

**Shaw, Chris**

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**From:** ohiocarma@yahoogroups.com on behalf of Burhenne, Linda [lburhenne@co.geauga.oh.us]

**Sent:** Tuesday, October 19, 2010 1:25 PM

**To:** 'ohiocarma@yahoogroups.com'

**Subject:** [ohiocarma] Park District

To all,

I asked our prosecutor for an opinion on the issue of whether or not a Park District should be covered by the county Records Commission. At least in our case, this was her answer:

A park district is a special taxing district that is a "public office" and is not specifically designated in Sections 149.38, 149.39, 149.41, 149.411 or 149.42 of the Ohio Revised Code. Similar to other taxing districts (like the school district or the library), the park district is a special taxing district in which a special taxing district records commission is created. Thus, I am of the opinion that the park district has its own records commission pursuant to Section 149.412 of the Ohio Revised Code.

Sharing for what it's worth. Though I assisted with the development of their RC2 I am sending the approved, signed version back along with all RC3s accumulated over the years.

Thanks,

**Linda Burhenne**

Director, Geauga County Archives & Records Center

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10/21/2010



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM: The Preservation Park District of Delaware County**

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-9	Permits (events or services: Vendor, liquor, health)	3 years, PA	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>
07-10	Photographs	Permanent	Paper*	
07-11	Project Files	Permanent	Paper*	
07-12	Property Files (ownership)	Permanent	Paper*	
07-13	Ranger Reports (daily & complaint)	5 years	Paper	
07-14	Program Files (kept by individual staff)	3 years after program ends	Paper	
07-15	News media articles & News Releases	Permanent	Paper*	
07-16	Seasonal Employee Personnel Files	7 years after inactive	Paper	
07-17	Subject Files (files which do not lend themselves to the established guidelines)	5 years	Paper	
07-18	Vendor contracts	3 years, PA	Paper	
07-19	Accident Reports (vehicular)	7 years	Paper	
07-20	Accounts Receivable Ledger And Documents	4FY after paid, PA	Paper	
07-21	Annual Budgets	Permanent	Paper*	
07-22	Annual Reports	Permanent	Paper*	
07-23	Applications for Employment (Not Hired)	2 years	Paper	
07-24	Audit Reports	5 years	Paper	
07-25	Bank Deposit Receipts	4 years after end of FY, PA	Paper	

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**FROM: The Preservation Park District of Delaware County**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
07-26	Bank Statements (ORC 1304.29)	4 years after end of FY, PA	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.
07-27	Bids (unsuccessful)	3 FY after letting of contract, PA	Paper	
07-28	Bonds (redeemed)	2 FY after redeemed, PA	Paper	
07-29	Cancelled Checks (ORC 1304.29)	4 years after end of FY, PA	Paper	
07-30	Cash Books & Cash Journals (ORC 311.11)	4 FY, PA	Paper	
07-31	Check Registers (ORC 1304.29)	4 years after end of FY, PA	Paper	
07-32	Claims & Litigation Records	Permanent	Paper	
07-33	Copies, Extra Copies, And Photocopies	Until no longer of administrative value	Paper	
07-34	Employee Guide	Until superseded	Paper	
07-35	Federal Grant Files, Supporting Financial Records and Documents	Until State & Federal audits have been conducted, audit reports released & all litigation claims or audit findings involving records have been resolved. Minimum: 5 years	Paper	
07-36	Insurance Policies (ORC 2305.10)	7 years after expiration, provided all claims have been settled	Paper	
07-37	Inventories (annual property)	3 years, PA	Paper	
07-38	Invoices (paid)	3 years after end Of FY, PA	Paper	

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**FROM: The Preservation Park District of Delaware County**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
07-39	Job Descriptions	Until superseded or Classification is Abolished	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>
07-40	Leases	5 years after expiration, PA	Paper	
07-41	Leave Requests (sick & vacation)	Permanent	Paper*	
07-42	Pay-Ins to Treasurer Records	4 FYs, PA	Paper	
07-43	Payroll Records (Comp. Time, Overtime, and Personal Time)	Permanent	Paper*	
07-44	Personnel Files	Permanent	Paper*	
07-45	Plats & Maps	Permanent	Paper*	
07-46	Publications (procedural Rules, regulations, & Manuals)	Until no longer of administrative value	Paper	
07-47	Purchase Orders	3 FYs, PA	Paper	
07-48	Receipt Documents	4 FYs, PA	Paper	
07-49	Tape recordings, video recordings & short-hand notes (verbatim recordings of meetings later summarized in other written official proceedings or minutes)	30 days after transcribed or minutes approved	Tape or Paper	
07-50	Time Cards, Time Sheets (ORC 2305.11)	3 FYs, PA	Paper	
07-51	Training Materials	Until superseded	Paper	

KEY: PA = Provided Audited by the Auditor of State  
Paper\* = Paper copy may be destroyed after microfilming