



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

OHIO HISTORY CONNECTION

JUN 12 2025

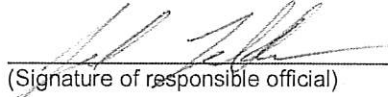
STATE AND LOCAL
 GOVERNMENT RECORDS

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 _____ Director _____ 5/8/2025
 (Signature of responsible official) (Name) (Title) (Date)

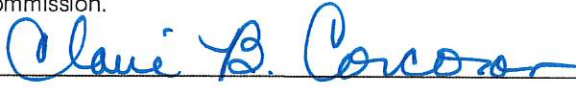
Section B: Records Commission

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.

 _____ 6/19/2025
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 _____ State Archivist _____ 6-17-2025
 Signature Title Date

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 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"/> |

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(Unit)

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|---------------------------|--|---|--------------------------------|---|--|
| 9700-29 | Engineering Plans | Permanent | Electronic/Paper /Microfilm | | <input 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 and Community Engagement Records | 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 type="checkbox"/> |
| 9700-52 | Plats & Maps | Permanent | Electronic/Paper /Microfilm | | <input checked="" type="checkbox"/> |

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|---------------------------|---|-------------------------|--------------------------------|---|--|
| 9700-53 | Playground Safety Inspection Reports | Life of equipment | Paper/Electronic | | <input type="checkbox"/> |
| 9700-54 | Press/News Releases | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 9700-56 | Project Files - Individual History Files | Permanent | Electronic/Paper /Microfilm | | <input 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 type="checkbox"/> |
| 9700-71 | Greater Cincinnati Foundation Records | Permanent | Electronic/Paper /Microfilm | | <input type="checkbox"/> |
| 9700-72 | Federal Wildlife & Fish Permits/Wild Animal Permits | Permanent | Electronic/Paper /Microfilm | | <input type="checkbox"/> |