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	
9700-04B	Annual Financial Reports	Retain one copy Permanently	Microfilm	
9700-05	Appropriation Ledger-Disbursements (general ledger)	5 years	Paper	
9700-06	Audit Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-06B	Audit Reports	Retain one copy Permanently	Microfilm	
9700-07	Badges/ID=s	Turn in upon termination of employment	Paper	
9700-08	Bids (successful)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
9700-08A	Bids (successful)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9700-08B	Bids (successful)	15 years after contract expires	Paper	
9700-09	Bids (unsuccessful)	2 years after contract award	Paper	<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. 117.26 O.R.C.</b>
9700-10	Bids (successful) for the provision of goods and/or services where no contract is required	3 years after expiration of contract, audited	Paper	
9700-11	Board Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Park District  
(political subdivision name)

9700  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9700-11B	Board Files	Permanent	Microfilm	
9700-12	Bond Coupons	2 years, provided audited	Paper	
9700-13	Bonds - Employees	Place in personnel file	Paper	
9700-14	Burning Permits	1 year	Paper	
9700-15	Calendars -Monthly/daily/planners	1 year	Paper/Electronic	
9700-16	Caretaker- Housing Benefits	3 years	Paper	
9700-17	Cash Books - Record of Receipts and Expenditures	Retain 4 years, provided audited	Paper	
9700-18	Cash Receipts (rentals)	6 months after audit	Paper	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.
9700-19	Check Registers	4 years after end of FY, provided audited	Paper/Electronic	
9700-20	Citizen Complaints	3 years provided no pending actions	Paper	
9700-21	Claims/Litigation Records	5 years after closed	Paper	
9700-22	Construction Files (ORC 2305.06)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
9700-22A	Construction Files (ORC 2305.06)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9700-22B	Construction Files (ORC 2305.06)	15 years after completion	Microfilm	
9700-23	Contract Program-Includes vendor contracts	Retain for 3 years, provided audited	Paper	
9700-24	Contracts -Project Construction	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
9700-24A	Contracts -Project Construction	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9700-24B	Contracts -Project Construction	15 years after expiration	Microfilm	
9700-25	Disaster Plan	Until updated or superseded	Paper/Electronic	
9700-26	Drinking Water Analysis Reports	1 year after test, provided negative	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Park District 9700  
(political subdivision name) (unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9700-27	Easements and Deeds	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-27B	Easements and Deeds	Retain permanently	Microfilm	
9700-28	Electronic Mail (email)	Retain according to content	Electronic	
9700-29	Engineering Plans	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-29B	Engineering Plans	Permanent	Microfilm	
9700-30	Equipment Maintenance Records	Life of the equipment	Paper	
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	
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	
9700-33	Incident/Damage Reports	5 years	Paper	
9700-34	Inspection Reports -Staff	2 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.
9700-35	Insurance Policies (ORC 2305.10)	Retain for the life of the policy plus 5 years	Paper	
9700-36	Inventories - Annual, of property	3 years, provided audited	Paper/Electronic	
9700-37	Key Deposits/Damage withholding	3 years	Paper	
9700-38	Leave Requests (sick & vacation)	3 years, provided audited	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

FROM: Clermont County Park District 9700  
(political subdivision name) (unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9700-39	Maintenance Files - Maintenance of park sites	Retain for 5 years	Paper	
9700-40	Minutes (ORC 1545.07)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-40B	Minutes (ORC 1545.07)	Permanent	Microfilm	
9700-41	Motor Vehicle Permits Issuance Logs	1 year	Paper	
9700-42	Naturalist Reports	3 years	Paper	
9700-43	Organizational Charts/Salary Reports	1 year after any revisions	Paper/Electronic	
9700-44	OSHA & Safety Committees Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
9700-44A	OSHA & Safety Committees Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9700-44B	OSHA & Safety Committees Records	Permanent	Microfilm	
9700-45	Pesticides License	5 years	Paper	
9700-46	Pay-ins to Treasury Records	3 years, provided audited	Paper	
9700-47	Payroll	3 years after FY, provided audited	Paper/Electronic	
9700-48	Performance Evaluations	1 year, keep in employee file	Paper	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.
9700-49	Permits	3 years, provided audited	Paper	
9700-50	Personnel Files	2 years after employee terminates	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Park District 9700  
 (political subdivision name) (unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9700-51	Photographs and/or slides - since the founding of the Park District	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
9700-51A	Photographs and/or slides - since the founding of the Park District	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9700-51B	Photographs and/or slides - since the founding of the Park District	Retain permanently	Microfilm	
9700-52	Plats & Maps	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-52B	Plats & Maps	Permanent	Microfilm	
9700-53	Playground Safety Inspection Reports	2 years	Paper	
9700-54	Press/News Releases	3 years	Paper	
9700-55	Professional Association Records	Destroy when of no administrative value	Paper	
9700-56	Project Files - Individual History Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-56B	Project Files - Individual History Files	Retain permanently	Microfilm	
9700-57	Property Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Park District 9700  
(political subdivision name) (unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
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	
9700-57B	Property Files	Permanent	Microfilm	
9700-58	Purchase Orders/Invoices/Copies	2 years	Paper	
9700-59	Records Retention Documents copies (RC-1, RC-2, RC-3) original sent to Records Management Division	5 years	Paper	
9700-60	Recreation Program Files	3 years after program stops	Paper	
9700-61	Rental Leases -Real Estate - Caretakers	5 years after expiration	Paper	
9700-62	Subject Files - Miscellaneous files other than program and project files, may include correspondence, memos, directives and other related materials	Retain for 5 years	Paper/Electronic	
9700-63	Time Cards	3 FY years, provided audited	Paper	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.
9700-64	Vehicle Fuel Usage Records	3 years	Paper	
9700-65	Vehicle Maintenance Records	Until vehicle is sold	Paper	
9700-66	Vehicle Mileage Logs	Until vehicle is sold	Paper	
9700-67	Visitor= Sign-in Log	1 year	Paper	
9700-68	Pattison Foundation Correspondence	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-68B	Pattison Foundation Correspondence	Permanent	Microfilm	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Park District  
(political subdivision name)

9700  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9700-69	Pattison Foundation Statements	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-69B	Pattison Foundation Statements	Permanent	Microfilm	
9700-70	Pattison Foundation Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-70B	Pattison Foundation Minutes	Permanent	Microfilm	
9700-71	Greater Cincinnati Foundation	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-71B	Greater Cincinnati Foundation	Permanent	Microfilm	
9700-72	Federal Wildlife & Fish Permits/Wild Animal Permits	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
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	
9700-72B	Federal Wildlife & Fish Permits/Wild Animal Permits	Permanent	Microfilm	