

SENECA COUNTY PARK DISTRICT
Records Retention Schedule

Record Series	Description	Retention
ACCIDENT REPORTS / FILES	Report of personal or property damage involving a Park District vehicle or occurring on Park property.	Six years
ACTIVITY REPORTS	Reports compiled to detail financial, statistical, and/or operational data.	Two years
AGENDAS	A list of items to be discussed and/or acted upon during a meeting	Two years
ANNUAL INVENTORY	O.R.C. 305.18- Departmental inventory of all the materials, machinery, tools, and other supplies under the jurisdiction of Park District	Three years
ANNUAL REPORTS	A report containing substantive information of operations, policies, procedures, and planning	Permanent
ATTENDANCE RECORDS	Documents employee attendance at work including leave requests.	Three years
AUDIOVISUAL, PUBLIC RELATIONS & TRAINING MATERIALS	Materials and resources compiled or created for presentations, public relations events and/or training exercises	Until information is superseded, obsolete, or replaced. Appraise for historical value.
AUDIT REPORTS (FEDERAL, STATE & INTERNAL)	ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally	Five years
BACKUP DATA	Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Retain for one system backup cycle then delete, erase or destroy data
BADGES AND IDs	Employee identification badges and keyless entry devices and related records.	Confiscate upon employment termination or when obsolete, then destroy
BIDS (Successful)	Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file. O.R.C. 2305.06	Fifteen years
BIDS (Unsuccessful)	Bids not awarded.	Two years after letting of the contract.
BLANK FORMS	Obsolete, unneeded, or superseded forms stock.	Until obsolete or superseded
BLUE PRINTS / VELLUMS / DRAWINGS / TRACINGS / MYLARS		Until updated, superseded or obsolete. Appraise for historical value
A) Blueprints for public buildings		Permanent
BOND DOCUMENTS		IRS rule 5.70. Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired.
BOND REGISTER		Seven years after final maturity of notes or bonds
BUDGET, ANNUAL DEPARTMENTAL/OFFICE BUDGET PREPARATION DOCUMENTS (Working Papers)	Fiscal allocation to Park District for fiscal year	Three years
BUDGET PREPARATION DOCUMENTS (Working Papers)	Preparation documents used to create annual budgets	Two years
BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES	Announcements and informational notices including unsolicited announcements related to job functions	Until no longer of administrative value
COMPLIANCE REPORTS	Standard reports required to be filed by regulatory agencies	Five years
CONTINUING EDUCATION CERTIFICATIONS / CLASS / SEMINARS / TRAINING ATTENDANCE RECORDS	Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position	Place in personnel file

SENECA COUNTY PARK DISTRICT
Records Retention Schedule

CONTRACTS	(ORC 2305.06) Legal agreements with individuals, organizations, or entities to procure goods and/or services	Eight years, after expiration
COPIES OF RECORDS	Additional copies of records or images which are no longer required and serve no useful purpose.	Until no longer of administrative value
CORRESPONDENCE	Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc.communications, etc	Retain according to content, ensure metadata retained
A) Transient	Communications which convey information of temporary importance in lieu of oral communication. i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by form letters.standard	Until no longer of administrative value
B) General	Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Two years
C) Substantive	Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Five years; file with related records if content requires longer retention; appraise for historical value
DELIVERY SLIPS / PACKING SLIPS	Documents received when accepting goods from a carrier or vendor	Until no longer of administrative value
DIRECTORIES / LISTS / ROSTERS	Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules.	Until superseded, obsolete, or replaced
DISASTER PLANS (Continuity of Operations Plan, Business Continuity Plan)	Documents plans and procedures to protect and reestablish Park operations in the event of a disaster.	Until updated or superseded
DISCIPLINARY HEARINGS	A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.	
	A) Audio and video recordings	One Year
	B) Report of proceedings	Place in personnel file
	C) Transcripts	Five Years
DRAFTS / TRANSIENT RECORDS	Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value
EMPLOYMENT APPLICATIONS / RESUMES-SUCCESSFUL	Application submissions by individuals chosen for employment	Place in personnel file
EMPLOYMENT APPLICATIONS / RESUMES-UNSUCCESSFUL- NOT HIRED	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	One year
EMPLOYEE EVALUATIONS	Records used to measure employee work performance	Place in personnel file
EQUIPMENT MAINTENANCE RECORDS	Files documenting ownership, warranties, routine maintenance and repair of Park District owned equipment.	Life of the equipment
FAX		
A) Documentation	Fax machine generated cover sheets, confirmation notices and buffer printouts	Until no longer of administrative value
B) Logs	Register of fax messages sent and received	One year
C) Messages	Communications sent and received using a fax machine	Treat as correspondence
FEE SCHEDULES	Fees for goods or services provided by the Park District	Until updated, superseded, or obsolete

SENECA COUNTY PARK DISTRICT
Records Retention Schedule

FINANCIAL RECORDS	Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / billbacks; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	Three years provided audited
FUEL USAGE RECORDS		Three years
GRANT APPLICATION (Not Funded)		One year
GRANT FILES	Documents the application, evaluation, awarding, monitoring, and tracking of grants received	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved
IMAGE FILE	Visual documentation of a person, place, or event	Until no longer of administrative value / appraise for historical value
INSURANCE POLICIES	Documents listing terms and conditions between Park District and insurance providers	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)
INSURANCE RECORDS	Fiscal and administrative records generated in the administration of insurance policies	Two years after expiration of associated policy, provided all claims settled and appeals exhausted (ORC 2305.10)
JOB DESCRIPTIONS	Documents detailing the classification, needed experience / education / physical requirements, and duties by position title	Until superseded or classification abolished
LEGAL ADVERTISEMENTS / NOTICES	Legal announcements to inform the public of meetings, hearings, bids, auctions or other events	One year or until superseded
LICENSES, PERMITS, CERTIFICATIONS	Documents affirming requirements being met as prescribed by issuing agency.	One year after expiration
LITIGATION RECORDS	Records related to legal claims against an office and subsequent legal actions and court proceedings	Five years after case is closed and appeals are exhausted
MAIL	Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes	Until no longer of administrative value
MAILING LISTS	List of individuals and addresses for mail distribution	Until updated, superseded or obsolete
MANAGEMENT AND OPERATIONS REPORTS	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs	Five years
MANUALS, HANDBOOKS	Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced/appraise for historical value
MATERIAL SAFETY DATA SHEETS	Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded or obsolete
MEETING NOTICES	Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	One year
MEMORANDA	Internal communication.	Use correspondence periods
MINUTES OF MEETINGS		
Official Copy	Official copy of proceedings of regular and special meetings	Permanent
Audio and video recordings		Retain until transcribed into hard copy and approved

SENECA COUNTY PARK DISTRICT
Records Retention Schedule

OATHS OF OFFICE OF ELECTED OFFICIALS	Oaths of office given and sworn to by elected official upon taking office	Ten years after leaving office
OFFICIALS' BONDS	Surety bond filed by Park District officials to help ensure responsible execution of job duties	Ten years after expiration
ORGANIZATIONAL CHART (TABLE OF ORGANIZATION)	A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs	Until superseded
PAYROLL RECORDS	Department copies including but not limited to time sheets, overtime documentation records, and timecards.	Two years
PERSONNEL FILES		
A) Employment files	Documentation of service throughout the duration of an individual's employment	Two years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances
B) Employee Medical Records-	Records pertaining to employee's medical insurance, conditions, etc., as they relate to their employment. Includes HIPPA, FMLA information.	Seven years
PLATS AND MAPS	Renderings noting locations and/or boundary lines	Permanent
PRESS / NEWS RELEASES	Information disseminated to the public through media outlets.	Until no longer of administrative value/ appraise for historical value
PROFESSIONAL ASSOCIATION RECORDS	Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value
PROJECT PLANS / DRAWINGS	Written plan or pictorial diagrams for a work related project or program	Life of project or until obsolete. Appraise for historical or operational value
PUBLIC HEARINGS	A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue	
A) Audio and video recordings		One year
B) Report of proceedings		Permanent
C) Transcripts		Five years
PUBLICATIONS (created by the Park District)	Brochures and promotional material created by the park district to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently
RECORDS INVENTORY	A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Until superceded
RECORDS REQUESTS	ORC 149.43 - Requests to inspect and review public records	Two years
RECORDS RETENTION AND DISPOSITION FORMS	Records, also called RC-1, RC-2, and RC3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent
RESEARCH RECORDS	Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	Until no longer of administrative, fiscal, or legal value
RESOLUTIONS	Written motions officially documenting policy development and decisions	Until no longer of administrative value
SCRAPBOOKS	Compilation of materials for retention of institutional memory	Appraise for historical value
SERVICE REQUESTS	Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value
SPECIAL ACCOUNTING RECORDS	Including checks, receipts, vouchers and other documentation per O.R.C. 149.38 (D) from the following: A) Delinquent tax and assessment collection fund per O.R.C. 321.261 B) Real estate assessment fund per O.R.C. 325.31 C) Furtherance of Justice allocations to the Sheriff per O.R.C. 325.071 D) Furtherance of Justice allocations to the County Prosecuting Attorney per O.R.C. 325.12	Four years

SENECA COUNTY PARK DISTRICT
Records Retention Schedule

SPEECHES / PRESENTATIONS	Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations	Until no longer of administrative value/ appraise for historical value.
STATEMENTS OF QUALIFICATIONS	Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66	Two years
SURVEILLANCE TAPES / VIDEOS	Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes	Use for one cycle then reuse provided no action pending
SURVEYS & QUESTIONNAIRES	Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made	Until no longer of administrative value
TELEPHONE RECORDS		
A) Messages for recipients received via telephone		Until no longer of administrative value
B) Logs- track incoming call		6 months
TRAINING FILES	Documentation of employee training.	Until no longer of administrative value
TRAVEL REQUESTS / EXPENSE REPORTS	Requests for reimbursement for employee travel	Three years
UNIFORM RECORD	Records tracking the management of uniforms provided by the Park District.	Three years
VEHICLE MAINTENANCE RECORDS	Records noting repairs to and routine maintenance of Park District-owned vehicles	Until vehicle sold or disposed of
VEHICLE MILEAGE RECORDS	Log of mileage and expenses incurred in Park District-owned vehicles	Until vehicle sold or disposed of
VISITORS' LOG OR SIGN-IN SHEETS	Registers or logs used to track visitors visiting an office	One year
WORK ORDERS	Requests asking for maintenance, assistance and/or services	One year
WORK SCHEDULES	Schedules noting working hours for employees	Until no longer of administrative value
WORKERS' COMPENSATION CLAIMS	ORC 4123 - Files covering claims made by employee for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.	10 years after last activity
PRESCHOOL SPECIFIC		
Annual Training Documentation	Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/credits/ points awarded; sign-in sheets, and attendee lists	3 years plus current year provided audited
Attendance/Absence Records	Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor & parent's notes	1 year
Child Care License	Copy of Child Care license issued by ODE, required for outside school hours sites. Not required for after school at risk sites.	3 years plus current year provided audited
Emergency Information	A form containing student emergency contact information	Until superseded
Enrollment Record	Enrollment Record (by grade/building)	Permanent
Fire Inspection	Reports of building inspection performed by the city Fire Division	4 years provided audited
Health Logs	Record of health care services provided to students such as medication and first aid.	2 years
Health/Medical Records	Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions	10 years after last contact
Irregular Employee Contracts	Written agreement between the District and substitutes and other irregular employees benefits	4 years after contract expires
Parent/Legal Guardian Permission Slips	Parent/Legal Guardian Permission Slips	Retain until end of school year, then destroy
Personnel Directory	Names, phone numbers and addresses of all employees	10 years

SENECA COUNTY PARK DISTRICT
Records Retention Schedule

Photo/Media Release	Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for six years after image/recording no longer being used, then destroy.
Records of Drills or Rapid Dismissals and School Safety Drills	Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73.	1 year after end of fiscal year
Registration/Withdrawal Information	Record of each time a student registers or withdraws	6 years after graduation, withdrawal, or transfer
School Calendars	Calendar for in session/out of session school days as well as professional days for teachers	5 years
School Safety Plan	Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans	Retain 6 years after obsolete or superseded, then destroy
Staff Profile	Listing including current position, licensure, degree, retirement credit, and contract information	5 years
Student Information	Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed	Permanent
Teacher Grade Books/Records	Teacher Grade Books/Records	3 years provided audited
Teacher Lesson Plan Books	Teacher Lesson Plan Books	End of current school year or until superseded
Teaching Certificates	Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year, then destroy
Visitor Log	Log of those visiting premises.	One school year