



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Anderson Township Park District  
(political subdivision name)

(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1-9	Correspondence (Email)	Until no longer of Administrative value (RC-3 not required)	Electronic	All
1-10	Appointments of Board of Park Commissioners	Permanent	Paper	Director
1-11	Deeds	Permanent	Paper	Director
1-12	Dog Park Planning Material	Until no longer of Administrative value (RC-3 not required)	Paper	Director
1-13	Drafts and Informal Notes	Until no longer of Administrative value	Paper	All
1-14	Employment Ads	Until no longer of Administrative Value (RC-3 not required)	Paper	Department Head
1-15	Injury Reports	Permanent	Paper	Department Heads
1-16	Insurance Records (Property, Auto, Liability)	5 years after expiration	Paper	Financial Officer
1-17	Legal Opinions	Permanent	Paper/Disk	Director
1-18	Levy Campaign Materials	Permanent	Paper	Director
1-19	Magazine & Publications	Until no longer of Administrative value (RC-3 not required)	Paper	All
1-20	Multi-Use Trail Plan	Until revised	Paper	Office Manager
1-21	Newspaper Articles	Until no longer of Administrative value (RC-3 not required)	Paper	Office Manager
1-22	Park Development Records, Histories, Master Plans	Permanent	Paper	Director/Operations Manager
1-23	Park Improvement Committee Records	Until no longer of Administrative value (RC-3 not required)	Paper	Department Heads
1-24	Park Dedication, Open Space Transfer Records	Permanent	Paper	Director
1-25	Photos	Permanent	Paper/Disk	Office Manager

Form RC-2

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1-26	Photos/Videos	Permanent	Electronic	Office Manager
1-27	Plat Development Records	Permanent	Paper	Operations Manager
1-28	Plat Review Sheets	Permanent	Paper	Director
1-29	Policies & Procedures Manual	5 years after revised	Paper/Disk	Director
1-30	Publications	Permanent	Paper	Office Manager
1-31	Records Retention Reports	Permanent	Paper	Office Manager
1-32	Research Materials	Until no longer of Administrative Value (RC-3 not required)	Paper	All
1-33	Rules & Regulations	Until revised	Paper	Director
1-34	Storage Unit Inventory	Until superceded	Paper	Office Manager
1-35	Survey Results (Park User)	10 years	Paper	Office Manager
1-36	Survey Results Compilations (Park User)	Permanent	Paper	Office Manager
0-37	Telephone Messages	Until no longer of Administrative Value (RC-3 not required)	Paper	All
1-38	Vehicle Titles & Licensing	Permanent	Paper	Office Manager
1-39	Work Orders	Until no longer of Administrative Value (RC-3 not required)	Paper	Operations Manager
<b>FINANCIAL RECORDS</b>				
2-1	Audit Reports Records	5 Years	Paper	Financial Officer
2-2	Auditor of State Bulletins Transfer Records	Permanent	Paper	Financial Officer

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2-3	Bank Deposit Records Receipts, Reconciliation, Slips, Statements	4 years, provided audited	Paper	Financial Officer
2-4	Bids, Bid Performance Bonds, Invitations to Bid	15 years after complete provided audited	Paper	All
2-5	Bid Bonds (Unsuccessful Bidder)	Return after Project awarded	Paper	Operations Manager
2-6	Bond Records	Permanent	Paper	Financial Officer
2-7	Budgetary Worksheets	3 years provided audited	Paper	Financial Officer
2-8	Cancelled & Voided Checks	4 years, provided audited	Paper	Financial Officer
2-9	Cancelled Purchase Orders	4 years, provided audited	Paper	Financial Officer
2-10	Certification of Result of Election	Permanent	Paper	Director
2-11	Depository Agreements	Permanent	Paper	Financial Officer
2-12	Donation Records	5 Years	Paper	Financial Officer
2-13	Financial Ledgers	10 Years, provided audited	Paper	Financial Officer
2-14	Financial Reports (Annual)	Permanent	Paper	Financial Officer
2-15	Financial Reports (Monthly)	3 Years, provided audited	Paper	Financial Officer
2-16	Grant Award History - Federal, State, Local	Permanent	Paper	Director
2-17	Grant Records – Federal & State	15 years, after construction complete	Paper	Director
2-18	Invoices and supporting documents	4 years, provided audited	Paper	Financial Officer
2-19	Minutes of Board Meetings	Permanent	Paper	Board Clerk
2-20	Hamilton County Auditor's Records, Amended Certificates, Appropriations Resolutions, Certificate of Total Amounts from All Resources etc	Permanent	Paper	Financial Officers

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2-21	Ohio Compliance Supplement	Permanent	Paper	Financial Officer
2-22	Ohio Department of Job & Family Services	Permanent	Paper	Financial Officer
2-23	Ohio Records – Annual Financial Report and Audit Reports	Permanent	Paper	Financial Officer
2-24	Settlement Sheets from County Auditor	5 years	Paper	Financial Officer
2-25	Vendors – Employee Authorization Letters	Until superceded	Paper	Financial Officer
<b>OPERATIONS RECORDS</b>				
3-1	Building Operations Records (Security, emergency, equipment)	Until Revised	Paper	Operations Manager
3-2	Chemical Application Records	15 years	Paper	Operations Manager
3-3	Chemical Application Records	15 years	Electronic	Operations Manager
3-4	Equipment Maintenance Records	Life of Equipment	Paper	Operations Manager
3-5	Headquarters Construction & Operation Records	Permanent	Paper	Operations Manager
3-6	Playground Safety Inspection Records	Permanent	Paper	Operations Manager
3-7	Playground Safety Inspection Records	Permanent	Electronic	Operations Manager
<b>PAYROLL AND PERSONNEL RECORDS</b>				
4-1	Applications for Employment Persons Hired	50 Years	Paper	Director
4-2	Application for Employment Persons Not Hired	Until position filled	Paper	Department Head
4-3	City Income Tax Reports	Permanent	Paper	Financial Officer
4-4	Employee Handbook	Until Revised	Paper	Director
4-5	Employee Pay Records	Permanent	Paper	Financial Officer

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
4-6	Employee Performance Evaluation	50 Years	Paper	Financial Officer
4-7	Employment Forms – I-9, W-4	Permanent	Paper	Financial Officer
4-8	Federal Tax Returns – Form 941	Permanent	Paper	Financial Officer
4-9	Insurance Records (Employee Health)	2 years after expiration	Paper	Financial Officer
4-10	Interview Files	1 year	Paper	Department Head
4-11	Job Announcements	Until no longer of Administrative value (RC-3 not required)	Paper	Department Head
4-12	Job Descriptions	Until superceded	Paper	Director
4-13	Misc. Income Forms 1099	Permanent	Paper	Financial Officer
4-14	Ohio Deferred Comp Records	Permanent	Paper	Financial Officer
4-15	Ohio Income Tax Reports	Permanent	Paper	Financial Officer
4-16	Ohio Public Employees Retirement Reports	Permanent	Paper	Financial Officer
4-17	Ohio School District Tax Reports	Permanent	Paper	Financial Officer
4-18	Payroll Ledger	Permanent	Paper	Financial Officer
4-19	Payroll Summaries	3 years, provided audited	Paper	Financial Officer
4-20	Time Sheets	Permanent	Paper	Financial Officer
4-21	Unemployment Comp Case Files	4 years after date of final payment	Paper	Financial Officer
4-22	Wage & Tax Forms – W2, W-3	Permanent	Paper	Financial Officer
4-23	Workers' Comp Claims	10 years after final payment	Paper	Financial Officer
4-24	Work Schedules	Until no longer of Administrative value (RC-3 not required)	Paper	Department Head

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<b>PROGRAM RECORDS</b>				
5-1	Athletic Field Schedules,	Until no longer of Administrative value (RC-3 not required)	Paper	Office Manager/ Recreation Manager
5-2	Athletic League Releases Youth and Adult	5 years	Paper	Office Manager
5-3	CPR & First Aid Records	4 years	Paper	Recreation Supervisor
5-4	Facility Permits	2 years	Paper	Office Manager
5-5	Fee Schedule	5 years	Paper	Office Manager
5-6	NYSCA Materials	Permanent	Paper	Recreation Supervisor
5-7	Product Information & Manuals	Life of Equipment	Paper	Recreation Manager
5-8	Program Budget Information	Until no longer of Administrative value (RC-3 not required)	Paper	Recreation Manager
5-9	Program Budget Information	Until no long of Administrative value (RC-3 not required)	Paper	Recreation Manager
5-10	Program Department Calendars and schedules	Until no long of Administrative value (RC-3 not required)	Paper	Recreation Manager
5-11	Program Department Calendars and schedules	Until no long of Administrative value (RC-3 not required)	Electronic	Recreation Manager
5-12	Program Evaluations	4 years	Paper	Recreation Manager
5-13	Program Evaluations	4 years	Electronic	Recreation Manager
5-14	Program Files – Individual Programs (including signed Contracts)	Until no longer of Administrative value (RC-3 not required)	Paper	Recreation Manager
5-15	Program Files – Individual Programs (including signed Contracts)	Until no longer of Administrative value (RC-3 not required)	Electronic	Recreation Manager

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5-16	Program Inventory	1 year	Paper	Recreation Manager
5-17	Program Inventory	1 year	Electronic	Recreation Manager
5-18	Program Payroll Information	Until no longer of Administrative value (RC-3 not required)	Paper	Recreation Manager
5-19	Program Payroll Information	Until no longer of Administrative value (RC-3 not required)	Electronic	Recreation Manager
5-20	Program Purchasing	2 years	Paper	Recreation Manager
5-21	Program Registration Forms	3 years, provided audited	Paper	Recreation Manager
5-22	Program Roster & Attendance Sheets	Until no longer of Administrative value (RC-3 not required)	Paper	Recreation Manager
5-23	RecTrac Program Receipts	3 years, provided audited	Paper	Recreation Manager
5-24	Volunteer Files	Until no longer of Administrative value (RC-3 not required)	Paper	Recreation Manager Volunteer & Business Manager

**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.**