



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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MAY 9 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

Preservation Parks of Delaware County

General Records

(Local Government Entity)

(Unit)

Thomas M Curtin

Executive Director

4.18.22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Preservation Parks of Delaware County Records Commission

(740) 524-8600 ext 8

(Telephone Number)

2656 Hogback Road

Sunbury

43074

Delaware

(Address)

(City)

(Zip Code)

(County)

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

[bhok@preservationparks.com](mailto:bhouk@preservationparks.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.

[Handwritten Signature]

Records Commission Chair Signature

Date May 4, 2022

Section C: Ohio History Connection - State Archives

Signature **Digitally signed by Fred
Previts**

Title **State Archivist**

Date **5-12-2022**

Section D: Auditor of State

Signature **Martin E. Meeks**
Digitally signed by Martin E. Meeks
Date: 2022.05.17 13:13:05 -0400'

Title **Records Manager**

Date

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ACC-001	Invoices Internal copies of all vendor payments originals sent to County Auditor	3 years provided audited	Paper or electronic	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"/>
ACC-002	Requisition Forms Form approving a purchase; used to open a purchase order; includes vendor quotes when required	3 years provided audited	Paper or electronic		<input type="checkbox"/>
ACC-003	Purchase Orders & Change Forms Internal copies of fiscal obligation to pay vendors <i>Auditors office maintains for 5 yrs</i>	3 years provided audited	Paper or electronic		<input type="checkbox"/>
ACC-004	Purchase Orders with a Vendor Contract Located separately in contract file	8 years (ORC 2305.06)	Paper or electronic		<input type="checkbox"/>
ACC-005	Accounts Receivable-Pay-Ins Internal copies of pay-ins listing funds received <i>Auditors office maintains for 5 yrs</i>	3 years provided audited	Paper or electronic		<input type="checkbox"/>
ACC-006	Annual Budgets Copies of approved budgets	5 years provided audited	Paper or electronic		<input type="checkbox"/>
ACC-007	Annual Financial Statements Prepared by County Auditor/reviewed and submitted to the Hinkle system by PPD	5 years provided audited	Paper or Electronic		<input type="checkbox"/>
ACC-008	Bi-Annual Audit Reports State Auditors financial status reports	Permanent	Paper and electronic		<input checked="" type="checkbox"/>
ACC-009	Policies & Procedures Internal Accounting Manual and Purchasing Manual	Until superseded	Paper or electronic		<input type="checkbox"/>
ACC-010	Tax Settlement Sheets Report of amount of real estate tax funding received	4 years	Paper or electronic		<input type="checkbox"/>
ACC-011	Ten Mill Certificates Schedule A and Accepting Rates Resolution	Permanent	Paper and electronic		<input type="checkbox"/>

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ACC-012	Certificate of Estimated Resources Certifies amount of available resources ORC 5705.36	5 years	Paper or electronic		<input type="checkbox"/>
ACC-013	Vendor W-9's Forms to certify vendors tax id #'s. Permanent files maintained by County Auditor.	3 years	Electronic		<input type="checkbox"/>
ACC-014	Cash on Hand Log Verifies cash on hand used and returned for events.	1 year after last entry	Paper		<input type="checkbox"/>
ACC-015	Records Retention Documents (RC-1, RC-2 & RC-3) Listing of all records and the retention schedule and listing of disposed records	RC-2 until superseded RC-3 Permanent	Paper and electronic		<input type="checkbox"/>
ACC-016	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic		<input type="checkbox"/>
ACC-017	Receipt Books Hand written receipts for any cash transaction a receipt is requested	4 years after last receipt written	Paper		<input type="checkbox"/>
ADM-001	Board Packets Includes monthly department & budget reports and other agenda topic information	Permanent	Paper and electronic		<input checked="" type="checkbox"/>
ADM-002	Board Minutes Details of each meeting <i>Notes for meetings retained until final minutes approved.</i>	Permanent	Paper and electronic		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

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ADM-003	Board Resolutions Approvals required by the Board	Permanent	Paper and electronic	<input checked="" type="checkbox"/>
ADM-004	Leases and Agreements Signed leases and agreements	5 years after expiration	Paper	<input type="checkbox"/>
ADM-005	Insurance Policies Property and Liability Policies	5 years after expiration, provided all claims settled and appeals exhausted	Paper and electronic	<input type="checkbox"/>
ADM-006	Insurance Claims Property damage claims	2 years after finalized	Paper and electronic	<input type="checkbox"/>
ADM-007	Property Files For existing property- Includes purchase agreements, real estate tax exemption & CAUV, recorded deeds easements, and environmental covenants; legal documents, property restrictions, historical documents	Permanent	Paper and electronic	<input checked="" type="checkbox"/>
ADM-008	Potential Property Files All documents relating to potential land acquisitions	Until no longer administrative value	Paper and/or electronic	<input type="checkbox"/>
ADM-009	Bonds Surety bonds for Board commissioners and Law Enforcement staff	10 years after Bond Expires	Paper	<input type="checkbox"/>
ADM-010	Awarded Federal & State Grants Includes application, award letter, financial documents, close out	5 years provided audited	Paper and electronic	<input type="checkbox"/>
ADM-011	Vehicle Records	Until sold	Paper	<input type="checkbox"/>
ADM-012	Litigation Records Any legal claims	5 years after case is closed and all appeals are exhausted	Paper and electronic	<input type="checkbox"/>

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ADM-013	<p>Email Communications Based on content, and retained accordingly</p> <p><u>Transitory</u> – temporary importance in lieu of oral communication</p> <p><u>General</u> – informative inquires, but does not change policies</p> <p><u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc</p>	<p>Determined based on content</p> <p><u>Transitory:</u> Until no longer administrative value</p> <p><u>General:</u> 2 years</p> <p><u>Substantive</u> – 5 years or the retention schedule of the related records.</p>	Electronic		<input type="checkbox"/>
ADM-014	<p>Meeting Agendas Pertaining to any meeting</p>	Until no longer administrative value	Paper or Electronic		<input type="checkbox"/>
ADM-015	<p>Feasibility Studies Findings used to make executive decisions</p>	10 years	Paper or Electronic		<input checked="" type="checkbox"/>
ADM-016	<p>Surveys Completed surveys used to help make executive decisions</p>	10 years	Paper or Electronic		<input type="checkbox"/>
ED-001	<p>Program and Event Files Information relating to programs</p>	Until no longer administrative value	Paper and electronic		<input type="checkbox"/>
ED-002	<p>Visitation Records Tracking visitations to the parks and programs.</p>	10 years	Paper or electronic		<input type="checkbox"/>
ED-003	<p>Camp Registration Forms Medical, contact, and participant forms</p>	3 years after camp	Paper or electronic		<input type="checkbox"/>
ED-004	<p>Shelter Reservations Reservation request and confirmation</p>	2 years after reservation	Electronic		<input type="checkbox"/>
ED-005	<p>Volunteer Manuals Policies and procedures for volunteers</p>	Until superseded	Paper or electronic		<input type="checkbox"/>
ED-006	<p>Volunteer Background checks/personnel files</p>	1 year after no longer volunteer	Electronic through Volgistics		<input type="checkbox"/>

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ED-007	Volunteer Publications	Until no longer administrative value	Paper or Electronic	<input type="checkbox"/>
ED-008	Volunteer Database List of volunteers	Updated on-going	Electronic through Volgistics	<input type="checkbox"/>
ED-009	Waivers/Releases	3 years after program	Paper or Electronic	<input type="checkbox"/>
ED-010	Program Attendance Records # of people at a program	Updated and ongoing	Electronic	<input type="checkbox"/>
ED-011	Donor/Deed of Gift Forms Farm collection donations	Permanent	Paper and electronic	<input type="checkbox"/>
ED-012	Historical Documents	Permanent	Paper and electronic	<input checked="" type="checkbox"/>
ED-013	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but does not change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic	<input type="checkbox"/>
ED-014	Collections Database Listing of all collections	Updated on-going	Paper and electronic	<input type="checkbox"/>
ED-015	State & Federal Wild Animal/Taxidermy Reports	Until no longer administrative value	Paper or electronic	<input type="checkbox"/>
ED-016	Taxidermy/Wild Animal Inventory	Updated on-going	Electronic	<input type="checkbox"/>
ED-017	Livestock Records	Updated on-going	Electronic and Paper	<input type="checkbox"/>

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HR-001	Benefit Plan Documents	Until no longer administrative value	Paper	<input type="checkbox"/>
HR-002	Complaint Files Employee Complaints	Active then 10 years	Paper and electronic	<input type="checkbox"/>
HR-003	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic	<input type="checkbox"/>
HR-004	I-9 forms Verifies identity and employment authorization	10 years after departure	Paper	<input type="checkbox"/>
HR-005	Seasonal Employee Personnel Files All personnel and hiring paperwork	7 years after inactive	Paper	<input type="checkbox"/>
HR-006	Employment Applications not hired	1 year	Paper	<input type="checkbox"/>
HR-007	Employee Handbook Includes Policies and Procedures	Until Superseded + 5 years	Electronic	<input type="checkbox"/>
HR-008	Job Descriptions Details about each job	Until Superseded + 5 years	Electronic	<input type="checkbox"/>
HR-009	Job Postings Available jobs for hiring	3 years	Electronic	<input type="checkbox"/>
HR-010	Leave Requests Approved forms for taking leave time	3 years after departure	Paper or electronic	<input type="checkbox"/>
HR-011	Comp Time, Overtime, Personal Time, and Holiday	3 years after departure	Paper or electronic	<input type="checkbox"/>

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HR-012	Full Time/Part Time Personnel Files Employment applications, new hire paperwork, background checks, tax info, evaluations, pay history, training completed, disciplinary memos, written warnings	60 years	Paper and/or Electronic		<input type="checkbox"/>
HR-013	Time Sheets Records of non-exempt employee hours worked	3 years provided audited	Paper or electronic		<input type="checkbox"/>
HR-016	Wage Survey Reports Report of salaries of other park districts and agencies	Until Superseded + 5 years	Electronic		<input type="checkbox"/>
HR-017	Workplace Injury Reports Employee incident information	5 years after incident	Paper		<input type="checkbox"/>
LE-001	Equipment Maintenance Files Manuals and maintenance records	Until no longer have equipment	Paper		<input type="checkbox"/>
LE-002	Evidence	Court Mandated approval to destroy	Paper		<input type="checkbox"/>
LE-003	Firearms/LE Training Records Includes pistol, shotgun, rifle qualifications	10 years after departure	Paper		<input type="checkbox"/>
LE-004	Lockout Forms	10 years	Paper		<input type="checkbox"/>
LE-005	Junk vehicle records	10 years	Paper		<input type="checkbox"/>
LE-006	Work Schedule Park Officer's monthly work schedule	Current year + 1 year	Electronic		<input type="checkbox"/>
LE-007	Daily Logs Log of Park Officers' daily activities	5 years	Paper		<input type="checkbox"/>
LE-008	Accident Reports Employee accident reports	7 years	Paper		<input type="checkbox"/>
LE-009	Misdemeanor/Citations/Reports	Current year + 10 years	Electronic OhLEG /Paper		<input type="checkbox"/>
LE-010	Domestic Violence Reports Records of domestic violence situation in Park facilities	5 years	Electronic OhLEG		<input type="checkbox"/>

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LE-011	Traffic Crash Reports Records of any traffic accident on Park property	5 years	Paper		<input type="checkbox"/>
LE-012	Written Warnings Issued to visitors	10 years electronic/5 years paper	Electronic OhLEG /Paper		<input type="checkbox"/>
LE-013	OPOTA Officer Roster Listing of current commissioned officer serving with agency	Working document; until superseded	Electronic OhLEG		<input type="checkbox"/>
LE-014	Policies & Procedures Duties and Policies of Park Officers	Until superseded	Electronic		<input type="checkbox"/>
LE-015	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic		<input type="checkbox"/>
LE-016	Emergency Procedures Manual Includes natural disasters and other emergency situations on SharePoint	Until superseded	Electronic		<input type="checkbox"/>
LE-017	Surveillance Videos/Photographs Footage documenting daily actions of employees and visitors within an office and/or on its grounds for security purposes	Retain 30 days provided no action pending	Electronic		<input type="checkbox"/>
MKT-001	Photographs/Videos	Permanent	Paper and electronic		<input checked="" type="checkbox"/> (for historical images)
MKT-002	News Media articles Clippings and scanned articles	3 years after event	Paper and Electronic		<input type="checkbox"/>
MKT-003	News Releases Announcements for public information	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>

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MKT-004	Weekly Media Advisories Announcement of upcoming programs	Until no longer needed	Electronic		<input type="checkbox"/>
MKT-005	Advertisements print, digital, & video ads	Until no longer needed	Paper and electronic		<input type="checkbox"/>
MKT-006	Brochures General info and park	Permanent	Paper and electronic		<input type="checkbox"/>
MKT-007	Event Calendars	Current year + 3 years	Electronic		<input type="checkbox"/>
MKT-008	Program Guides	Permanent	Paper and electronic		<input type="checkbox"/>
MKT-009	Event Fliers & Posters Informational notices	Until no longer administrative value	Paper and electronic		<input type="checkbox"/>
MKT-010	"Contact Us" Correspondence Includes informational and complaints	Until resolved	Electronic		<input type="checkbox"/>
MKT-011	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic		<input type="checkbox"/>
MKT-012	Public Records Requests	1 year after request	Paper or electronic		<input type="checkbox"/>
MKT-013	Social Networking Records: Blogs, Twitter, Facebook, Instagram, and related applications <u>Duplicate records:</u> Public records linked or posted and retained elsewhere	<u>Duplicate Records:</u> Until no longer	Electronic		<input type="checkbox"/>

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	<u>Transitory Records</u> : General Postings, comments, feedback & related records	administrative value <u>Transitory</u>: 7 days from date of post			
NR-001	Biological Information	Permanent	Paper and/or electronic		<input type="checkbox"/>
NR-002	Waiver/Releases	3 years	Paper		<input type="checkbox"/>
NR-003	Prescribed Burns Applications and Plans	3 years	Paper or electronic		<input type="checkbox"/>
NR-004	Pesticide Application Record Sheets	3 years	Paper		<input type="checkbox"/>
NR-005	Pesticide Training Verification	3 years	Paper		<input type="checkbox"/>
NR-006	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory</u>: Until no longer administrative value <u>General</u>: 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic		<input type="checkbox"/>
NR-007	Mitigation Files	Until no longer administrative value	Electronic		<input type="checkbox"/>
OPS-001	Pesticide Application Record Sheets	3 years	Paper		<input type="checkbox"/>
OPS-002	Pesticide Training Verification	3 years	Paper		<input type="checkbox"/>
OPS-003	Project Records Annual Plan of Operation	Current year + 3 years	Electronic		<input type="checkbox"/>

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OPS-004	Maintenance Files Includes equip. owner's manuals	Until no longer have equip	Paper		<input type="checkbox"/>
OPS-005	Fuel Reports	3 years	Paper and electronic		<input type="checkbox"/>
OPS-006	Equipment Bids	3 years	Paper and electronic		<input type="checkbox"/>
OPS-007	Vehicle Inspections	Until Vehicle is sold	Electronic		<input type="checkbox"/>
OPS-008	Inventories Janitorial Supplies, Fleet, Tools & Equipment	Working documents (until superseded)	Electronic		<input type="checkbox"/>
OPS-009	Material Safety Data Sheets All products that PPDC uses	Current year + 30 years	Paper and electronic		<input type="checkbox"/>
OPS-010	Fleet Records	Working document (until superseded)	Electronic		<input type="checkbox"/>
OPS-011	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic		<input type="checkbox"/>
OPS-012	Traffic Counts	3 years	Electronic		<input type="checkbox"/>
OPS-013	Playground Inspections	7 years	Paper or Electronic		<input type="checkbox"/>
OPS-014	Fire Extinguisher Inspections Record of Inspections	3 years	Paper or Electronic		
OPS-015	Facility Assessments	Working Document	Electronic		

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PLA-001	Concept Drawings, Exhibits, Field Notes	Until no longer needed or superseded	Electronic		<input type="checkbox"/>
PLA-002	Construction Files Contracts and change orders	CY + 15 years after completed	Electronic		<input type="checkbox"/>
PLA-003	Project Files Minutes, field reports, testing, shop drawings, Maps, contractor payment	Life of facility or until no longer administrative value	Paper and/or electronic		<input checked="" type="checkbox"/>
PLA-004	Email Communications Based on content, and retained accordingly <u>Transitory</u> – temporary importance in lieu of oral communication <u>General</u> – informative inquires, but doesn't change policies <u>Substantive</u> – Executive Correspondence dealing with significant aspects of administration of the Park affecting policies, procedures, etc	Determined based on content <u>Transitory:</u> Until no longer administrative value <u>General:</u> 2 years <u>Substantive</u> – 5 years or the retention schedule of the related records.	Electronic		<input type="checkbox"/>
PLA-005	Engineering Plans Final design, engineering plans, and feasibility study	Life of facility or until no longer administrative value	Paper and/or electronic		<input type="checkbox"/>
PLA-006	Bids Construction-Awarded	Life of facility or until no longer administrative value	Paper and/or electronic		<input type="checkbox"/>
PLA-007	Bids Construction-not awarded	Calendar year + 5 years	Electronic		<input type="checkbox"/>
PLA-008	Plats & Land Surveys	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
PLA-009	Appraisals Final appraisals	Until no longer administrative value	Paper and/or electronic		<input type="checkbox"/>

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PLA-010	Request for Proposals/Qualifications	Calendar year + 2 years	Electronic		<input type="checkbox"/>
PLA-011	Awarded Federal & State Grants Includes application, award letter, financial documents, close out	5 years provided audited	Paper and/or electronic		<input type="checkbox"/>
PLA-012	Permits, Inspections, Agency Approvals, system inspections	Until no longer administrative value	Electronic		<input type="checkbox"/>
PLA-013	Comprehensive Plans	Until no longer 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