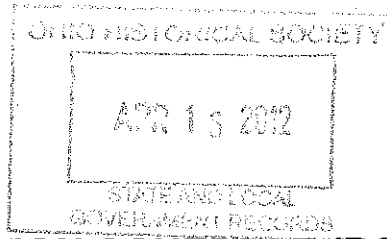




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497



SCANNED
 5-11-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Anderson Township Park District

(local government entity)

(unit)

Emily C. Armstrong
 (signature of responsible official)

Emily Armstrong
 (name)

Board Clerk
 (title)

3/29/2012
 (date)

Section B: Records Commission

Anderson Township Park District

513.388.5096

Records Commission

(telephone number)

8249 Clough Pike
 (address)

Cincinnati
 (city)

45244
 (zip code)

Hamilton
 (county)

To have this form returned to the Records Commission electronically, include an email address: earmstrong@andersonparks.com

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]
 Records Commission Chair Signature

4-13-12
 Date

Section C: Ohio Historical Society - State Archives

[Signature]
 Signature

Electronic Records Assistant
 Title

04/24/2012
 Date

Section D: Auditor of State

[Signature]
 Signature

5-7-12
 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 of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS-LGRP
1-1	Annual/Biennial Reports	Permanent	Paper		<input checked="" type="checkbox"/>
1-2	Annual/Biennial Reports	Permanent	Electronic		<input type="checkbox"/>
1-3	Auction Materials (reports, lists, notices)	5 years	Paper		<input type="checkbox"/>
1-4	Auction Materials (reports, lists, notices)	5 years	Electronic		<input type="checkbox"/>
1-5	Award Applications (including applications, audiovisual aids, reports, and associated documents)	10 years, then appraise for historic value	Paper		<input checked="" type="checkbox"/>
1-6	Award Applications (including applications, audiovisual aids, reports, and associated documents)	10 years, then appraise for historic value	Electronic		<input checked="" type="checkbox"/>
1-7	Blank Forms (Internal and external)	Until obsolete or superseded	Paper		<input type="checkbox"/>
1-8	Blank Forms (Internal and external)	Until obsolete or superseded	Electronic		<input type="checkbox"/>
1-9	Blue Prints	Permanent	Paper		<input checked="" type="checkbox"/>
1-10	Blue Prints	Permanent	Electronic		<input type="checkbox"/>
1-11	Board of Park Commissioners (Appointments, Oaths, Contact Lists)	Permanent	Paper		<input checked="" type="checkbox"/>
1-12	Board of Park Commissioners (Appointments, Oaths, Contact Lists)	Permanent	Electronic		<input type="checkbox"/>
1-13	Committee/Organization Records (associations, community groups, companies: materials, lists, reports, publications, advertising)	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
1-14	Committee/Organization Records (associations, community groups, companies: materials, lists, reports, publications, advertising)	Until no longer of Administrative Value	Electronic		<input type="checkbox"/>
1-15	Comment Files, Citizen Requests	5 years, no action pending	Paper		<input type="checkbox"/>
1-16	Comment Files, Citizen Requests	5 years, no action pending	Electronic		<input type="checkbox"/>
1-17	Complaints (forms, letters, notices)	5 years, no action pending	Paper		<input type="checkbox"/>
1-18	Complaints (forms, letters, notices)	5 years, no action pending	Electronic		<input type="checkbox"/>
1-19	Computer Backups	until superseded or obsolete	Electronic		<input type="checkbox"/>
1-20	Contracts & Agreements	2 years after superseded or obsolete, provided audited, then appraise for historical value	Paper		<input checked="" type="checkbox"/>

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FROM: Anderson Township Park District

1-21	Contracts & Agreements	2 years after superseded or obsolete, provided audited, then appraise for historical value	Electronic		<input type="checkbox"/>
1-22	Correspondence - Executive (Correspondence w/ management dealing w/ significant aspects of administration of office; includes information concerning policies, procedures, program, fiscal, and personnel matters.)	10 years	Paper		<input checked="" type="checkbox"/>
1-23	Correspondence - Executive (Correspondence w/ management dealing w/ significant aspects of administration of office; includes information concerning policies, procedures, program, fiscal, and personnel matters.)	10 years, then appraise for historic value	Electronic		<input type="checkbox"/>
1-24	Correspondence - General (includes internal letters, memos, faxes; also, external with individuals, companies, & organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-25	Correspondence - General (includes internal letters, memos, faxes; also, external with individuals, companies, & organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-26	Drafts and Informal Notes	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-27	Drafts and Informal Notes	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-28	Equipment/Product/Plan Information & Manuals (including software, insurance plan, warranty & guarantee statements, and all training materials and documents)	Life of equipment, product, plan or until expired, superseded, or obsolete	Paper		<input type="checkbox"/>
1-29	Equipment/Product/Plan Information & Manuals (including software, insurance plan, warranty & guarantee statements, and all training materials and documents)	Life of equipment, product, plan or until expired, superseded, or obsolete	Electronic		<input type="checkbox"/>

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FROM: Anderson Township Park District

1-30	Transient Documents (daily notes, program notes, telephone messages, fax cover sheets, post-it notes, drafts, and other limited documents which serve to convey information of temporary importance in lieu of oral communication).	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-31	Transient Documents (daily notes, program notes, telephone messages, fax cover sheets, post-it notes, drafts, and other limited documents which serve to convey information of temporary importance in lieu of oral communication).	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-32	Lists/Directories (includes mailing lists, directories, rosters, nametags, & registers)	Until superseded or no longer of Administrative value	Paper		<input type="checkbox"/>
1-33	Lists/Directories (includes mailing lists, directories, rosters, nametags, & registers)	Until superseded or no longer of Administrative value	Electronic		<input type="checkbox"/>
1-34	Deeds	Permanent	Paper		<input checked="" type="checkbox"/>
1-35	Deeds	Permanent	Electronic		<input type="checkbox"/>
1-36	Easements	Permanent	Paper		<input checked="" type="checkbox"/>
1-37	Easements	Permanent	Electronic		<input type="checkbox"/>
1-38	Fundraising Campaigns (including reports, lists, event materials, promotional documents, contribution matrix)	10 years, then appraise for historic value	Paper		<input checked="" type="checkbox"/>
1-39	Fundraising Campaigns (including reports, lists, event materials, promotional documents, contribution matrix)	10 years, then appraise for historic value	Electronic		<input type="checkbox"/>
1-40	Incident Reports (Dog Field, facility, program, visitor)	7 years, pending no action	Paper		<input type="checkbox"/>
1-41	Incident Reports (Dog Field, facility, program, visitor)	7 years, pending no action	Electronic		<input type="checkbox"/>
1-42	Injury/Illness Reports (participant, visitor, staff - unless Workers' Comp)	7 years, pending no action	Paper		<input type="checkbox"/>
1-43	Injury/Illness Reports (participant, visitor, staff - unless Workers' Comp)	7 years, pending no action	Electronic		<input type="checkbox"/>
1-44	Accident Reports (personal & property - vehicles, equipment)	7 years, pending no action	Paper		<input type="checkbox"/>
1-45	Accident Reports (personal & property - vehicles, equipment)	7 years, pending no action	Electronic		<input type="checkbox"/>
1-46	Insurance Records (Property, Auto, Liability)	5 years after expiration	Paper		<input type="checkbox"/>
1-47	Insurance Records (Property, Auto, Liability)	5 years after expiration	Electronic		<input type="checkbox"/>
1-48	Informational Releases/Memos/Articles, including newspaper/magazine articles	Until no longer of Administrative value	Paper		<input type="checkbox"/>

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FROM: Anderson Township Park District

1-49	Informational Releases/Memos/Articles, including newspaper/magazine articles	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-50	Inventory Records (including District, departmental lists and summaries of equipment and products)	Until superseded	Paper		<input type="checkbox"/>
1-51	Inventory Records (including District, departmental lists and summaries of equipment and products)	Until superseded	Electronic		<input type="checkbox"/>
1-52	Joint Recreation Agreements	Until superseded or obsolete, then appraise for historic value	Paper		<input checked="" type="checkbox"/>
1-53	Joint Recreation Agreements	Until superseded or obsolete, then appraise for historic value	Electronic		<input type="checkbox"/>
1-54	Land Acquisition Records (appraisals, encumbrances, fund transfers, plans, resolutions, legal opinions, contracts & any other original docs related to acquisition of real property)	Permanent	Paper		<input checked="" type="checkbox"/>
1-55	Land Acquisition Records (appraisals, encumbrances, fund transfers, plans, resolutions, legal opinions, contracts & any other original docs related to acquisition of real property)	Permanent	Electronic		<input type="checkbox"/>
1-56	Leases (signed facility, property, equipment, rental, and renter leases)	2 years after superseded or expired, provided audited	Paper		<input type="checkbox"/>
1-57	Leases (signed facility, property, equipment, rental, and renter leases)	2 years after superseded or expired, provided audited	Electronic		<input type="checkbox"/>
1-58	Legal Opinions	Until superseded or obsolete	Paper		<input checked="" type="checkbox"/>
1-59	Legal Opinions	Until superseded or obsolete	Electronic		<input type="checkbox"/>
1-60	Levy Campaign Materials (including publications, committee lists, articles, voter reports, campaign reports)	Permanent	Paper		<input checked="" type="checkbox"/>
1-61	Levy Campaign Materials (including publications, committee lists, articles, voter reports, campaign reports)	Permanent	Electronic		<input type="checkbox"/>
1-62	Lost and Found (including all lists, logs, and records)	2 years, provided audited	Paper		<input type="checkbox"/>
1-63	Lost and Found (including all lists, logs, and records)	2 years, provided audited	Electronic		<input type="checkbox"/>
1-64	District Publications (Bulletins, Posters, Notices, Flyers, Brochures, Website, Magazines)	Until obsolete or superseded	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.

State Archives of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

1-65	District Publications (Bulletins, Posters, Notices, Flyers, Brochures, Website, Magazines)	Retain for historical value	Electronic		<input type="checkbox"/>
1-66	Non-District Magazines, Publications, Reports, Brochures	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-67	Non-District Magazines, Publications, Reports, Brochures	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-68	Management & Business Operations Reports (created by staff or outside consultants concerning management or district operations)	4 years, provided audited	Paper	Audited means: The year 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 type="checkbox"/>
1-69	Management & Business Operations Reports (created by staff or outside consultants concerning management or district operations)	4 years, provided audited	Electronic		<input type="checkbox"/>
1-70	Minutes of Board Meetings (including sign in sheets & agendas)	Permanent	Paper		<input checked="" type="checkbox"/>
1-71	Minutes of Board Meetings (including sign in sheets & agendas)	Permanent	Electronic		<input type="checkbox"/>
1-72	Park Dedication, Open-Space Transfer Records	Permanent	Paper		<input checked="" type="checkbox"/>
1-73	Park Dedication, Open-Space Transfer Records	Permanent	Electronic		<input type="checkbox"/>
1-74	Park Development Records, Histories, Master Plans	Permanent	Paper		<input checked="" type="checkbox"/>
1-75	Park Development Records, Histories, Master Plans	Permanent	Electronic		<input type="checkbox"/>
1-76	Park Improvement Planning Materials (including committee records, agendas, concepts, alternatives)	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
1-77	Park Improvement Planning Materials (including committee records, agendas, concepts, alternatives)	Until no longer of Administrative Value	Electronic		<input type="checkbox"/>
1-78	Planning Strategies	until superseded or obsolete	Paper		<input type="checkbox"/>
1-79	Planning Strategies	until superseded or obsolete	Electronic		<input type="checkbox"/>
1-80	Project Planning Materials (amenities including Dog Field, playgrounds, facilities, events, & programs)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-81	Project Planning Materials (amenities including Dog Field, playgrounds, facilities, events, & programs)	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-82	Project Reports	10 years, then appraise for historic value	Paper		<input checked="" type="checkbox"/>

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FROM: Anderson Township Park District

1-83	Project Reports	10 years, then appraise for historic value	Electronic		<input type="checkbox"/>
1-84	Audiovisual Materials (including exhibits, presentations, movies, & videotape productions)	Until superseded or obsolete	Paper		<input type="checkbox"/>
1-85	Audiovisual Materials (including exhibits, presentations, movies, & videotape productions)	Until superseded or obsolete	Electronic		<input type="checkbox"/>
1-86	Photos (including negatives, prints, slides, transparencies, & related items)	Until superseded, no historical value, or transferred to Electronic	Paper		<input checked="" type="checkbox"/>
1-87	Photos	Until superseded, no historical value, or transferred to Electronic	Disk		<input type="checkbox"/>
1-88	Photos	Until superseded or no historical value	Electronic		<input type="checkbox"/>
1-89	Videos	If determined to be of historical value, transfer to Electronic	Tape		<input checked="" type="checkbox"/>
1-90	Videos	Permanent	Electronic		<input type="checkbox"/>
1-91	Tape Recordings of Board Meetings	Incorporate into official minutes, then retain 10 years	Tape		<input type="checkbox"/>
1-92	Tape Recordings of Meetings (meetings with employees, volunteers, park users, participants)	10 years, provided no action pending	Tape		<input type="checkbox"/>
1-93	Surveillance Video (security footage documenting daily action of visitors, employees throughout district)	until no longer of Administrative Value, pending no action	Tape		<input type="checkbox"/>
1-94	Surveillance Video (security footage documenting daily action of visitors, employees throughout district)	if no incident captured - until recorded over	Electronic		<input type="checkbox"/>
1-95	Surveillance Video (security footage documenting daily action of visitors, employees, throughout district)	if incident captured - until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-96	Plats and Maps (including development records and review sheets)	Appraise for historic value	Paper		<input checked="" type="checkbox"/>
1-97	Plats and Maps (including development records and review sheets)	Appraise for historic value	Electronic		<input type="checkbox"/>

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FROM: Anderson Township Park District

1-98	Property Survey Records	20 years	Paper		<input checked="" type="checkbox"/>
1-99	Property Survey Records	Permanent	Electronic		<input type="checkbox"/>
1-100	Public Meeting Notices (all records associated with notice of a public meeting)	10 years, provided audited	Paper		<input type="checkbox"/>
1-101	Public Meeting Notices (all records associated with notice of a public meeting)	10 years, provided audited	Electronic		<input type="checkbox"/>
1-102	Public Records Requests (including requests made, items/docs copied, lists, correspondence)	15 years, pending no action	Paper		<input type="checkbox"/>
1-103	Public Records Requests (including requests made, items/docs copied, lists, correspondence)	15 years, pending no action	Electronic		<input type="checkbox"/>
1-104	Proposals/Plans (including records and materials for procedural, facility, and	Until action taken, or obsolete	Paper		<input type="checkbox"/>
1-105	Proposals/Plans (including records and materials for procedural, facility, and program implementation)	until action taken, or obsolete	Electronic		<input type="checkbox"/>
1-106	Records Retention Reports	10 years	Paper		<input type="checkbox"/>
1-107	Records Retention Reports	Permanent	Electronic		<input type="checkbox"/>
1-108	Research Material (information gathered about products, services, programs, events, maintenance, procedures)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-109	Research Material (information gathered about products, services, programs, events, maintenance, procedures)	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
1-110	Resolutions	20 years	Paper		<input type="checkbox"/>
1-111	Resolutions	Permanent	Electronic		<input type="checkbox"/>
1-112	Rules & Regulations of the Park District (including Bylaws)	Until revised	Paper		<input checked="" type="checkbox"/>
1-113	Rules & Regulations of the Park District (including Bylaws)	Until revised, then retain for historical purposes	Electronic		<input type="checkbox"/>
1-114	Signage - Internal & External (including sign boards and all messages, schedules, lists and associated records)	Until superseded or obsolete	Paper		<input type="checkbox"/>
1-115	Signage - Internal & External (including sign boards and all messages, schedules, lists and associated records)	Until superseded or obsolete	Electronic		<input type="checkbox"/>
1-116	Survey Results (public input materials, records, lists, and associated records)	10 years	Paper		<input checked="" type="checkbox"/>

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FROM: Anderson Township Park District

1-117	Survey Results (public input materials, records, lists, and associated records)	10 years or until superseded, then evaluate for historical value	Electronic		<input type="checkbox"/>
1-118	Survey Results Compilations (including all materials, lists, correspondence, summaries)	10 years	Paper		<input checked="" type="checkbox"/>
1-119	Survey Results Compilations (including all materials, lists, correspondence, summaries)	10 years or until superseded, then evaluate for historical value	Electronic		<input type="checkbox"/>
1-120	State Cooperative Purchasing Documents (including annual product and vendor lists, updates, and records related to the sale of equipment, products, and services)	Until of no Administrative Value	Paper		<input type="checkbox"/>
1-121	State Cooperative Purchasing Documents (including annual product and vendor lists, updates, and records related to the sale of equipment, products, and services)	Until of no Administrative Value	Electronic		<input type="checkbox"/>
1-122	Studies (including environmental, archaeological, historical, use patterns, facility and/or procedural patterns and/or needs)	Until of no Administrative Value	Paper		<input type="checkbox"/>
1-123	Studies (including environmental, archaeological, historical, use patterns, facility and/or procedural patterns and/or needs)	Until of no Administrative Value	Electronic		<input type="checkbox"/>
1-124	Vehicle Titles & Licensing	Life of vehicle, or until superseded, or obsolete.	Paper		<input type="checkbox"/>
1-125	Vehicle Titles & Licensing	Life of vehicle, or until superseded, or obsolete.	Electronic		<input type="checkbox"/>
1-126	Work Orders	Until no longer of Administrative value	Paper		<input type="checkbox"/>
1-127	Work Orders	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
FINANCIAL RECORDS					
2-1	Appraisals, Estimates, & Quotes - No Purchase (includes appraisals, estimates, & quotes for property, equipment, & products not purchased)	3 years, provided audited	Paper	<i>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.</i>	<input type="checkbox"/>
2-2	Appraisals, Estimates, & Quotes - No Purchase (includes appraisals, estimates, & quotes for property, equipment, & products not purchased)	3 years, provided audited	Electronic		<input type="checkbox"/>
2-3	Audit Reports Records	Permanent	Paper		<input checked="" type="checkbox"/>
2-4	Audit Reports Records	Permanent	Electronic		<input type="checkbox"/>

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FROM: Anderson Township Park District

2-5	Auditor of State Bulletins Transfer Records	Permanent	Paper		<input checked="" type="checkbox"/>
2-6	Auditor of State Bulletins Transfer Records	Permanent	Electronic		<input type="checkbox"/>
2-7	Bank Deposit Records (including receipts, reconciliations, slips, statements, and receipt statements)	4 years, provided audited	Paper		<input type="checkbox"/>
2-8	Bank Deposit Records (including receipts, reconciliations, slips, statements, and receipt statements)	4 years, provided audited	Electronic		<input type="checkbox"/>
2-9	Bid Documents (RFP's, RFQ's or similar docs, Bids, Bid Performance Bonds,	15 years after complete, provided	Paper		<input type="checkbox"/>
2-10	Bid Documents (RFP's, RFQ's or similar docs, Bids, Bid Performance Bonds,	15 years after complete, provided	Electronic		<input type="checkbox"/>
2-11	Bid Bonds (Unsuccessful Bidder)	Return after Project awarded	Paper		<input type="checkbox"/>
2-12	Bid Bonds (Unsuccessful Bidder)	Return after Project awarded	Electronic		<input type="checkbox"/>
2-13	Blanket Certificates	4 years, provided audited	Paper		<input type="checkbox"/>
2-14	Blanket Certificates	4 years, provided audited	Electronic		<input type="checkbox"/>
2-15	Bond Records	10 years after termination, then appraise for historical value	Paper		<input checked="" type="checkbox"/>
2-16	Bond Records	10 years after termination, then appraise for historical value	Electronic		<input type="checkbox"/>
2-17	Budgetary Worksheets	3 years provided audited	Paper		<input type="checkbox"/>
2-18	Budgetary Worksheets	3 years provided audited	Electronic		<input type="checkbox"/>
2-19	Cancelled & Voided Checks/Vouchers	4 years, provided audited	Paper	<p><i>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.</i></p>	<input type="checkbox"/>
2-20	Cancelled & Voided Checks/Vouchers	4 years, provided audited	Electronic		<input type="checkbox"/>
2-21	Cancelled Purchase Orders	4 years, provided audited	Paper		<input type="checkbox"/>
2-22	Cancelled Purchase Orders	4 years, provided audited	Electronic		<input type="checkbox"/>
2-23	Certification of Result of Election	Permanent	Paper		<input checked="" type="checkbox"/>
2-24	Certification of Result of Election	Permanent	Electronic		<input type="checkbox"/>
2-25	Chart of Accounts	3 years, provided audited	Paper		<input type="checkbox"/>
2-26	Chart of Accounts	3 years, provided audited	Electronic		<input type="checkbox"/>

Ohio Historical Society
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FROM: Anderson Township Park District

2-27	Depository Agreements	4 years after superseded, provided audited	Paper	<input type="checkbox"/>
2-28	Depository Agreements	4 years after superseded, provided audited	Electronic	<input type="checkbox"/>
2-29	Donation Records	5 years, provided audited	Paper	<input type="checkbox"/>
2-30	Donation Records	5 years, provided audited	Electronic	<input type="checkbox"/>
2-31	Fundraising Campaigns (includes donation records, publications, promotional)	10 years, provided audited, then appraise	Paper	<input checked="" type="checkbox"/>
2-32	Fundraising Campaigns (includes donation records, publications, promotional materials, and associated event records)	10 years, provided audited, then appraise for historical value	Electronic	<input type="checkbox"/>
2-33	Financial Ledgers (including program, event, and league payment logs)	4 years, provided audited	Paper	<input type="checkbox"/>
2-34	Financial Ledgers (including program, event, and league payment logs)	4 years, provided audited	Electronic	<input type="checkbox"/>
2-35	Financial Reports (Annual)	4 years, provided audited	Paper	<input checked="" type="checkbox"/>
2-36	Financial Reports (Annual)	Permanent	Electronic	<input type="checkbox"/>
2-37	Financial Reports (Monthly)	4 years, provided audited	Paper	<input type="checkbox"/>
2-38	Financial Reports (Monthly)	3 years provided audited	Electronic	<input type="checkbox"/>
2-39	Grant Applications - Unsuccessful	10 years, then appraise for historical value	Paper	<input checked="" type="checkbox"/>
2-40	Grant Applications - Unsuccessful	10 years, then appraise for historical value	Electronic	<input type="checkbox"/>
2-41	Grant Award History - Successful - Federal, State, Local, and Private	Permanent	Paper	<input checked="" type="checkbox"/>
2-42	Grant Award History - Successful - Federal, State, Local, and Private	Permanent	Electronic	<input type="checkbox"/>
2-43	Grant Records - Successful (including Federal, State, Local, and Private; including applications, correspondence, reports, and associated materials)	15 years after construction, implementation complete	Paper	<input type="checkbox"/>
2-44	Grant Records - Successful (including Federal, State, Local, and Private; including applications, correspondence, reports, and associated materials)	15 years after construction, implementation complete	Electronic	<input type="checkbox"/>
2-45	Invoices (including purchase requisition & reimbursement forms, appraisals, estimates, quotes, and all supporting documents for purchase, refund, or return of property, equipment, services, products)	4 years, provided audited	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.

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FROM: Anderson Township Park District

2-46	Invoices (including purchase requisition & reimbursement forms, appraisals, estimates, quotes, and all supporting documents for purchase, refund, or return of property, equipment, services, products)	4 years, provided audited	Electronic		<input type="checkbox"/>
2-47	Hamilton County Auditor's Records, Amended Certifications, Appropriations Resolutions, Certificate of Total Amounts from All Resources, etc.	4 years, provided audited	Paper		<input type="checkbox"/>
2-48	Hamilton County Auditor's Records, Amended Certifications, Appropriations Resolutions, Certificate of Total Amounts from All Resources, etc.	Permanent	Electronic		<input type="checkbox"/>
2-49	Ohio Department of Job & Family Services (employment and associated records)	4 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.	<input type="checkbox"/>
2-50	Ohio Department of Job & Family Services (employment and associated records)	Permanent	Electronic		<input type="checkbox"/>
2-51	Settlement Sheets from County Auditor	5 years	Paper		<input type="checkbox"/>
2-52	Settlement Sheets from County Auditor	5 years	Electronic		<input type="checkbox"/>
2-53	Vendors - Employee Authorization Letters (including lists, correspondence)	Until superseded or obsolete	Paper		<input type="checkbox"/>
2-54	Vendors - Employee Authorization Letters (including lists, correspondence)	Until superseded or obsolete	Electronic		<input type="checkbox"/>
OPERATIONS RECORDS					
3-1	Building Operations Records (including security, emergency, equipment, infrastructure)	Until Revised	Paper		<input type="checkbox"/>
3-2	Building Operations Records (including security, emergency, equipment, infrastructure)	Until Revised	Electronic		<input type="checkbox"/>
3-3	Chemical Application Records (including employee licenses, inventory records, training information & manuals, application records)	15 years after the last employee who used the chemical separates	Paper		<input type="checkbox"/>
3-4	Chemical Application Records (including employee licenses, inventory records, training information & manuals, application records)	30 years after the last employee who used the chemical separates employment	Electronic		<input type="checkbox"/>
3-5	Construction Files (including change orders, specifications, warranty info, contracts, bid documents, planning documents)	15 years after construction complete, or superseded	Paper		<input type="checkbox"/>
3-6	Construction Files (including change orders, specifications, warranty info,	15 years after construction	Electronic		<input type="checkbox"/>
3-7	Facility Maintenance Records (including forms, repair logs, lists, and status notes)	5 years, or until superseded or	Paper		<input type="checkbox"/>

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FROM: Anderson Township Park District

3-8	Facility Maintenance Records (including forms, repair logs, lists, and status notes)	5 years, or until superseded or obsolete	Electronic	<input type="checkbox"/>
3-9	Headquarters Construction & Operation Records (including plans, technical specifications, as built park specific drawings)	15 years	Paper	<input type="checkbox"/>
3-10	Headquarters Construction & Operation Records (including plans, technical specifications, as built park specific drawings)	Permanent	Electronic	<input type="checkbox"/>
3-11	Insect Control Records (including employee licenses, inventory records, training information & manuals)	15 years	Paper	<input type="checkbox"/>
3-12	Insect Control Records (including employee licenses, inventory records, training information & manuals)	15 years	Electronic	<input type="checkbox"/>
3-13	Job/Work Orders/Requests (including task schedules, forms, assignments, lists, status notes, reports & logs)	Until no longer of Administrative value	Paper	<input type="checkbox"/>
3-14	Job/Work Orders/Requests (including task schedules, forms, assignments, lists, status notes, reports & logs)	Until no longer of Administrative value	Electronic	<input type="checkbox"/>
3-15	Maintenance Standards (departmental standards for maintenance of park amenities, facilities, and all lists, logs,	Until superseded	Paper	<input type="checkbox"/>
3-16	Maintenance Standards (departmental standards for maintenance of park	Until superseded	Electronic	<input type="checkbox"/>
3-17	Playground Safety Inspection Records	15 years	Paper	<input type="checkbox"/>
3-18	Playground Safety Inspection Records	Permanent	Electronic	<input type="checkbox"/>
3-19	Safety Records (OSHA materials, MSDS sheets and forms, chemical information)	30 years after the last employee who used the chemical separates employment	Paper	<input type="checkbox"/>
3-20	Safety Records (OSHA materials, MSDS sheets and forms, chemical information)	30 years after the last employee who used	Electronic	<input type="checkbox"/>
3-21	Vehicle & Equipment File (includes service records, compilation sheets,	Life of Equipment	Paper	<input type="checkbox"/>
3-22	Vehicle & Equipment File (includes service records, compilation sheets, operation maintenance reports of licensed vehicles/equipment, warranty & guarantee statements, operating manual, reports & shop-work orders, accident reports, repair records, mileage & usage logs)	Life of Equipment	Electronic	<input type="checkbox"/>

FROM: Anderson Township Park District**PAYROLL AND PERSONNEL RECORDS**

4-1	Applications for Employment - Persons Hired (including resumes, cover letters, correspondence, interview responses)	60 years after employment separation	Paper		<input type="checkbox"/>
4-2	Applications for Employment - Persons Hired (including resumes, cover letters, correspondence, interview responses)	60 years after employment separation	Electronic		<input type="checkbox"/>
4-3	Applications for Employment - Persons Not Hired (including resumes, cover letters, correspondence, background check forms, interview responses)	2 years	Paper		<input type="checkbox"/>
4-4	Applications for Employment - Persons Not Hired (including resumes, cover letters, correspondence, background check forms, interview responses)	2 years	Electronic		<input type="checkbox"/>
4-5	Application Processing Forms (routing forms, lists, worksheets)	2 years	Paper		<input type="checkbox"/>
4-6	Application Processing Forms (routing forms, lists, worksheets)	2 years	Electronic		<input type="checkbox"/>
4-7	Affirmative Action Forms, optional form included in the employment application.	2 years	Paper		<input type="checkbox"/>
4-8	Affirmative Action Forms, optional form included in the employment application.	2 years	Electronic		<input type="checkbox"/>
4-9	Background Check Records (including release forms, results, and lists for employees, volunteers, independent contractors)	2 years	Paper		<input type="checkbox"/>
4-10	Background Check Records (including release forms, results, and lists for employees, volunteers, independent contractors)	20 years	Electronic		<input type="checkbox"/>
4-11	Hiring ~ Persons Hired (including Employee Info Sheet, Taxation Withholding Certificate, Not Covered by Social Security Statement, Ohio New Hiring Reporting, Ohio Public Employees Retirement System enrollment)	10 years after employment separation	Paper		<input type="checkbox"/>
4-12	Hiring ~ Persons Hired (including Employee Info Sheet, Taxation Withholding Certificate, Not Covered by Social Security Statement, Ohio New Hiring Reporting, Ohio Public Employees Retirement System enrollment)	60 years after employment separation	Electronic		<input type="checkbox"/>
4-13	Employee Acknowledgments of Directives, Manuals, Handbooks, Policies, Procedures	60 years after employment separation	Paper		<input type="checkbox"/>
4-14	Employee Acknowledgments of Directives, Manuals, Handbooks, Policies, Procedures	60 years after employment separation	Electronic		<input type="checkbox"/>

State Archives of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

4-15	Wage Change Forms and Job Descriptions, acknowledged by employee	10 years after employee separation	Paper		<input type="checkbox"/>
4-16	Wage Change Forms and Job Descriptions, acknowledged by employee	10 years after employee separation	Electronic		<input type="checkbox"/>
4-17	Wage Change Forms - non-returning employees	1 year	Paper		<input type="checkbox"/>
4-18	Wage Change Forms - non-returning employees	1 year	Electronic		<input type="checkbox"/>
4-19	Employment Eligibility Forms - I-9 and associated copies of identification documents acquired specifically for I-9's.	3 years from employees start date, or 1 year after separation, whichever is longer.	Paper		<input type="checkbox"/>
4-20	Employment Eligibility Forms - I-9 and associated copies of identification documents acquired specifically for I-9's.	3 years from employees start date, or 1 year after separation, whichever is longer.	Electronic		<input type="checkbox"/>
4-21	Employee Wage & Tax Forms (including W-2, W-3, W-4)	6 years, providing audited	Paper		<input type="checkbox"/>
4-22	Employee Wage & Tax Forms (including W-2, W-3, W-4)	Permanent	Electronic		<input type="checkbox"/>
4-23	EEOC Reports	3 years	Paper		<input type="checkbox"/>
4-24	EEOC Reports	3 years	Electronic		<input type="checkbox"/>
4-25	Federal Tax Returns - Form 941	6 years, providing audited	Paper		<input type="checkbox"/>
4-26	Federal Tax Returns - Form 941	Permanent	Electronic		<input type="checkbox"/>
4-27	Income Forms - 1099	6 years, providing audited	Paper		<input type="checkbox"/>
4-28	Income Forms - 1099	Permanent	Electronic		<input type="checkbox"/>
4-29	Interview Files (schedules, lists, interview questions, worksheets)	2 years	Paper		<input type="checkbox"/>
4-30	Interview Files (schedules, lists, interview questions, worksheets)	2 years	Electronic		<input type="checkbox"/>
4-31	Job Announcements (postings, notices, advertisements)	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
4-32	Job Announcements (postings, notices, advertisements)	7 years	Electronic		<input type="checkbox"/>
4-33	Job Descriptions	Until superseded, or obsolete	Paper		<input type="checkbox"/>
4-34	Job Descriptions	Until superseded, or obsolete	Electronic		<input type="checkbox"/>
4-35	City Income Tax Reports	6 years, providing audited	Paper		<input type="checkbox"/>
4-36	City Income Tax Reports	Permanent	Electronic		<input type="checkbox"/>
4-37	Directives, Manuals, & Handbooks (publications detailing operations, regulations, policies, &/or procedures)	5 years after superseded or obsolete	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.

State Archives of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

4-38	Directives, Manuals, & Handbooks (publications detailing operations, regulations, policies, &/or procedures)	5 years after superseded or obsolete	Electronic		<input type="checkbox"/>
4-39	Drug Testing Records (including release forms, results, and lists for employees, volunteers, independent contractors)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
4-40	Drug Testing Records (including release forms, results, and lists for employees, volunteers, independent contractors)	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
4-41	Employee FMLA, EAP, Disability and Workers Compensation Records (including medical releases, pre-employment physicals/medical information, and associated documents)	7 years after employee separation	Paper		<input type="checkbox"/>
4-42	Employee FMLA, EAP, Disability and Workers Compensation Records (including medical releases, pre-employment physicals/medical information, and associated documents)	7 years after employee separation	Electronic		<input type="checkbox"/>
4-43	Administrative Personnel Records (including notification and address lists, minors lists, training materials, nametags, status worksheets, logs, rosters, time clock station updates)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
4-44	Administrative Personnel Records (including notification status lists, address lists, minors lists, training materials, nametags, worksheets, logs, rosters, time clock station updates)	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
4-45	Policies & Procedures (including substantive reports & policy studies)	Until superseded or obsolete	Paper		<input type="checkbox"/>
4-46	Policies & Procedures (including substantive reports & policy studies)	Until superseded or obsolete	Electronic		<input type="checkbox"/>
4-47	Employee Performance Evaluations (including awards, acknowledgements, disciplinary documents, action plans, and notes)	60 years after employment separation	Paper		<input type="checkbox"/>
4-48	Employee Performance Evaluations (including awards, acknowledgements, disciplinary documents, action plans, and notes)	60 years after employment separation	Electronic		<input type="checkbox"/>
4-49	Letters of Recommendation/Support	5 years	Paper		<input type="checkbox"/>
4-50	Letters of Recommendation/Support	10 years	Electronic		<input type="checkbox"/>
4-51	Insurance Records - Employee Health	2 years after expiration	Paper		<input type="checkbox"/>
4-52	Insurance Records - Employee Health	2 years after expiration	Electronic		<input type="checkbox"/>
4-53	Ohio Deferred Comp Records	6 years, providing audited	Paper		<input type="checkbox"/>
4-54	Ohio Deferred Comp Records	Permanent	Electronic		<input type="checkbox"/>

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FROM: Anderson Township Park District

4-55	Ohio Public Employees Retirement Reports	6 years, providing audited	Paper		<input type="checkbox"/>
4-56	Ohio Public Employees Retirement Reports	Permanent	Electronic		<input type="checkbox"/>
4-57	Organizational Charts	Until superseded	Paper		<input type="checkbox"/>
4-58	Organizational Charts	Permanent	Electronic		<input type="checkbox"/>
4-59	Payroll Ledger	6 years, providing audited	Paper		<input type="checkbox"/>
4-60	Payroll Ledger	Permanent	Electronic		<input type="checkbox"/>
4-61	Employee Pay Records (including vouchers & posted payroll reports)	6 years, providing audited	Paper		<input type="checkbox"/>
4-62	Employee Pay Records (including vouchers & posted payroll reports)	Permanent	Electronic		<input type="checkbox"/>
4-63	Employee Garnishment Records (including notifications, status)	6 years, providing audited	Paper		<input type="checkbox"/>
4-64	Employee Garnishment Records (including notifications, status)	Permanent	Electronic		<input type="checkbox"/>
4-65	Time Sheets (including time cards and associated documentation)	3 years, provided audited	Paper		<input type="checkbox"/>
4-66	Time Sheets (including time cards and associated documentation)	60 years after employment separation	Electronic		<input type="checkbox"/>
4-67	Employee Requests (including Training, Time Off)	3 years, providing audited	Paper	Audited means 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 type="checkbox"/>
4-68	Employee Requests (including Training, Time Off)	3 years, providing audited	Electronic		<input type="checkbox"/>
4-69	Salary Analysis (including ranges, supporting documents, surveys, and research materials)	Until superseded or obsolete	Paper		<input type="checkbox"/>
4-70	Salary Analysis (including ranges, supporting documents, surveys, and research materials)	Until superseded or obsolete	Electronic		<input type="checkbox"/>
4-71	Training Records - Staff & Volunteer (including signed forms, certificates of completion, CEU forms, class information/booklets, materials, and notes) NAYS, PAYS, etc.	4 years, then appraise for Administrative value	Paper		<input type="checkbox"/>
4-72	Training Records - Staff & Volunteer (including signed forms, certificates of completion, CEU forms, class information/booklets, materials, and notes) NAYS, PAYS, etc.	4 years, then appraise for Administrative value	Electronic		<input type="checkbox"/>
4-73	Unemployment Compensation - Case Files	4 years after date of final payment	Paper		<input type="checkbox"/>
4-74	Unemployment Compensation - Case Files	4 years after date of final payment	Electronic		<input type="checkbox"/>

FROM: Anderson Township Park District

4-75	Workers Comp Claims (including medical records and associated documents)	10 years after final payment	Paper		<input type="checkbox"/>
4-76	Workers Comp Claims (including medical records and associated documents)	10 years after final payment	Electronic		<input type="checkbox"/>
4-77	Work Schedules	Until no longer of Administrative value	Paper		<input type="checkbox"/>
4-78	Work Schedules	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
PROGRAM RECORDS					
5-1	Facility Reservation Forms (including all associated waivers, disclaimers, & releases)	4 years, provided audited	Paper		<input type="checkbox"/>
5-2	Facility Reservation Forms (including all associated waivers, disclaimers, & releases)	4 years, provided audited	Electronic		<input type="checkbox"/>
5-3	Permits - Facility & Program (including applications, requests, & associated records). Dog Field, Shelters, Athletic Fields, Geo Caches, etc.	4 years, provided audited	Paper	Audited means: the records 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 type="checkbox"/>
5-4	Permits - Facility & Program (including applications, requests, & associated records). Dog Field, Shelters, Athletic Fields, Geo Caches, etc.	4 years, provided audited	Electronic		<input type="checkbox"/>
5-5	Schedules - Facility, Programs, Events, & Leagues (including athletic fields, gyms, shelters, classrooms, meeting rooms, and recreational spaces)	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
5-6	Schedules - Facility, Programs, Events, & Leagues (including athletic fields, gyms, shelters, classrooms, meeting rooms, and recreational spaces)	Until no longer of Administrative Value	Electronic		<input type="checkbox"/>
5-7	Disaster/Emergency Plans (including ATPD programs, events, and those created/submitted by non-ATPD entities)	Until superseded or obsolete	Paper		<input type="checkbox"/>
5-8	Disaster/Emergency Plans (including ATPD programs, events, & facilities, and any created/submitted by non-ATPD entities)	Until superseded or obsolete	Electronic		<input type="checkbox"/>
5-9	Request Forms for Facilities, Fields, & Special Events (including waivers, disclaimers, and associated documentation)	4 years, provided audited	Paper		<input type="checkbox"/>
5-10	Request Forms for Facilities, Fields, & Special Events (including waivers, disclaimers, and associated documentation)	4 years, provided audited	Electronic		<input type="checkbox"/>

State Archives of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

5-11	Registrations - Programs, Leagues, and Events (including all associated waivers, disclaimers, & releases)	4 years, provided audited	Paper		<input type="checkbox"/>
5-12	Registrations - Programs, Leagues, and Events (including all associated waivers, disclaimers, & releases)	4 years, provided audited	Electronic		<input type="checkbox"/>
5-13	Permit/Participation Status Notice (revocation/probation notification for use or participation in/on: fields, facilities, Dog Field, programs, parks, and all associated correspondence and documentation)	5 years, pending no action	Paper		<input type="checkbox"/>
5-14	Permit/Participation Status Notice (revocation/probation notification for use or participation in/on: fields, facilities, Dog Field, programs, parks, and all associated correspondence and documentation)	5 years, pending no action	Electronic		<input type="checkbox"/>
5-15	Fee Schedule	4 years, provided audited	Paper		<input type="checkbox"/>
5-16	Fee Schedule	4 years, provided audited	Electronic		<input type="checkbox"/>
5-17	Program Budget Information	Until no longer of Administrative Value (RC-3 not required)	Paper		<input type="checkbox"/>
5-18	Program Budget Information	Until no longer of Administrative Value (RC-3 not required)	Electronic		<input type="checkbox"/>
5-19	Program Evaluations	4 years, then appraise for Administrative value	Paper		<input type="checkbox"/>
5-20	Program Evaluations	4 years, then appraise for Administrative value	Electronic		<input type="checkbox"/>
5-21	Program Development (including notes, worksheets, research, budgets, examples from other entities)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
5-22	Program Development (including notes, worksheets, research, budgets, examples from other entities)	Until no longer of Administrative value	Electronic		<input type="checkbox"/>

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State Archives of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

5-23	Program, League, & Event Files (records specific to a program, league, or event, including service provider contracts & independent contractor documents; procedures; rules & bylaws; correspondence; notices; memos; sign in sheets; activity sheets; checklists; contact & duties lists; coordinator logs; thank yous; invitations; mailing lists; sign lists; worksheets; rosters; payments logs; attendance sheets; score sheets; standings; schedules; awards; & maps.	4 years, then appraise for Administrative or Historical value	Paper		<input checked="" type="checkbox"/>
5-24	Program, League, & Event Files (records specific to a program, league, or event, including service provider contracts & independent contractor documents; procedures; rules & bylaws; correspondence; notices; memos; sign in sheets; activity sheets; checklists; contact & duties lists; coordinator logs; thank yous; invitations; mailing lists; sign lists; worksheets; rosters; payments logs; attendance sheets; score sheets; standings; schedules; awards; & maps.	4 years, then appraise for Administrative or Historical value	Electronic		<input type="checkbox"/>
5-25	Program, League, & Event Reports (including participation and financial information)	5 years, pending audited	Paper		<input checked="" type="checkbox"/>
5-26	Program, League, & Event Reports (including participation and financial information)	5 years, then appraise for Administrative or Historic value	Electronic		<input type="checkbox"/>
5-27	Participant Records (including swimming ability notes/evaluations, medication administration forms, medical information, behavior forms, discipline documents, awards, rewards, permission slips)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
5-28	Participant Records (including swimming ability notes/evaluations, medication administration forms, medical information, discipline documents, awards, rewards, permission slips)	Until no longer of Administrative value	Electronic		<input type="checkbox"/>
5-29	Recreation Software Program Receipts	4 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.	<input type="checkbox"/>
5-30	Recreation Software Program Receipts	4 years, provided audited	Electronic		<input type="checkbox"/>

Ohio Historical Society
State Archives of Ohio ~ Local Government Records Program

FROM: Anderson Township Park District

5-31	Sponsorship & Fundraising (including packets, matrixes, contact lists, correspondence, agreements)	4 years, provided audited, then appraise for Administrative value	Paper		<input type="checkbox"/>
5-32	Sponsorship & Fundraising (including packets, matrixes, contact lists, correspondence, agreements)	4 years, provided audited, then appraise for Administrative value	Electronic		<input type="checkbox"/>
5-33	Volunteer Files (including all forms, lists, and materials)	Until no longer of Administrative value	Paper		<input type="checkbox"/>
5-34	Volunteer Files (including all forms, lists, and materials)	Until no longer of Administrative value	Electronic		<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.