



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

OHIO HISTORY CONNECTION

DEC 14 2022

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Clermont County Park District  
 (Local government entity) \_\_\_\_\_ (Unit)

Josh Torbeck Josh Torbeck Director 11-30-2022  
 (Signature of responsible official) (Name) (Title) (Date)

### Section B: Records Commission

Clermont County Records Commission \_\_\_\_\_ (513) 735-8660  
 Records Commission (Telephone number)

2425 Clermont Center Drive Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

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

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.

Bonnie Batchler 12-5-22  
 Records Commission Chair Signature Date

### Section C: Ohio History Connection - State Archives

\_\_\_\_\_  
 Signature Title Date  
 Government Records Archivist 12/22/2022

### Section D: Auditor of State

\_\_\_\_\_  
 Signature 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**

## Schedule of Records Retention and Disposition

Clermont County Park District

9700

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
9700-01	Accident Reports	2 years	Paper/Electronic		<input type="checkbox"/>
9700-03	Annual Budgets	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-04	Annual Financial Reports	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-05	Appropriation Ledger – Disbursements (general ledger)	Maintained in County's accounting system per Auditor's retention schedule  Local copy 3 years	Paper/Electronic		<input type="checkbox"/>
9700-06	Audit Reports	5 years	Paper/Electronic		<input checked="" type="checkbox"/>
9700-11A	Board Minutes and Records – Includes Minutes of the Board, Board Member files/bonds, and other related records	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-12	Bond Coupons	Maintained by Auditor per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
9700-14	Burning Permits	1 year	Paper/Electronic		<input type="checkbox"/>
9700-16	Caretaker—Housing Benefits, Rental Leases	6 years after expiration	Paper/Electronic		<input type="checkbox"/>
9700-20	Citizen Complaints	3 years provided no pending actions	Paper/Electronic		<input type="checkbox"/>
9700-21	Claims/Litigation Records	5 years after closed	Paper/Electronic		<input type="checkbox"/>
9700-22	Construction Files – Includes contracts, blueprints and plans, and other related records.	Until property is sold	Paper/Electronic		<input type="checkbox"/>
9700-23	General Vendor Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9700-27	Easements and Deeds	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>

## Schedule of Records Retention and Disposition

Clermont County Park District

9700

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
9700-29	Engineering Plans	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-30	Equipment Maintenance Records	Life of the equipment	Paper/Electronic		<input type="checkbox"/>
9700-31	Grant Files – Includes proposals, progress reports, supporting financial records, etc.	Use General Schedule	Paper/Electronic		<input type="checkbox"/>
9700-33	Incident/Damage Reports	5 years	Paper/Electronic		<input type="checkbox"/>
9700-34	Inspection Reports – Includes any formal inspection, incident, or maintenance report created by Park staff	2 years	Paper/Electronic		<input type="checkbox"/>
9700-35	Insurance Policies (ORC 2305.10)	Retain for the life of the policy plus 10 years	Paper/Electronic		<input type="checkbox"/>
9700-37	Facility Rental Contracts – Includes Key Deposits and Damage withholding	6 years (R.C. 2305.06)	Paper/Electronic		<input type="checkbox"/>
9700-42	Naturalist Reports	3 years	Paper/Electronic		<input type="checkbox"/>
9700-45	Pesticides License	5 years	Paper/Electronic		<input type="checkbox"/>
9700-49	Park Use Permits	3 years	Paper/Electronic		<input type="checkbox"/>
9700-50	Personnel Files	5 years after employee terminates	Paper/Electronic		<input type="checkbox"/>
9700-51	Photographs and/or slides - since the founding of the Park District	Historical Value – Permanent No Historical Value – 3 years	Paper/Electronic		<input checked="" type="checkbox"/>
9700-52	Plats & Maps	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-53	Playground Safety Inspection Reports	Life of equipment	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition

**Clermont County Park District**

**9700**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
9700-54	Press/News Releases	3 years	Paper/Electronic		<input type="checkbox"/>
9700-56	Project Files - Individual History Files	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-57	Property Files	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-58	Financial Records – Includes Accounts Payable and Accounts Receivable	Use General Schedule	Paper/Electronic		<input type="checkbox"/>
9700-65	Vehicle Maintenance Records	Until vehicle is sold	Paper/Electronic		<input type="checkbox"/>
9700-68	Pattison Foundation Records – Includes Statements, Minutes and Correspondence	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-71	Greater Cincinnati Foundation Records	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>
9700-72	Federal Wildlife & Fish Permits/Wild Animal Permits	Permanent	Electronic/Paper /Microfilm		<input checked="" type="checkbox"/>