



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

SEPTEMBER 12 2024

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

Board of Park Commissioners of the Cleveland Metropolitan Park District

(Local Government Entity)

(Unit/Department)

	Gregory Headley	Records Commission Chairperson	9-12-24
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Cleveland Metroparks

Records Commission

216-635-3293

(Telephone Number)

4101 Fulton Parkway

Cleveland

44144

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

lap@clevelandmetroparks.com

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

	9-12-2024
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

9/20/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

Cleveland Metroparks

11000 - Executive Office

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
11001	Abstracts (Title)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
11064	ADA Transition Plan	5 years after review date	Paper/Electronic		<input type="checkbox"/>
11002	Agreement/Contracts (excluding construction & design agreements initiated by Planning & Design Division, collective bargaining & benefits agreements, grant agreements, and agreements approved to be signed by authorized employee pursuant to CEO Policy).	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
11034	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Electronic		<input checked="" type="checkbox"/>
11003	Attendance Log/Board	UNAV	Paper		<input type="checkbox"/>
11050	Bill of Sale	2 Years after deemed no longer of value, destroyed, or otherwise disposed	Paper		<input type="checkbox"/>
11004	Bonds/Commissioner	Permanent	Paper		<input type="checkbox"/>
11005	By-Laws	Permanent	Paper		<input checked="" type="checkbox"/>
11013	Certificate of Insurance provided to / or by Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
11047	Chief Reports	2 Years	Electronic		<input type="checkbox"/>
11016	Cleveland Metroparks Regulation Update Public Notices	5 Years after update published	Electronic		<input type="checkbox"/>
11006	Concession/Management Services Files (e.g., RFP, copy of agreement, insurance certificate (if necessary), bonding instruments, contract compliance items, menu/price list; copy of food license, profit/loss statement, copy of liquor license)	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
11007	Conveyance Documents/Recorded (e.g., deeds, easements, leases)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
11008	Conveyance Documents/Recorded (e.g., deeds, easements, leases)	Permanent	CD		<input checked="" type="checkbox"/>
11059	Copyright Certificates of Registration	10 Years after expiration	Paper		<input type="checkbox"/>
11009	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
11055	Deed of Gift Agreement: Personal	5 Years after disposition	Paper		<input type="checkbox"/>
11056	Deed of Gift Agreement: Real Property	Permanent	Paper		<input checked="" type="checkbox"/>
11064	Emergency Action Plan	CY + 2 Years	Paper		<input type="checkbox"/>
11010	Emergency Planning & Right to Know (SARA Title III)	CY +10 Years	Paper		<input type="checkbox"/>
11011	Fire Extinguisher Inspection: Site Specific	Until Superseded	Paper		<input type="checkbox"/>
11012	Fire Extinguisher Locations	Until Superseded + 5 Years	Paper		<input type="checkbox"/>
11054	Gas and Oil Files (e.g., active wells, maps, background information on wells, information on preexisting wells with current status, leases and extinguishments)	Permanent	Paper		<input checked="" type="checkbox"/>

11014	Insurance Files (e.g., copy of bid/RFP, specifications, financials, proposals, market surveys and correspondence, excluding insurance policies)	15 Years	Paper		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Cleveland Metroparks

11000 - Executive Office

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
11015	Insurance Policies (e.g., National Flood Insurance, Property and Liability Insurance)	Active + 50 Years	Paper		<input type="checkbox"/>
11017	Land Files(e.g. purchase agreements/agreement of gift, copy of deeds/easements/leases, environmental audit reports, title insurance policy/abstracts, surveys, maps, drawings, correspondence)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
11018	Land Files(e.g. purchase agreements/agreement of gift, copy of deeds/easements/leases, environmental audit reports, title insurance policy/abstracts, surveys, maps, drawings, correspondence)	Permanent	CD		<input checked="" type="checkbox"/>
11058	Legal Compliance Complaints (e.g., ADA, Title VI, etc.) and Response Material	5 years from response material date	Electronic		<input type="checkbox"/>
11044	Legal Opinions (from outside Counsel)	Permanent	Electronic		<input checked="" type="checkbox"/>
11041	Legal Issues Request Form	UNAV	Electronic		<input type="checkbox"/>
11043	Legal Research Memos	UNAV	Electronic		<input type="checkbox"/>
11036	Levy Documents filed with Board of Elections	10 years after election	Electronic		<input type="checkbox"/>
11019	Liability Claim Files	Age of Majority + 2 Years for minors, all others 5 years	Paper		<input type="checkbox"/>
11020	Litigation Files (Internal files [1])	UNAV OR Closed + 25 years	Paper/Electronic		<input type="checkbox"/>
11065	Liquor Permit Applications/Transfer Documents and ancillary documents (excluding applications for temporary permits initiated by other departments)	Permanent or until Cleveland Metroparks terminates use of respective liquor permit, then 2 years	Paper		<input type="checkbox"/>
11021	Loss Run Reports	UNAV	Paper		<input type="checkbox"/>
11022	Loss Run Reports	10 Years	Electronic		<input type="checkbox"/>
11023	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
11024	Minutes/Board	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
11025	Non-Profit Affiliate Files (e.g., license agreement, insurance certificate, contract compliance items, correspondence)	15 years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
11051	OPERS Independent Contractor / Worker Acknowledgment (PEDACKN Form)	5 Years after services begin	Paper		<input type="checkbox"/>
11026	Ozone Action Files (Policy)	Until superseded + 5 Years	Paper		<input type="checkbox"/>
11027	PERRP and OSHA Logs: Site Specific	CY + 5 Years	Paper/Electronic		<input type="checkbox"/>
11028	Permits and licenses/long term (greater than or equal to 3 years , excluding dam and septic)	15 Years after expiration of permit	Paper		<input type="checkbox"/>
11029	Playground (e.g., safety records, structure and equipment inventory forms)	CY + 5 Years	Paper		<input type="checkbox"/>
11046	Policies issued by Board	5 Years after review date	Electronic		<input type="checkbox"/>
11045	Policies issued by CEO	5 Years after review date	Electronic		<input type="checkbox"/>
11042	Presentations	UNAV	Electronic		<input type="checkbox"/>

11030	Pro-Card Files (e.g., audits, statements, receipts, excluding YTD reports): Site Specific	CY + 4 Years Audit	Paper/Electronic		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Cleveland Metroparks

11000 - Executive Office

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
11031	Property Claim Files (e.g., reimbursements for damages, correspondence, insurance documents, court records/files, funds received)	10 Years	Paper		<input type="checkbox"/>
11057	Public Records Files (e.g., public records requests, responses to public records requests)	5 years from date of request	Electronic		<input type="checkbox"/>
11032	Records Commission Files (e.g., policies, copy of submitted RC-1, RC-2 and RC-3 forms, Internal Records Disposal Form (IRDF), and Records Commission Minutes, etc.)	Permanent	Paper/Electronic		<input type="checkbox"/>
11033	Real estate reports (created annually)	Permanent	Paper		<input checked="" type="checkbox"/>
11035	Safety Files (e.g., manuals, training items, unscheduled site visit reports, audits, attendance and other records (excluding PERRP and OSHA logs)	Permanent	Paper		<input type="checkbox"/>
11060	Service Mark Registrations	10 Years after expiration	Paper		<input type="checkbox"/>
11048	Simultaneous Service Forms	2 Years after expiration of Term of Service	Electronic		<input type="checkbox"/>
11052	Subpoena and Response Material	5 Years	Paper		<input type="checkbox"/>
11037	Tax files/real estate taxes and assessments	Permanent	Paper		<input checked="" type="checkbox"/>
11038	Tracking Matrices (i.e., contract processing, legal budget, etc.)	UNAV	Electronic		<input type="checkbox"/>
11061	Trademark Certificates	10 Years after expiration	Paper		<input type="checkbox"/>
11049	Training/Conference (CTC) Evaluation Reports	UNAV	Paper		<input type="checkbox"/>
11062	Waivers and Releases/Adult	CY +2 Years	Paper		<input type="checkbox"/>
11063	Waivers and Releases/Youth	2 Years after Child's 18th Birthday	Paper		<input type="checkbox"/>
11053	Yacht Club Files (e.g., agreement, insurance certificate, contract compliance items, correspondence	15 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

11400 - Development

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
11413	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
11401	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
11402	Development Records (Raiser's Edge)	UNAV minimum 5 Years	Electronic		<input type="checkbox"/>
11403	Donation Files/General Gifts (e.g., copy of check, correspondence sent/received)	Permanent until digitized	Paper		<input type="checkbox"/>
11404	Donation Files/Planned Gifts (e.g., copy of check, correspondence sent/received, attorney information (if applicable), gift commitment form)	Permanent until digitized	Paper		<input type="checkbox"/>
11410	Donation Files/General Gifts (e.g., copy of check, correspondence sent/received)	Permanent	Electronic		<input checked="" type="checkbox"/>
11411	Donation Files/Planned Gifts (e.g., copy of check, correspondence sent/received, attorney information (if applicable), gift commitment form)	Permanent	Electronic		<input checked="" type="checkbox"/>
11408	General Donor Communications (newsletter, annual report, invitations, programs)	UNAV	Paper/Electronic		<input type="checkbox"/>
11405	Grants (e.g., copy of check, award letters, disbursements, correspondence related to grant)	CY + 8 Years (Grants received); 1 Year (Grants not received)	Paper		<input type="checkbox"/>
11406	Grants with restrictions – LWCF (Land & Water Conservation Fund)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
11412	Grants (e.g., copy of check, award letters, disbursements, correspondence related to grant)	Permanent	Electronic		<input checked="" type="checkbox"/>
11407	Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific	CY + 4 Years Audit	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

12000 - Finance

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
12001	Accounts Payable/Payroll (Cancelled Checks)	CY +4 Years (audit)	CD		<input type="checkbox"/>
12002	Accounts Payable Files	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12003	Accounts Receivable Files	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12065	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
12004	Audits/Internal Audits (excluding Pro-Card)	CY +4 Years (audit)	Electronic		<input type="checkbox"/>
12005	Audits/Internal Audits (excluding Pro-Card)	1 Year (audit)	Paper		<input type="checkbox"/>
12006	Audits/State Audit Reports	Permanent	Paper		<input checked="" type="checkbox"/>
12007	Bank Monthly Analysis	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12063	Bids/construction (other than concessions) (e.g., request form, advertisement, request for proposal/bid specifications, bids, bidders list, tally list, specifications, bonding instrument)	CY + 4 Years	Electronic		<input type="checkbox"/>
12064	Bids/Goods or Services (other than concessions) (e.g., request form, advertisement, request for proposal/bid specifications, bids, bidders list, tally list, specifications, bonding instrument)	CY + 4 Years	Electronic		<input type="checkbox"/>
12010	Budgets/Annual	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
12011	Cart/Golf Car Rentals/Golf Pro Commissions (Power Cars)	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12066	Certificate of Insurance provided to Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
12012	Check Run Certification Report	CY +4 Years (audit)	Paper		<input type="checkbox"/>
12053	Chief Financial Officer's Daily Correspondence	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12014	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
12015	Credit Applications	CY +4 Years	Paper/Electronic		<input type="checkbox"/>
12016	Fire Extinguisher Inspection: Site Specific	Until superseded	Paper/Electronic		<input type="checkbox"/>
12017	Fixed Assets	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12018	Fuel (monthly reconciliations)	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12019	Gas Refunds	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12020	Internal Investigations	CY +4 Years (audit)	Electronic		<input type="checkbox"/>
12021	Journal Entries & Chargebacks	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

12000 - Finance

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
12022	Labor Distribution	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12035	Legal Conflict of Interest Disclosure Survey	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12025	Petty Cash & Special Purchases	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12026	Phone Verifications	CY +4 Years (audit)	Paper		<input type="checkbox"/>
12027	Physical Inventories	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
12028	Pro-Card File (e.g., statements, receipts: excluding YTD Reports): Site Specific	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12029	Pro-Card/YTD Reports	20 Years	Paper/Electronic		<input type="checkbox"/>
12030	Pro-Card Audits	1 Year (audit)	Paper		<input type="checkbox"/>
12031	Pro-Card Audits	CY +4 Years (audit)	Electronic		<input type="checkbox"/>
12032	Professional Associations/Organizations/Memberships	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12067	Purchasing Files	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12033	Purchase Orders	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12034	Receipt Books	CY +4 Years (audit)	Paper		<input type="checkbox"/>
12062	RFP/ RFQ Files or related procurement documents (other than concessions) (e.g., request form, advertisement, request for proposal/bid specifications, bids, bidders list, tally list, specifications, bonding instrument)	CY + 4 Years	Electronic		<input type="checkbox"/>
12037	Restricted Funds	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12038	Retainage Accounts	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12039	Revenue Reports	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12040	Sales Tax	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12041	Statements/Bank	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12042	Statements/Financial (Audited)	Permanent	Paper		<input checked="" type="checkbox"/>
12043	Statements/Financial (Monthly)	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12044	Statements/Financial (Year End Detail)	20 Years	Paper/Electronic		<input type="checkbox"/>
12045	Statements/Financial (Year End)	Permanent until microfilmed	Paper		<input type="checkbox"/>
12046	Statements/Financial (Year End)	Permanent	Electronic		<input checked="" type="checkbox"/>
12047	Statements/Payroll (Bi-Weekly)	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

12000 - Finance

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
12048	Tax Exemption Certificates	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
12050	Training and Conference/Forms (CTCs)	CY +4 Years	Paper/Electronic		<input type="checkbox"/>
12055	Utility Usage Report (YTD)	Until superseded	Electronic		<input type="checkbox"/>
12056	Vendor Lists	Until superseded	Electronic		<input type="checkbox"/>
12057	Vouchers	Until After Audit	Paper		<input type="checkbox"/>
12058	Vouchers	CY +4 Years (audit)	Electronic		<input type="checkbox"/>
12059	Voucher Reports/YTD	20 Years	Paper/Electronic		<input type="checkbox"/>
12060	1099 Tax Information	Until Electronically Saved	Paper		<input type="checkbox"/>
12061	1099 Tax Information	Permanent	Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

13000 - Marketing

(1)	(2)	(3)	(4)	(5)	(6)
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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
13032	Advertising invoices	CY +4 Years	Paper		<input type="checkbox"/>
13018	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
13001	Attendance Files (e.g., research, visual and mechanical counts and methods)	Until digitized	Paper		<input type="checkbox"/>
13030	Attendance Files (e.g., research, visual and mechanical counts and methods)	Permanent	Electronic		<input type="checkbox"/>
13002	Branded Product Files (e.g., marketing documents, insurance certificates, proposal analysis and correspondence; copies of board action and agreement)	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
13031	Certificate of Insurance provided to Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
13003	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
13004	Coupon File (e.g., copies of financial impact statements, coupons, and memoranda re: offers)	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
13005	Courtesy Pass/File (e.g., request letters, distribution forms, log sheets)	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
13006	EarthWords (EW) Business Plan	Until digitized	Paper		<input type="checkbox"/>
13007	EarthWords (EW) Business Plan	Permanent	Electronic		<input type="checkbox"/>
13008	EarthWords (EW) Monthly Revenue Reports	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
13009	Equipment/Small Lending Log	UNAV	Paper		<input type="checkbox"/>
13010	Fire Extinguisher Inspection: Site Specific	Until superseded	Paper		<input type="checkbox"/>
13011	Hazardous Waste Manifest: Site Specific	Permanent	Paper		<input checked="" type="checkbox"/>
13012	Group Sales Files [FNA: Visitor Services Files] (e.g., permits for special events and activities, insurance certificates, shelter and canopy reservations, and refund forms)	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
13013	Merchandise Transfer Reports	CY +5 Years	Paper		<input type="checkbox"/>
13014	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
13015	PERRP and OSHA Logs: Site Specific (VISCOM)	CY +5 Years	Paper		<input type="checkbox"/>
13016	Photographs and Graphics (other than historical)	UNAV	Paper/Electronic		<input type="checkbox"/>
13029	Prize Affidavit and Release	3 Years	Paper/Electronic		<input type="checkbox"/>
13017	Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
13019	Safety Date Sheet (SDS) [FNA: Material Safety Data Sheet MSDS]: Site Specific	CY + 30 Years	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

13000 - Marketing

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
13020	Timecards	CY + 4 Years	Paper		<input type="checkbox"/>
13027	Creative Services Completed Projects [FNA: Lists of Past Jobs]	UNAV	Paper/Electronic		<input type="checkbox"/>
13021	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years or until digitized	Paper		<input type="checkbox"/>
13022	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years	Electronic		<input type="checkbox"/>
13023	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday or until digitized	Paper		<input type="checkbox"/>
13024	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday unless pending litigation	Electronic		<input type="checkbox"/>
13025	Waivers and Releases/Photos	Retain for life of photo or until digitized	Paper		<input type="checkbox"/>
13026	Waivers and Releases/Photos	Retain for life of photo	Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

14000 - Planning and Design

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
14013	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
14002	Bonds/Issued: Project Specific	Permanent Until Digitized	Paper		<input type="checkbox"/>
14022	Bonds/Issued: Project Specific	Permanent	Electronic		<input checked="" type="checkbox"/>
14020	Bridge Safety Inspection Reports	Permanent	Electronic		<input checked="" type="checkbox"/>
14024	Certificate of Insurance provided to Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
14003	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
14004	Drawings/Specifications (e.g., GIS, survey, engineering and image library, landscape plans, site plans)	Permanent Until Digitized	Paper		<input type="checkbox"/>
14023	Drawings/Specifications (e.g., GIS, survey, engineering and image library, landscape plans, site plans)	Permanent	Electronic		<input checked="" type="checkbox"/>
14006	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
14007	Outputs from aerial imagery flights; point clouds, orthophotos, raw input image sequences, digital surface models, digital elevation models, textured meshes.	Permanent	Electronic		<input checked="" type="checkbox"/>
14027	Permits Issued by Cleveland Metroparks (Research, Educational, Fishing Guides, Access)	8 Years unless active litigation	Paper/Electronic		<input type="checkbox"/>
14008	Permits and Licenses/Long-Term (greater than or equal to 3 yrs., e.g. access agreements/permits, excluding dam and septic)	15 years after expiration of permit	Paper		<input type="checkbox"/>
14009	Permits and Licenses/Short Term (less than 3 years, e.g., access agreements/permits, but excluding dam and septic)	CY + 4 Years	Paper		<input type="checkbox"/>
14011	Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
14012	Project Files (e.g., schedules, contractor/professional services agreement, insurance certificates, contractor warranties and guarantees, prevailing wage information, contractor/sub-contractor payroll reports, lien waivers, performance bonds, maps, correspondence, drawings, wetland mitigation)	Permanent; Until Digitized	Paper/Pictures		<input type="checkbox"/>
14021	Project Files (e.g., schedules, contractor/professional services agreement, insurance certificates, contractor warranties and guarantees, prevailing wage information, contractor/sub-contractor payroll reports, lien waivers, performance bonds, maps, correspondence, drawings, wetland mitigation)	Permanent	Electronic/Video		<input checked="" type="checkbox"/>

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

Cleveland Metroparks

14000 - Planning and Design

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
14015	Research Files	CY + 5 Years	Paper		<input type="checkbox"/>
14025	Strategic Plan Updates	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>

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

Cleveland Metroparks

15000 - Park Operations

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
15001	Address Lists (e.g., Schools, Senior Centers)	UNAV	Electronic		<input type="checkbox"/>
15002	AED Files (e.g., records of locations and maintenance, emergency response team members, procedures, etc.)	CY +5	Paper/Electronic		<input type="checkbox"/>
15048	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
15003	Aquatic Files (Daily logs and weekly pool operation reports)	CY +1	Paper		<input type="checkbox"/>
15004	Aquatics/American Red Cross Activity Reports	CY + 2 Years	Paper/Electronic		<input type="checkbox"/>
15005	Aquatics/Ledge Pool Season Pass Application	CY + 1 Years	Paper/Electronic		<input type="checkbox"/>
15078	Asset Management Program (Public drinking water and/or waste water w/NPDES permit)	Until Superseded	Paper		<input type="checkbox"/>
15006	Auction Records	CY + 2 Years	Paper		<input type="checkbox"/>
15091	Auditorium rental permits & Terms and Conditions for non-online rentals. Club agreements, room rental waivers. Site Specific	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
15007	Bus Vouchers	CY + 5 Years	Paper/Electronic		<input type="checkbox"/>
15008	Calendar/Events	UNAV	Paper/Electronic		<input type="checkbox"/>
15100	Certificate of Insurance provided to Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
15009	Comp Time Records: Site Specific	4 Years	Paper		<input type="checkbox"/>
15098	Confined Space Entry Permits	1 Year	Paper		<input type="checkbox"/>
15010	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
15011	Courtesy Pass/File (e.g., request letters, distribution forms, log sheets)	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
15101	COVID-19 Screening Questions	Adult CY + 5 years Youth 2 years past their 18th birthday	Paper/Electronic		<input type="checkbox"/>
15080	Dock Rental Agreements	8 Years after expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
15012	Donation Files/Fishing Fund/Outdoor Recreation (newsletter and memberships)	CY + 7 Years	Paper		<input type="checkbox"/>
15013	Drawings/Specifications	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
15014	Education Files (Natural Resources)	3 Years After Program ends	Paper		<input type="checkbox"/>
15103	Emergency Action Plan	CY + 2 Years	Paper		<input type="checkbox"/>
15089	Emergency Call Box Inspections	CY + 1 Year	Paper/Electronic		<input type="checkbox"/>
15015	Equipment/Small (e.g., maintenance, repair, manuals and warranty information)	Earlier of Life of Equipment or equipment is sold	Paper		<input type="checkbox"/>
15016	Equipment/Small Lending Log	UNAV	Paper		<input type="checkbox"/>

15082	Exhibitor Agreement - Events	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Cleveland Metroparks

15000 - Park Operations

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
15017	Fire Extinguisher Inspection: Site Specific	Until superseded	Paper		<input type="checkbox"/>
15086	Fire Hydrant Inspection: Site Specific	CY + 4 Years	Paper		<input type="checkbox"/>
15018	First Aid/Reports: Site Specific	CY + 5 Years	Paper		<input type="checkbox"/>
15019	Focus Group Data: Site Specific	UNAV	Paper		<input type="checkbox"/>
15081	Food Truck Vendor Licence Agreement - Events	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
15085	Foot Bridge Inspection	CY + 4 Years	Electronic		<input type="checkbox"/>
15020	Forestry/Cabled Tree Inventory	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
15021	Forestry/Stump Grinding Information	UNAV	Paper		<input type="checkbox"/>
15022	Forestry/Vegetative Management Files	Until superseded + 5 Years	Paper/Electronic		<input type="checkbox"/>
15023	Fuel: (Petrovend daily and monthly reconciliations and electronic records): Site Specific	UNAV	Electronic		<input type="checkbox"/>
15024	Fuel: Locations w/o Petrovend (gas tickets, daily reconciliations): Site Specific	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
15088	Fuel Tank Inspections (Above and Below Ground)	CY + 4 Years	Electronic		<input type="checkbox"/>
15025	Historic Items (e.g., Stinchcomb Diaries, recitals of oral histories, maps, ledgers, books)	Permanent	Paper/Electronic/ Microfilm/ Cassette Tape		<input checked="" type="checkbox"/>
15026	Inspections (e.g., furnace, boiler, elevator, rides, chute)	CY + 3 Years	Paper		<input type="checkbox"/>
15097	Intern House Files (leases, etc.)	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
15027	Inventory/Facilities	Until superseded	Paper		<input type="checkbox"/>
15028	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
15029	Natural History Files/Monitoring: Site Specific	Permanent	Electronic		<input checked="" type="checkbox"/>
15030	Natural History Files/Monitoring: Site Specific	Until digitized	Paper		<input type="checkbox"/>
15031	Natural History Files/Reports: Site Specific	Permanent	Electronic		<input checked="" type="checkbox"/>
15032	Natural History Files/Reports: Site Specific	Until digitized	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

15000 - Park Operations

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
15033	Natural Resource Files (e.g., initiatives, plans, native tree nursery information, prairie restoration data, prescribed burn information, raptor survey data, waterfowl count, deer, geese, and fish information, excluding wetland mitigation): Department and Site Specific	Permanent or until digitized	Paper/Microfilm/Electronic		<input checked="" type="checkbox"/>
15092	Nature Preschool Enrollment Agreement	8 Years after expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
15104	Nature Preschool Child Attendance Record	1 Year	Paper		<input type="checkbox"/>
15093	Nature Preschool Routine Trip Permission	CY + 1 Year	Paper		<input type="checkbox"/>
15094	Nature Preschool Professional Development Docs.	Separation + 3 Years	Paper		<input type="checkbox"/>
15095	Nature Preschool Child Care Enrollment File (e.g., Child Enrollment and Health Information Form, Child Medical/Physical Care Plan Form and Child Medical Statement).	2 years after child's 18 th birthday	Paper		<input type="checkbox"/>
15105	Nature Preschool Additional Child Files (e.g., Parent-Teacher Conference Notes, Communication Preference, Getting to Know You, Authorized Pick Up, Topical Ointment Permission)	UNLV	Paper		<input type="checkbox"/>
15106	Nature Preschool Child Evaluation	Date of Evaluation + 5 yrs	Paper/Electronic		<input type="checkbox"/>
15096	Nature Preschool Employee Medical Statement	Permanent	Paper		<input type="checkbox"/>
15034	Newsletters (e.g., Chestnut Log)	UNAV	Paper/Electronic		<input type="checkbox"/>
15035	Orientation Files (e.g., Handbook): Dept. Specific	Until superseded + 5 Years	Paper/Electronic		<input type="checkbox"/>
15036	Outdoor Recreation (OR) Participant Accident/Adult/Reports	6 Years (provided no claims)	Paper		<input type="checkbox"/>
15037	Outdoor Recreation (OR) Participant Accident/Child/Reports	2 years after child's 18 th birthday unless litigation is pending	Paper		<input type="checkbox"/>
15083	Performer Agreement - Events	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
15038	Permits (e.g., dam; septic)	Permanent	Paper		<input type="checkbox"/>
15102	Permits Issued by Cleveland Metroparks (Research, Educational, Fishing Guides, Access)	8 Years unless active litigation	Paper/Electronic		<input type="checkbox"/>
15039	Permits and Licenses/Long-Term (greater than or equal to 3 years excluding dam and septic)	15 years after expiration of permit	Paper		<input type="checkbox"/>
15040	Permits and Licenses/Short Term (less than 3 years, e.g., toboggan chute, Yagga tree slide, train, motion picture licensing, but excluding dam and septic)	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
15041	PERRP and OSHA Logs: Site Specific	CY + 5 Years	Paper		<input type="checkbox"/>
15042	Pesticide Records/Licenses: Site Specific	Permanent	Paper		<input checked="" type="checkbox"/>

15084	Playground (e.g., safety records, structure and equipment inventory forms)	CY + 5 Years	Paper		<input type="checkbox"/>
15043	Policies/Department	Until superseded + 5 Years	Paper/Electronic		<input type="checkbox"/>
15044	Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

15000 - Park Operations

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
15045	Program Files: Outdoor "Experiences" (All Units) (Registrations, evaluations, receipts, expense/history information, activity/class information, custom programs, contract instructors, waitlists, rosters, people not served report, unfilled program numbers): Site Specific	CY + 5 Years	Paper/Electronic		<input type="checkbox"/>
15046	Project Files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
15047	Property Line Encroachment Files (e.g., inspections and management)	Permanent	Paper		<input checked="" type="checkbox"/>
15049	Reports/Field Inspection: Site Specific	7 Years	Paper		<input type="checkbox"/>
15050	Reports/Herbicides: Site Specific	CY + 5 Years	Paper		<input type="checkbox"/>
15051	Reports/Lost and Found	CY + 5 Years	Paper		<input type="checkbox"/>
15052	Reports/ Mobile Radio	CY + 1 Year	Paper		<input type="checkbox"/>
15053	Safety Data Sheet (SDS) [FNA: Material Safety Data Sheet]: Site Specific	CY + 30 Years	Paper		<input type="checkbox"/>
15054	Sales Receipts	CY + 4 Years	Paper		<input type="checkbox"/>
15055	Security Printouts	CY + 2 Years	Paper		<input type="checkbox"/>
15087	Sewage Disposal System Inspections: Site Specific	Until Superseded	Paper		<input type="checkbox"/>
15056	Sign in Sheets (Staff daily use): Site Specific	CY + 2 Years	Paper		<input type="checkbox"/>
15079	Signed Credit Card Receipts	UNAV	Paper		<input type="checkbox"/>
15057	SPAM (Animal Specimen Database) Files (inventory)	Until Superseded	Electronic		<input type="checkbox"/>
15058	Timecards: Site Specific	CY + 4 Years	Paper		<input type="checkbox"/>
15059	Uniform Files (e.g., inventories and policies)	UNAV	Paper/Electronic		<input type="checkbox"/>
15090	Urban Right Away	CY + 4 Years	Electronic		<input type="checkbox"/>
15060	Vehicles and Large Equipment/DOT Compliance (CDL licensing)	Until vehicle sold + 5 years	Paper		<input type="checkbox"/>
15061	Vehicles and Large Equipment/Lending Log	CY + 5 Years	Paper		<input type="checkbox"/>
15062	Vehicles and Large Equipment/Maintenance and Repair Files (recalls)	Until vehicle is sold	Paper		<input type="checkbox"/>
15063	Vehicles and Large Equipment/Ownership (Certificates of Title and Registration)	Until vehicle is sold	Paper		<input type="checkbox"/>
15064	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years or until digitized	Paper		<input type="checkbox"/>
15065	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years	Electronic		<input type="checkbox"/>

15066	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday or until digitized	Paper		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Cleveland Metroparks

15000 - Park Operations

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
15067	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday unless litigation is pending	Electronic		<input type="checkbox"/>
15068	Waivers and Releases/Photo	Retain for life of photo or until digitized	Paper		<input type="checkbox"/>
15069	Waivers and Releases/Photo	Retain for life of photo	Electronic		<input type="checkbox"/>
15070	Work Orders: Site Specific	CY + 4 Years	Paper		<input type="checkbox"/>
15071	Work Sheets: Site Specific	Rolling 2 year period if no pending claim	Paper/Electronic		<input type="checkbox"/>
15072	Yearly/Seasonal Work Schedules: Site Specific	CY + 2 Years	Paper		<input type="checkbox"/>
15073	Youth Outdoors/Donations	CY + 7 Years	Paper		<input type="checkbox"/>
15074	Youth Outdoors/Volunteer Database	As updated	Electronic		<input type="checkbox"/>
15075	Youth Outdoors/Volunteer Files/Applicants - Not Accepted	CY + 1 Year	Paper		<input type="checkbox"/>
15076	Youth Outdoors/Volunteer Files/Applicants -Accepted Active, Inactive and Archived	Permanent	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

16000 - Police

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
16001	Arrest Records/Juvenile	5 years unless action pending	Paper		<input type="checkbox"/>
16002	Arrest Records/Juvenile	10 years unless action pending	Electronic		<input type="checkbox"/>
16003	Breathalyzer Records	3 years	Paper		<input type="checkbox"/>
16004	Citations Ledger and Receipt Cards	3 years from date of last citation issued	Paper		<input type="checkbox"/>
16005	Citations Receipts Cleveland Court	1 year	Paper		<input type="checkbox"/>
16006	Closed Warrant Files	2 years	Paper		<input type="checkbox"/>
16007	Comp Time Records: Site Specific	4 years	Paper		<input type="checkbox"/>
16008	Complaints/Personnel	5 years unless claim pending; permanent on founded complaints merge w/ personnel file	Paper		<input type="checkbox"/>
16009	Complaints/Police General	2 years then destroy	Paper		<input type="checkbox"/>
16010	Complaints/Police General	Retain for 10 Years	Electronic		<input type="checkbox"/>
16011	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
16012	Court Disbursement Forms	2 years	Paper		<input type="checkbox"/>
16013	Court Disposition Forms	2 years	Paper		<input type="checkbox"/>
16014	Court Dissemination of LEADS Printouts Copy	UNAV	Paper		<input type="checkbox"/>
16015	Criminal Case Files/Misdemeanors (e.g., officer reports, court documentation, witness statements)	5 years unless action pending; merge Detective and General file upon case closure	Paper		<input type="checkbox"/>
16016	Criminal Case Files/Misdemeanors (e.g., officer reports, court documentation, witness statements)	10 years unless action pending	Electronic		<input type="checkbox"/>
16017	Criminal Case Files/Felonies (e.g., officer reports, court documents, witness statements)	10 years unless action pending; merge Detective and General file upon case closure	Paper		<input type="checkbox"/>
16018	Criminal Case Files/Felonies (e.g., officer reports, court documents, witness statements)	20 Years unless action pending	Electronic		<input type="checkbox"/>
16019	Criminal Case Files/Homicide (e.g., officer reports, court documents, witness statements, investigation notes)	Permanent	Paper/Electronic		<input type="checkbox"/>
16020	Data Spreadsheet Records	Life of Employee	Electronic		<input type="checkbox"/>
16021	Department-Wide Generated Data	UNAV	Paper/Electronic		<input type="checkbox"/>
16022	Evidence Released or Destroyed	Maintain until case is adjudicated + 3 years; upon adjudication merge to electronic master case file database	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

16000 - Police

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
16023	Evidence Released or Destroyed	Retain 3 years past appeals	Electronic		<input type="checkbox"/>
16024	Expungement Files	Misdemeanor/5 Years from offense date	Paper		<input type="checkbox"/>
16025	Expungement Files	10 years unless action pending	Electronic		<input type="checkbox"/>
16026	Expungement Files	Felonies/20 Years from offense date	Paper		<input type="checkbox"/>
16027	Expungement Files	20 years unless action pending	Electronic		<input type="checkbox"/>
16028	Expungement Files	Juvenile records returned to court	Paper		<input type="checkbox"/>
16029	Expungements Files	Remove on court order	Electronic		<input type="checkbox"/>
16030	Fingerprint Cards	Until 80 years of age or death	Paper		<input type="checkbox"/>
16031	Fire Extinguisher Inspection: Site Specific	Until Superseded	Paper		<input type="checkbox"/>
16032	Firearms Qualifications Records	3 years then merge with electronic database	Paper		<input type="checkbox"/>
16033	Firearms Qualification Records	Maintain electronic through career	Electronic		<input type="checkbox"/>
16034	FTO Police Training Records	8 years from separation	Paper/Electronic		<input type="checkbox"/>
16035	Inventory/Firearms Department	1 year audited	Paper		<input type="checkbox"/>
16036	Inventory/Firearms Department	Life of the firearm + 10 years	Electronic		<input type="checkbox"/>
16037	Jail Inspection Reports	3 years	Paper		<input type="checkbox"/>
16038	Jail Log/Prisoner Care Records	2 years then destroy	Paper		<input type="checkbox"/>
16039	Jail Register	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
16040	Jail/Patrol Video Records	2 years/UNAV	Electronic		<input type="checkbox"/>
16041	Junk Vehicle Records	Until discharged merge with original case	Paper		<input type="checkbox"/>
16042	Junk Vehicle Records	3 years	Electronic		<input type="checkbox"/>
16043	LEADS Printouts	UNAV	Paper		<input type="checkbox"/>
16044	LEADS Validation	Merge with record, destroy when executed	Paper		<input type="checkbox"/>
16045	Lockout Forms/Ranger	2 years/UNAV	Paper		<input type="checkbox"/>
16046	Master Name List	Permanent	Electronic		<input checked="" type="checkbox"/>
16047	Master Work Schedule	Rolling 2 year period if no pending claims	Paper/Electronic		<input type="checkbox"/>
16048	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

16000 - Police

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
16049	Misdemeanor Citations/Unclassified	3 years provided audited	Paper		<input type="checkbox"/>
16050	Misdemeanor Reports/Unclassified	3 years unless action pending	Paper		<input type="checkbox"/>
16051	Misdemeanor Reports/Unclassified	10 years unless action pending	Electronic		<input type="checkbox"/>
16052	Misdemeanors (e.g., officer reports, court documents, witness statements)	3 years unless action pending	Paper		<input type="checkbox"/>
16053	Misdemeanors (e.g., officer reports, court documents, witness statements)	10 years unless action pending	Electronic		<input type="checkbox"/>
16098	Monthly Vehicle Inspections	Until Digitized	Paper		<input type="checkbox"/>
16099	Monthly Vehicle Inspections	Until Superseded or until vehicle is sold/disposed of	Electronic		<input type="checkbox"/>
16054	Parking Citations	3 years or until digitized	Paper		<input type="checkbox"/>
16055	Parking Citations	10 years	Electronic		<input type="checkbox"/>
16056	PERRP and OSHA Logs: Site Specific	CY + 5 Years	Paper		<input type="checkbox"/>
16057	Personal Injury Reports	CY + 2 Years	Paper		<input type="checkbox"/>
16058	Personnel Early Warning System Reports	3 years	Paper		<input type="checkbox"/>
16059	Prisoner Booking Jackets	10 Years	Paper		<input type="checkbox"/>
16060	Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
16061	Promotional Data Material	UNAV	Paper		<input type="checkbox"/>
16062	Promotional Data Results	UNAV	Paper/Electronic		<input type="checkbox"/>
16063	Public Relations Appearances Monthly Log	UNAV	Paper/Electronic		<input type="checkbox"/>
16064	Radio and Phone Electronic Log	2 years erase and re-use	Electronic		<input type="checkbox"/>
16065	Police Policy Manual	Until superseded + 5 Years	Paper		<input type="checkbox"/>
16066	Police Time Off Request Form	3 years	Paper		<input type="checkbox"/>
16067	Recovered Property Record	2 years after disposal of property; merger to electronic case file	Paper		<input type="checkbox"/>
16068	Recovered Property Record	10 years	Electronic		<input type="checkbox"/>
16069	Report/Annual/Police	Permanent	Paper		<input checked="" type="checkbox"/>
16070	Report/Records Commission	Permanent	Paper		<input checked="" type="checkbox"/>
16071	Reports/Accident, Motor Vehicle	2 years unless claim pending	Paper		<input type="checkbox"/>
16072	Reports/Accident, Motor Vehicle	3 years unless claim pending	Electronic		<input type="checkbox"/>
16073	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>

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

Cleveland Metroparks

16000 - Police

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
16074	Reports/General Complaint	2 years unless action pending	Paper		<input type="checkbox"/>
16075	Reports/General Complaint	3 years unless action pending	Electronic		<input type="checkbox"/>
16076	Reports/Personal Injury	2 years unless claim pending	Paper/Electronic		<input type="checkbox"/>
16077	Reports/Sick Leave & Late for Duty	2 years/UNAV	Paper		<input type="checkbox"/>
16078	Reports/Traffic Crash	2 years unless claim pending	Paper		<input type="checkbox"/>
16079	Reports/Traffic Crash	3 years unless claim pending	Electronic		<input type="checkbox"/>
16080	Ride-Along Form	2 years/UNAV	Paper		<input type="checkbox"/>
16081	Rules and Regulations	Until superseded + 5 years	Paper		<input type="checkbox"/>
16082	Safety Data Sheets (SDS) [FNA: Material Safety Data Sheets (MSDS)]: Site Specific	CY + 30 years	Paper		<input type="checkbox"/>
16083	Subpoena Receipt Envelopes	Merge with case file, destroy after case closed.	Paper		<input type="checkbox"/>
16084	Subpoena, Warrants, Summons	Until discharged	Paper		<input type="checkbox"/>
16085	Timesheets	CY + 4 Yyears	Paper		<input type="checkbox"/>
16086	Traffic Citations	3 years audited	Paper		<input type="checkbox"/>
16087	Traffic Citations	10 years	Electronic		<input type="checkbox"/>
16088	Training Materials/Police	Until superseded + 5 years	Paper		<input type="checkbox"/>
16089	Training Records/Police	Personnel File	Paper		<input type="checkbox"/>
16090	Use of Force Annual Analysis	5 years	Paper		<input type="checkbox"/>
16091	Vehicle Pursuit Annual Analysis	5 years	Paper		<input type="checkbox"/>
16092	Warnings/Police	Destroy once inputted	Paper		<input type="checkbox"/>
16093	Warnings/Police	10 years	Electronic		<input type="checkbox"/>
16094	Warrant Entry Forms	Merge with Warrant File, destroy when executed.	Paper		<input type="checkbox"/>
16096	Outstanding Court Fines Report	Until Digitized	Paper		<input type="checkbox"/>
16097	Outstanding Court Fines Report	CY + 2 Years	Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

17000 - Zoo

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
17076	Agreement/Contracts (Performer Agreement - Conservation Education; Affiliate Scientist Agreement - Zoological Programs)	8 Years after CY expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
17001	Animal (Education) Weights and Training Records	Earlier of termination of residency or until digitized or microfilmed	Paper		<input type="checkbox"/>
17002	Animal (Education) Weights and Training Records	Duration of animal's residency	Electronic /Microfilm		<input type="checkbox"/>
17003	Animal Care Files/Resident Animals (e.g., loan file, transaction files includes animal transaction agreement, import and export permits and broker services, misc. animal information, DNA records, Keeper daily reports and records, original inventory card/blue cards and yearly inventory, water quality reports, etc.) Excluding medical files.	Until digitized	Paper/Electronic		<input type="checkbox"/>
17004	Animal Care Files/Resident Animals (e.g., loan file, transaction files includes animal transaction agreement, import and export permits and broker services, misc. animal information, DNA records, Keeper daily reports and records, original inventory card/blue cards and yearly inventory, water quality reports, etc.) Excluding medical files.	Permanent	Electronic		<input type="checkbox"/>
17023	Animal Curator Files (e.g., animal incident reports, animal collection plans and employee related files.	Active + 5 Years	Paper/Electronic		<input type="checkbox"/>
17005	Animal Death & Injury Documents (e.g., minutes, agendas, etc.)	CY + 5 years	Paper/Electronic		<input type="checkbox"/>
17006	Animal Medical Files (living, deceased, and transferred animals)	Until digitized to a medical database (ZIMS)/UNAV	Paper		<input type="checkbox"/>
17075	Animal Medical Files (living, deceased, and transferred animals)	Permanent	Electronic		<input type="checkbox"/>
17091	Animal Programs Forage Testing	UNAV	Paper/Electronic		<input type="checkbox"/>
17007	Animal Welfare Committee Documents (e.g., minutes, agendas, etc.)	CY + 5 Years due to AZA accreditation cycle	Paper/Electronic		<input type="checkbox"/>
17048	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>

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

Cleveland Metroparks

17000 - Zoo

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
17079	Association of Zoos & Aquariums Accreditation Documents (e.g., AZA application, application documents, application check, related correspondence to AZA or their accreditation inspectors, reports or findings).	CY +5 years or until digitized	Paper		<input type="checkbox"/>
17080	Association of Zoos & Aquariums Accreditation Documents (e.g., AZA application, application documents, application check, related correspondence to AZA or their accreditation inspectors, reports or findings).	Permanent	Electronic		<input checked="" type="checkbox"/>
17008	Calendars/Events	UNAV	Paper/Electronic		<input type="checkbox"/>
17082	Cleveland Metroparks Equipment Lease Form: For the loaning or leasing of Cleveland Metroparks equipment (i.e. animal transport crates, medical/veterinary equipment or other miscellaneous equipment of Cleveland Metroparks).	8 Years after expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
17009	Comment Cards	CY + 1 Year	Paper		<input type="checkbox"/>
17010	Comp Time Records: Site Specific	4 Years	Paper/Electronic		<input type="checkbox"/>
17011	Composting Process	UNAV	Paper/Electronic		<input type="checkbox"/>
17083	Confined Space Entry Permits	1 Year	Paper		<input type="checkbox"/>
17078	Controlled Substances Receipts & Inventory	3 Years	Paper		<input type="checkbox"/>
17012	Conservation Grants (e.g., Proposals, abstracts, recipient awards)	CY + 5 Years	Paper		<input type="checkbox"/>
17013	Conservation Grants (e.g., Proposals, abstracts, recipient awards)	Permanent	Electronic		<input checked="" type="checkbox"/>
17014	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
17015	Coupon File (e.g., copies of financial impact statements, coupons, and memoranda re: offers)	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
17016	Courtesy Pass/File (e.g., request letters, distribution forms, log sheet)	CY + 4 Years	Paper		<input type="checkbox"/>
17017	Daily Financial Records & Individual Operator Reports (e.g., Centaman)	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
17018	Daily Ride Checklist (e.g., Yagga Tree, Train, Tram, Carousel)	CY + 2 years	Paper		<input type="checkbox"/>
17074	Donation Files / General Gifts (e.g., copy of check, donation, correspondence - sent and received)	Current Year + 7 Years	Paper/Electronic		<input type="checkbox"/>
17093	Emergency Action Plans	CY + 2 Years	Paper		<input type="checkbox"/>
17092	Employee Sign-In Logs i.e.: (Rabies and TB Testing)	UNAV	Paper		<input type="checkbox"/>
17019	Exhibit Files/Permanent (e.g., blueprint of area, design and development information)	Permanent	Paper		<input checked="" type="checkbox"/>
17020	Fire Extinguisher Inspection: Site Specific	Until superseded	Paper		<input type="checkbox"/>
17086	Firearms Qualification Records/Zoo	Active career + 6 years or until digitized	Paper		<input type="checkbox"/>

17087	Firearms Qualification Records/Zoo	Active career + 6 years	Electronic		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Cleveland Metroparks

17000 - Zoo

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
17021	First Aid Reports: Site Specific	CY + 5 Years	Paper/Electronic		<input type="checkbox"/>
17022	Fuel (Petrovend daily and monthly reconciliations and electronic records): Site Specific	CY + 2 Years	Paper/Electronic		<input type="checkbox"/>
17024	Grants (e.g., copy of check, award letters, disbursements, correspondence related to grant)	Grant expiring year + 8 years (grants received) 1 Year (grants not received)	Paper		<input type="checkbox"/>
17073	Grants (e.g., copy of check, award letters, disbursements, correspondence related to grant)	1 Year (grants not received) minimum grant expiring year +8 years or until UNAV (grants received)	Electronic		<input type="checkbox"/>
17025	Hazardous Waste Manifest: Site Specific	Permanent	Paper		<input checked="" type="checkbox"/>
17026	Horticulture/Management (e.g., collections policy, Invasive Plant Management Plan, Plant lists, maps for specialty gardens, brochures)	UNAV	Paper/Electronic		<input type="checkbox"/>
17027	Horticulture/Plant Acquisition (acquisition information)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
17028	Horticulture/Plant Conservation Fundraiser	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
17029	Horticulture/Plant Donations (e.g., donation databases, recognition letters, misc. correspondence)	CY + 7 Years	Electronic		<input type="checkbox"/>
17030	Horticulture/Plant Labels (orders locations)	UNAV	Paper/Electronic		<input type="checkbox"/>
17031	Horticulture/Plant Slides	Permanent	Slides		<input checked="" type="checkbox"/>
17032	Inventory/Audio Visual	Earlier of 1 Year or until digitized	Paper		<input type="checkbox"/>
17033	Inventory/Audio Visual	1 Year	Electronic		<input type="checkbox"/>
17034	Inventory/Biofact Records	Earlier of 1 Year or until digitized	Paper/Electronic		<input type="checkbox"/>
17084	Key Acknowledgement Form (e.g., Zoo Key Acknowledgement Forms and associated approval documentation)	Active career + 2 years	Paper/Electronic		<input type="checkbox"/>
17035	Lost and Found Records	CY + 5 Years	Electronic		<input type="checkbox"/>
17036	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
17037	Permits and Licenses/Short Term less than 3 years (e.g., toboggan chute, Yagga tree slide, train, motion picture licensing but excluding dam and septic)	CY + 4 Years	Paper		<input type="checkbox"/>
17072	Permits and Licenses - Animals	Until digitized	Paper		<input type="checkbox"/>
17088	Permits and Licenses - Animals	Permanent	Electronic		<input type="checkbox"/>
17038	PERRP and OSHA Logs: Site Specific	CY + 5 Years	Paper/Electronic		<input type="checkbox"/>
17039	Pesticide Records/Licenses: Site Specific	Permanent until superseded + 5 Years	Paper		<input checked="" type="checkbox"/>
17040	Phone System Files	UNAV	Paper		<input type="checkbox"/>
17041	Photographs and Graphics (other than historical)	UNAV	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

17000 - Zoo

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
17042	Plan/3-Year Strategic	Permanent until superseded + 5 Years	Paper/Electronic		<input type="checkbox"/>
17043	Policies/Division-Department: (e.g., Zoo Guidelines, Zoo Policies, Zoo SOP's, Zoo Position Statements, etc.)	Until superseded + 5 Years	Paper/Electronic		<input type="checkbox"/>
17044	Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
17045	Professional Associations/Organizations/Memberships	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
17046	Programs/Zoo Education (e.g., group field trips, data evaluations, program confirmations/tracking, roster, expenses, history info, stats)	UNAV	Paper/Electronic		<input type="checkbox"/>
17077	Radiology Records	UNAV	Paper		<input type="checkbox"/>
17047	Recycling/Sustainability Files (records)	CY + 5 Years	Paper/Electronic		<input type="checkbox"/>
17049	Safety Data Sheets (SDS) [FNA: Material Safety Data Sheets (MSDS)]: Site Specific	CY + 30 Years	Paper		<input type="checkbox"/>
17081	Seasonal/Variable Employee Pass-Supervisor Copy	CY +1 Year	Paper		<input type="checkbox"/>
17050	State Safety Inspections	Permanent	Paper		<input checked="" type="checkbox"/>
17089	Teamsters 507 Boot Allowance Reimbursement Form	Current Year + 3 Years	Paper/Electronic		<input type="checkbox"/>
17051	Timecards: Site Specific	CY + 4 Years	Paper		<input type="checkbox"/>
17052	Tram and Train/Driver Records	Permanent	Paper		<input type="checkbox"/>
17090	Uniform Files - Teamsters 507 (uniform order forms, inventories, etc)	UNAV	Paper/Electronic		<input type="checkbox"/>
17054	Vehicles/Large Equipment Maintenance/Repair Files (recalls)	Until vehicle is sold	Paper/Electronic		<input type="checkbox"/>
17055	Vehicles and Large Equipment/School Bus Files (bus checklist)	Until superseded + 5 Years	Paper		<input type="checkbox"/>
17056	Waivers and Release, Combination Adult & Photo (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years or until digitized 5 Years or retain for the life of photo	Paper/Electronic		<input type="checkbox"/>
17057	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years or until digitized	Paper		<input type="checkbox"/>
17058	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	Cy + 5 years	Electronic		<input type="checkbox"/>
17059	Waivers and Releases/Photo	Retain for life of photo or until digitized	Paper		<input type="checkbox"/>
17060	Waivers and Releases/Photo	Retain for life of photo	Electronic		<input type="checkbox"/>
17061	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday or until digitized	Paper		<input type="checkbox"/>
17062	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday unless litigation is pending	Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

17000 - Zoo

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
17063	Waivers and Release, Combination /Youth & Photo (e.g., participation, medical, abutting property, exhibitor)	Minimum 2 years after child's 18th birthday or until digitized or retain for the life of photo	Paper		<input type="checkbox"/>
17064	Waivers and Release, Combination /Youth & Photo (e.g., participation, medical, abutting property, exhibitor)	Minimum 2 years after child's 18th birthday or until digitized or retain for the life of photo	Electronic		<input type="checkbox"/>
17065	Work Orders: Site Specific	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
17066	Yearly/ Seasonal Work Schedules: Site Specific	CY + 2 Years	Paper/Electronic		<input type="checkbox"/>
17067	Zoo Playground (safety records, structure & equipment inventory forms)	CY + 5 Years	Paper		<input type="checkbox"/>
17068	Zoo Recycling/Sustainability Files (records)	CY + 5 Years	Electronic		<input type="checkbox"/>
17069	Zoo Research Projects (e.g., internal & external requests, research applications, scientific research committee review forms, biomaterials applications & biomaterials & biomaterial transfer agreements; donation/loan of Germplasm; etc.)	CY of closed research projects only + 8 Years (unless pending litigation or superseded by contractually agreed upon destruction deadline)	Paper		<input type="checkbox"/>
17070	Zoo Research Projects (e.g., internal & external requests, research applications, scientific research committee review forms, summary access research database, biomaterials applications & biomaterials & biomaterial transfer agreements; donation/loan of Germplasm; etc.)	Permanent	Electronic		<input checked="" type="checkbox"/>
17085	Zoo Payroll & Attendance Documents (e.g., daily attendance report sheets, daily log sheets, OT/labor distribution bi-weekly tracking, attendance points tracking spreadsheets, etc.)	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>

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

Cleveland Metroparks		18000 - Information Systems			
(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
18010	Certificate of Insurance provided to Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
18001	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
18002	Hardware Inventory	Permanent	Electronic		<input type="checkbox"/>
18003	Pro-Card Files (e.g., audits, statements, receipts, excluding YTD Reports): Site Specific	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
18004	Reports/Annual: Dept. Specific	Permanent	Paper		<input checked="" type="checkbox"/>
18005	Server/Weekly Backup Tapes	One Month	Physical Tape		<input type="checkbox"/>
18006	Server/Monthly Backup Tapes	6 Months	Physical Tape		<input type="checkbox"/>
18007	Server/Yearly Backup Tapes	CY + 4 Years	Physical Tape		<input type="checkbox"/>
18008	Work Order Database: Site Specific	Permanent	Electronic		<input type="checkbox"/>

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

Cleveland Metroparks

19000 - Human Resources

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
19057	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
19063	Attendance Points Tracking Reports	Current Year + 2 Years	Electronic		<input type="checkbox"/>
19001	Background Investigations/Fingerprint Records/Employees	Permanent	Electronic/microfilm		<input type="checkbox"/>
19002	Benefit Plan Documents (e.g., certificate of coverage and contracts and providers of vision, dental, long-term disability and health coverage and employee assistance program)	Permanent	Paper		<input type="checkbox"/>
19065	CMEA Lateral Transfer Request Forms (HR Copy)	Until digitized/ microfilmed	Paper		
19004	CMEA Lateral Transfer Request Forms (HR Copy)	Permanent	Electronic/Paper		<input type="checkbox"/>
19074	COBRA	CY +5 Years	Paper/Electronic		<input type="checkbox"/>
19005	Collective Bargaining Files (e.g., ratified agreements, tentative agreements and notes)	Permanent	Paper		<input type="checkbox"/>
19006	Community Service Files – including Certificates of Insurance, project confirmations, project correspondence	CY + 2 Years	Paper/Electronic		<input type="checkbox"/>
19007	Comp Time Records: Site Specific	4 Years	Paper		<input type="checkbox"/>
19008	Compensation History	Permanent	Paper		<input type="checkbox"/>
19009	Complaint Files/External	Active + 10 Years	Paper		<input type="checkbox"/>
19010	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
19011	Court Community Service (waivers)	CY + 10 Years	Paper		<input type="checkbox"/>
19014	Diversity Files	Permanent	Paper		<input type="checkbox"/>
19015	Driver Record Verification	CY + 1 year	Paper		<input type="checkbox"/>
19016	Employee Handbook	Until superseded	Paper/Electronic		<input type="checkbox"/>
19022	Employment Applications/Unsuccessful interviewed; Applicants – seasonal applicants	CY	Electronic		<input type="checkbox"/>
19023	Employment Applications/Unsuccessful interviewed Applicants – including background investigation for unsuccessful candidates – excluding seasonal applicants	CY + 2 Years	Electronic/ HRIMS		<input type="checkbox"/>

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

Cleveland Metroparks

19000 - Human Resources

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
19017	Employee Personnel Files/Confidential (e.g., benefit enrollment, pre-employment physical, random drug tests, pre-employment drug tests, background checks, credit checks, license verification, medical reports, requests for information from child enforcement agencies, leaves of absences, any other general medical information, any other HIPAA protected information)	Retained separately while active, then combined in Personnel File until microfilmed	Paper		<input type="checkbox"/>
19018	Employee Personnel Files/Public (e.g., application, resume, current pay rate, changes in position, certifications, performance improvement plans, significant incident reports, requests for information)	Until microfilmed	Paper		<input type="checkbox"/>
19019	Employee Personnel Files/Public (e.g., application, resume, current pay rate, changes in position, certifications, employee contact information, emergency contact information, comp, sick and vacation time records, performance improvement plans, performance reviews, significant incident reports, requests for information, tax forms)	Permanent	Microfilm /Electronic		<input type="checkbox"/>
19059	Employee Relations Files (e.g. investigation notes, photos, witness statements, separation agreements)	Until termination + 10 years	Paper/Electronic		<input type="checkbox"/>
19024	Grants (e.g., copy of check, award letters, disbursements, correspondence related to grant)	CY + 5 years (grants received) Grants not received CY + 1 Year	Paper		<input type="checkbox"/>
19060	Exit Interviews	3 years	Paper/Electronic		<input type="checkbox"/>
19025	Grievance Files (copy of grievance and responses)	Active + 10 Years	Paper		
19026	HIPAA Request	5 Years after Termination	Paper		<input type="checkbox"/>
19027	I-9 Forms	4 Years after Termination	Paper		<input type="checkbox"/>
19066	I-9 Forms	ADP purges quarterly 4 Years after Termination	Electronic		<input type="checkbox"/>
19062	Metric Reports	3 Years	Electronic		<input type="checkbox"/>
19064	Military Leave Records	Permanent	Paper		<input type="checkbox"/>
19028	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
19029	Minutes/Personnel Position Evaluation Meetings & Benefit Study Committee	Permanent	Paper		<input checked="" type="checkbox"/>
19030	Ohio Civil Rights Commission Claims	Active 10 Years	Paper		<input type="checkbox"/>
19068	Payroll Reports (e.g., tax, OPERS, registers, payroll, W-2s)	Until Microfilmed or Electronically Saved	Paper		<input type="checkbox"/>
19069	Payroll Reports (e.g., tax, OPERS, registers, payroll, W2s)	Permanent	Electronic/ CD/Microfilm		<input type="checkbox"/>
19031	Position Descriptions	Until superseded + 5 Years	Paper/Electronic		<input type="checkbox"/>
19056	Pro-Card Files (e.g., audits, statements, receipts, excluding YTD Reports): Site Specific	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>

19032	Random Drug Test Results/CDL	Permanent	Paper		<input type="checkbox"/>
19033	Reports/EEO	Permanent	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

19000 - Human Resources

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
19034	Requests to Fill/Job Postings	CY + 2 Years or until digitized	Paper		<input type="checkbox"/>
19067	Requests to Fill/Job Postings	Permanent	Electronic		<input type="checkbox"/>
19035	Service Award Recognition Program	CY + 1 Year	Paper		<input type="checkbox"/>
19003	Supplemental Short-Term Disability Leave Bank Files AKA: Catastrophic Sick Leave Bank Files	Permanent	Paper		<input type="checkbox"/>
19061	Stay Interviews	Active + 3 Years	Electronic		<input type="checkbox"/>
19070	Timesheets	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
19071	Tuition Reimbursements	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
19058	Unemployment Files (e.g. information supplied to the State Unemployment Agency In response to Request for Employer Separation Information Notices and appeals such as copies of investigation documents, policies and disciplines)	3 years after closed	Paper/Electronic		<input type="checkbox"/>
19040	Volunteer Annual Summary Documents (e.g., annual report, annual hours report, contributed service wage information)	Permanent	Paper/Electronic		<input type="checkbox"/>
19041	Volunteer Database - Volunteer applications, volunteer files, hours, trainings, Background checks and other screenings, and recognition awards.	As updated (CY +3 years for archived volunteer files)	Electronic		<input type="checkbox"/>
19049					<input type="checkbox"/>
19045	Volunteer Handbook and Manuals	Until superseded	Electronic		<input type="checkbox"/>
19043	Volunteer Records (contact information, demographics, service records, screenings, awards, trainings, evaluations, and notes)	Active + 2 Years after inactivated	Electronic		<input type="checkbox"/>
19055	Volunteer Spreadsheet (Archived); total years of service/hours	Permanent	Electronic		<input type="checkbox"/>
19050	Volunteer Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 2 Years	Electronic		<input type="checkbox"/>
19052	Volunteer Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday	Electronic		<input type="checkbox"/>
19054	Waivers and Releases/photo (employees)	Permanent	Paper/Electronic		<input type="checkbox"/>
19072	Workers' Compensation Claim Files (e.g., initial injury report, medical records, correspondence)	CY + 5 Years	Paper		<input type="checkbox"/>
19073	Workers' Compensation Incident Reports (no claim made)	CY + 5 Years	Paper		<input type="checkbox"/>

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

Cleveland Metroparks

30000 - Golf

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
30023	Annual department report or service records and accomplishments (if prepared for the year)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
30043	Certificate of Insurance provided to Cleveland Metroparks	8 Years after expiration of agreement (unless pending litigation)	Paper		<input type="checkbox"/>
30042	Cleveland Metroparks Equipment Lease Form: For the loaning or leasing of Cleveland Metroparks equipment (i.e. animal transport crates, medical/veterinary equipment or other miscellaneous equipment of Cleveland Metroparks).	8 Years after expiration of agreement (unless pending litigation)	Paper/Electronic		<input type="checkbox"/>
30001	Clubhouse Logs (over/short, token reconciliations, etc.)	CY +4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
30002	Comp Time Records: Site Specific	4 Years	Paper		<input type="checkbox"/>
30003	Correspondence: Site Specific	UNAV	Paper/Electronic		<input type="checkbox"/>
30004	Coupon File (e.g., copies of financial impact statements, coupons, and memoranda re: offers)	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
30041	Credit Card Receipts signed by guests	UNAV	Paper		<input type="checkbox"/>
30005	Daily Reports (non-credit card POS receipts, walk on lists, spectator forms, coupons)	CY + 4 Years	Paper		<input type="checkbox"/>
30006	Distribution Log (merchandise cards, bonus rounds)	UNAV	Paper		<input type="checkbox"/>
30044	Emergency Action Plans	CY + 2 Years	Paper		<input type="checkbox"/>
30007	Equipment/Small (e.g., maintenance, repair, manuals and warranty information)	Earlier of Life of equipment or equipment is sold	Paper		<input type="checkbox"/>
30008	Equipment/Small Lending Log	UNAV	Paper		<input type="checkbox"/>
30009	Fire Extinguisher Inspection: Site Specific	Until superseded	Paper		<input type="checkbox"/>
30010	Fuel: (Petrovend daily and monthly reconciliations and electronic records): Site Specific	UNAV	Electronic		<input type="checkbox"/>
30011	Fuel: Locations w/o Petrovend (gas tickets, daily reconciliations): Site Specific	CY + 4 Years (audit)	Paper		<input type="checkbox"/>
30012	Golf Clubhouse Files (Tournament Entries, outing contracts, league agreements, pro lesson schedule, special event)	UNAV	Paper		<input type="checkbox"/>
30013	Golf Online Orders (Entire Packet)	CY + 4 Years	Paper/Electronic		<input type="checkbox"/>
30014	Golf Tee Sheets	UNAV	Paper		<input type="checkbox"/>
30015	Lost and Found Log	CY + 2 Years	Paper		<input type="checkbox"/>
30016	Merchandise Transfer Reports	CY + 5 Years	Paper		<input type="checkbox"/>
30017	Hazardous Waste Manifest: Site Specific	Permanent	Paper		<input checked="" type="checkbox"/>
30018	Minutes and Notes/Internal Meetings	UNAV	Paper/Electronic		<input type="checkbox"/>
30019	Permits (e.g., dam; septic)	Permanent	Paper		<input type="checkbox"/>
30020	PERRP and OSHA Logs: Site Specific	CY + 5 Years	Paper		<input type="checkbox"/>
30021	Pesticide Records/Licenses: Site Specific	Permanent	Paper		<input checked="" type="checkbox"/>

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

Cleveland Metroparks

30000 - Golf

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
30022	Pro-Card Files (e.g., audits, statements, receipts, excluding YTD Reports): Site Specific	CY + 4 Years (audit)	Paper/Electronic		<input type="checkbox"/>
30024	Reports/Daily Weather: Site Specific	CY + 2 Years	Paper/Electronic		<input type="checkbox"/>
30025	Reports/Herbicides: Site Specific	CY + 5 Years	Paper		<input type="checkbox"/>
30026	Safety Data Sheets (SDS) [FNA: Material Safety Data Sheet (MSDS)]: Site Specific	CY + 30 years	Paper		<input type="checkbox"/>
30027	Timecards	CY + 4 years	Paper		<input type="checkbox"/>
30028	Uniform Files	CY + 2 Years	Paper/Electronic		<input type="checkbox"/>
30029	Vehicles and Large Equipment/Lending Log	CY + 5 Years	Paper		<input type="checkbox"/>
30030	Vehicles and Large Equipment/Maintenance and Repair Files (recalls)	Until vehicle is sold	Paper		<input type="checkbox"/>
30031	Vehicles and Large Equipment/Ownership (Certificates of Title and Registration)	Until vehicle is sold	Paper		<input type="checkbox"/>
30032	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years or until digitized	Paper		<input type="checkbox"/>
30033	Waivers and Releases/Adult (e.g., participation, medical, abutting property, exhibitor)	CY + 5 Years	Electronic		<input type="checkbox"/>
30034	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday or until digitized	Paper		<input type="checkbox"/>
30035	Waivers and Releases/Youth (participation, medical)	2 years after child's 18 th birthday unless litigation is pending	Electronic		<input type="checkbox"/>

30036	Waivers and Releases/photo	Retain for life of photo or until digitized	Paper		<input type="checkbox"/>
30037	Waivers and Releases/photo	Retain for life of photo	Electronic		<input type="checkbox"/>
30038	Work Orders: Site Specific	CY + 4 Years	Paper		<input type="checkbox"/>
30039	Yearly/Seasonal Work Schedules: Site Specific	CY + 2 Years	Paper		<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