



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

JUL 15 2019

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Board of Park Commissioners of the Cleveland Metropolitan Park District

| | | | |
|-------------------------------------|-----------------|--------------------------------|---------|
| (Local Government Entity) | (Unit) | | |
| <i>Megou Headley</i> | Gregory Headley | Records Commission Chairperson | 7-11-19 |
| (Signature of Responsible Official) | (Name) | (Title) | (Date) |

Section B: Records Commission

See ORC 149.38 - ORC 149.412 for Records Commission information

Cleveland Metroparks Records Commission

216-635-3293

| | | | |
|---------------------|-----------|------------|--------------------------------|
| 4101 Fulton Parkway | Cleveland | 44144 | (Telephone Number) Cuyahoga |
| (Address) | (City) | (Zip Code) | (County) |

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

| | |
|------------------------------------|---------|
| <i>Megou Headley</i> | 7-11-19 |
| Records Commission Chair Signature | Date |

Section C: Ohio History Connection - State Archives

| | | |
|---------------------|------------------------------------|---------|
| <i>Alma Rindels</i> | Local Government Records Archivist | 7/22/19 |
| Signature | Title | Date |

Section D: Auditor of State

| | | |
|----------------------|-------------|---------|
| <i>Martin E. Mue</i> | Records Mgr | 7-29-19 |
| Signature | Title | 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



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 | | X |
| 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 CEP Policy). | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 11003 | Attendance Log/Board | UNAV | Paper | | <input type="checkbox"/> |
| 11004 | Bonds/Commissioner | Permanent | Paper | | X |
| 11005 | By-Laws | Permanent unless superseded, then 4 years | Paper | | <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 | | X |
| 11008 | Conveyance Documents/Recorded (e.g., deeds, easements, leases) | Permanent | CD | | <input type="checkbox"/> |
| 11009 | Correspondence: Site Specific | UNAV | Paper/Electronic | | <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"/> |
| 11013 | Certificate of Insurance provided to / or by Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input 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"/> |
| 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 | | X |
| 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 type="checkbox"/> |

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 |
| 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 Active + 25 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"/> |
| 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"/> |
| 11030 | Pro-Card Files (e.g., audits, statements, receipts, excluding YTD reports): Site Specific | CY + 4 Years Audit | Paper/Electronic | | <input type="checkbox"/> |
| 11031 | Property Claim Files (e.g., reimbursements for damages, correspondence, insurance documents, court records/files, funds received) | 10 Years | Paper | | <input type="checkbox"/> |
| 11032 | Public Records Files (e.g.: public records requests, responses to public records requests, policies, copy of submitted RC-1, RC-2 and RC-3 forms, Internal Records Disposal Form (IRDF) and Records Commission Minutes, etc.) | Permanent | Paper | | <input type="checkbox"/> |
| 11033 | Real estate reports (created annually) | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 11034 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | <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"/> |
| 11036 | Strategic Plan updates | Permanent | Paper | | <input checked="" 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"/> |

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.

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 |
| 11039 | Workers' Compensation Claim Files (e.g., initial injury report, medical records, correspondence) | Active + 10 Years after final payment | Paper | | <input type="checkbox"/> |
| 11040 | Workers' Compensation Incident Reports (no claim made) | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 11041 | Legal Issues Request Form | UNAV | Electronic | | <input type="checkbox"/> |
| 11042 | Presentations | UNAV | Electronic | | <input type="checkbox"/> |
| 11043 | Legal Research Memos | UNAV | Electronic | | <input type="checkbox"/> |
| 11044 | Legal Opinions (from outside Counsel) | Permanent | Electronic | | X |
| 11045 | Policies issued by CEO | 5 Years after review date | Electronic | | <input type="checkbox"/> |
| 11046 | Policies issued by Board | 5 Years after review date | Electronic | | <input type="checkbox"/> |
| 11047 | Chief Reports | 2 Years | Electronic | | <input type="checkbox"/> |
| 11048 | Simultaneous Service Forms | 2 Years after expiration of Term of Service | Electronic | | <input type="checkbox"/> |
| 11049 | Training/Conference (CTC) Evaluation Reports | 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"/> |
| 11051 | OPERS Independent Contract / Worker Acknowledgment (PEDACKN Form) | 5 Years after services begin | Paper | | <input type="checkbox"/> |
| 11052 | Subpoena and Response Material | 5 Years | 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"/> |
| 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 | | X |
| 11055 | Deed of Gift Agreement: Personal | 5 Years after disposition | Paper | | <input type="checkbox"/> |
| 11056 | Deed of Gift Agreement: Real Property | Permanent | Paper | | X |

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 |
| 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"/> |
| 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 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"/> |
| 11408 | General Donor Communications (newsletter, annual report, invitations, programs) | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 11409 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 11410 | Donation Files/General Gifts (e.g., copy of check, correspondence sent/received) | Permanent | Electronic | | <input 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 type="checkbox"/> |
| 11412 | Grants (e.g., copy of check, award letters, disbursements, correspondence related to grant) | Permanent | Electronic | | <input type="checkbox"/> |
| 11413 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |

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.

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"/> |
| 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 | | X |
| 12007 | Bank Monthly Analysis | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12008 | Bids/construction (other than concessions) (e.g., request form, advertisement, request for proposal/bid specifications, bids, bidders list, tally list, specifications, bonding instrument) | 3 Years after expiration of agreement | Paper | | <input type="checkbox"/> |
| 12009 | 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) | 3 Years after expiration of agreement | Paper | | <input type="checkbox"/> |
| 12010 | Budgets/Annual | Permanent | Paper/Electronic | | X |
| 12011 | Cart/Golf Car Rentals/Golf Pro Commissions (Power Cars) | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12012 | Check Run Certification Report | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12013 | COBRA | CY +5 Years | Paper | | <input type="checkbox"/> |
| 12014 | Correspondence: Site Specific | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 12015 | Credit Applications | CY +4 Years | Paper | | <input type="checkbox"/> |
| 12016 | Fire Extinguisher Inspection: Site Specific | Until superseded | Paper | | <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 | | <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"/> |
| 12022 | Labor Distribution | CY +4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 12023 | Payroll Reports (e.g., tax, OPERS, registers, payroll and W-2s) | Until Microfilmed or Electronically Saved | Paper | | <input type="checkbox"/> |
| 12024 | Payroll Reports (e.g., tax, OPERS, registers, payroll and W-2s) | Permanent | Electronic/ CD/Microfilm | | <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 | | <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"/> |

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 |
| 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 | | <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"/> |
| 12035 | Related Party Questionnaire | CY +4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 12036 | 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) | 3 Years after expiration of agreement | Paper | | <input type="checkbox"/> |
| 12037 | Restricted Funds | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12038 | Retainage Accounts | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12039 | Revenue Reports | CY +4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 12040 | Sales Tax | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12041 | Statements/Bank | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12042 | Statements/Financial (Audited) | Permanent | Paper | | <input 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 type="checkbox"/> |
| 12047 | Statements/Payroll (Bi-Weekly) | CY +4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 12048 | Tax Exemption Certificates | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12049 | Timesheets | CY +4 Years | Paper/Electronic | | <input type="checkbox"/> |
| 12050 | Training and Conference/Forms (CTCs) | CY +4 Years | Paper | | <input type="checkbox"/> |
| 12051 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 12052 | Training and Conference/Reports (YTD) | CY +4 Years (audit) | Paper | | <input type="checkbox"/> |
| 12053 | Chief Financial Officer's Daily Correspondence | CY +4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 12054 | Tuition Reimbursements | CY +4 Years (audit) | Paper | | <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

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 |
| 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"/> |
| 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"/> |
| 12065 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |
| 12066 | Certificate of Insurance provided to Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | 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 |
| 13001 | Attendance Files (e.g., research, visual and mechanical counts and methods) | Until digitized | Paper | | <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"/> |
| 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 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"/> |
| 13017 | Pro-Card Files (e.g., audits, statements, receipts; excluding YTD Reports): Site Specific | CY + 4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 13018 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |
| 13019 | Safety Data Sheet (SDS) [FNA: Material Safety Data Sheet MSDS]: Site Specific | CY + 30 Years | Paper | | <input type="checkbox"/> |
| 13020 | Timecards | CY + 4 Years | Paper | | <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"/> |

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 |
| 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"/> |
| 13027 | Visual Communications Completed Projects [FNA: Lists of Past Jobs] | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 13028 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 13029 | Prize Affidavit and Release | 3 Years | Paper/Electronic | | <input type="checkbox"/> |
| 13030 | Attendance Files (e.g., research, visual and mechanical counts and methods) | Permanent | Electronic | | <input type="checkbox"/> |
| 13031 | Certificate of Insurance provided to Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <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 |
| 14001 | Backflow Prevention Device Tests, Inspections/ Reports | Permanent | Paper/Electronic | | <input type="checkbox"/> |
| 14002 | Bonds/Issued: Project Specific | Permanent Until Digitized | Paper | | <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 | | X |
| 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 | | X |
| 14008 | Permits and Licenses/Long-Term (greater than or equal to 3 yrs., 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., toboggan chute, Yagga tree slide, train, motion picture licensing, but excluding dam and septic) | CY + 4 Years | Paper | | <input type="checkbox"/> |
| 14010 | Point Files | UNAV | 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 | | X |
| 14013 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |
| 14014 | Facility Assessment | Permanent | Paper/Electronic | | X |
| 14015 | Research Files | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 14016 | Vehicles and Large Equipment/Lending Log | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 14017 | Vehicles and Large Equipment/Maintenance and Repair Files (recalls) | Until vehicle is sold | Paper | | <input type="checkbox"/> |
| 14018 | Yearly Seasonal Work Schedules: Site Specific | CY + 2 Years | Paper | | <input type="checkbox"/> |
| 14019 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 14020 | Bridge Safety Inspection Reports | Permanent | Electronic | | <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 | | X |
| 14022 | Bonds/Issued: Project Specific | Permanent | Electronic | | <input type="checkbox"/> |
| 14023 | Drawings/Specifications (e.g., GIS, survey, engineering and image library, landscape plans, site plans) | Permanent | Electronic | | X |
| 14024 | Certificate of Insurance provided to Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | 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 |
| 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.) | Life of equipment | Paper | | <input type="checkbox"/> |
| 15003 | Aquatic Files (e.g., Board of Health Water Quality Logs, Lifeguard Records) | 1 year after correction of any problem | Paper | | <input type="checkbox"/> |
| 15004 | Aquatics/American Red Cross Activity Reports | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 15005 | Aquatics/Ledge Pool Season Pass Application | CY + 4 Years | Paper | | <input type="checkbox"/> |
| 15006 | Auction Records | CY + 2 Years | Paper | | <input type="checkbox"/> |
| 15007 | Bus Vouchers | CY + 5 Years | Paper/Electronic | | <input type="checkbox"/> |
| 15008 | Calendar/Events | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 15009 | Comp Time Records: Site Specific | 4 Years | 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"/> |
| 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"/> |
| 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"/> |
| 15017 | Fire Extinguisher Inspection: Site Specific | Until superseded | 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"/> |
| 15020 | Forestry/Cabled Tree Inventory | Permanent | Paper/Electronic | | <input 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"/> |
| 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"/> |
| 15027 | Inventory/Facilities | Until superseded | Paper | | <input type="checkbox"/> |
| 15028 | Minutes and Notes/Internal Meetings | UNAV | 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 |
| 15029 | Natural History Files/Monitoring: Site Specific | Permanent | Electronic | | X |
| 15030 | Natural History Files/Monitoring: Site Specific | Until digitized | Paper | | X |
| 15031 | Natural History Files/Reports: Site Specific | Permanent | Electronic | | X |
| 15032 | Natural History Files/Reports: Site Specific | Until digitized | Paper | | X |
| 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 | | X |
| 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"/> |
| 15038 | Permits (e.g., dam; septic) | Permanent | Paper | | <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 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"/> |
| 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 | | X |
| 15047 | Property Line Encroachment Files (e.g., inspections and management) | Permanent | Paper | | <input type="checkbox"/> |
| 15048 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |
| 15049 | Reports/Field Inspection: Site Specific | 7 Years | Paper | | <input type="checkbox"/> |
| 15050 | Reports/Herbicides: Site Specific | CY + 5 Years | 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 |
| 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"/> |
| 15056 | Sign in Sheets (Staff daily use): Site Specific | CY + 2 Years | 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"/> |
| 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"/> |
| 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"/> |
| 15077 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 15078 | Asset Management Program (Public drinking water and/or waste water w/NPDES permit) | Until Superseded | 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 |
| 15079 | Signed Credit Card Receipts | UNAV | Paper | | <input type="checkbox"/> |
| 15080 | Dock Rental Agreements | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 15081 | Food Truck Vendor Licence Agreement - Events | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 15082 | Exhibitor Agreement - Events | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 15083 | Performer Agreement - Events | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 15084 | Playground (e.g., safety records, structure and equipment inventory forms) | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 15085 | Foot Bridge Inspection | CY + 4 Years | Electronic | | <input type="checkbox"/> |
| 15086 | Fire Hydrant Inspection: Site Specific | CY + 4 Years | Paper | | <input type="checkbox"/> |
| 15087 | Sewage Disposal System Inspections: Site Specific | Until Superseded | Paper | | <input type="checkbox"/> |
| 15088 | Fuel Tank Inspections (Above and Below Ground) | CY + 4 Years | Electronic | | <input type="checkbox"/> |
| 15089 | Emergency Call Box Inspections | CY + 1 Year | Paper/Electronic | | <input type="checkbox"/> |
| 15090 | Urban Right Away | CY + 4 Years | Electronic | | <input type="checkbox"/> |
| 15091 | Agreements/Contracts - ENM Kayak Locker Contract and Wildwood Marina Dock Contract | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 15092 | Nature Preschool Enrollment Agreement | 8 Years after expiration of agreement (unless pending litigation) | 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"/> |
| 15096 | Nature Preschool Employee Medical Statement | Permanent | Paper | | <input type="checkbox"/> |
| 15097 | Intern House Files (leases, etc.) | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |
| 15098 | Confined Space Entry Permits | 1 Year | Paper | | <input type="checkbox"/> |
| 15099 | Cleveland Metroparks(CMP) Equipment Lease Form: For the loaning or leasing of CMP equipment (i.e. animal transport crates, medical/veterinary equipment or other miscellaneous equipment of CMP). | 8 Years after expiration of agreement (unless pending litigation) | 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"/> |

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

Cleveland Metroparks

16000 - Rangers

| (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/Ranger General | 2 years then destroy | Paper | | <input type="checkbox"/> |
| 16010 | Complaints/Ranger 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 - Rangers

| (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 Ranger 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 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 | | X |
| 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 - Rangers

| (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"/> |
| 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 | Ranger Policy Manual | Until superseded + 5 Years | Paper | | <input type="checkbox"/> |
| 16066 | Ranger 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/Ranger | Permanent | Paper | | X |
| 16070 | Report/Records Commission | Permanent | Paper | | X |
| 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 | | X |
| 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"/> |

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

Cleveland Metroparks

16000 - Rangers

| (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 |
| 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/Ranger | Until superseded + 5 years | Paper | | <input type="checkbox"/> |
| 16089 | Training Records/Ranger | 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/Ranger | Destroy once inputted | Paper | | <input type="checkbox"/> |
| 16093 | Warnings/Ranger | 10 years | Electronic | | <input type="checkbox"/> |
| 16094 | Warrant Entry Forms | Merge with Warrant File, destroy when executed. | Paper | | <input type="checkbox"/> |
| 16095 | Training/Conference (CTC) Evaluation Reports | UNAV | 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"/> |

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.

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 |
| 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; email correspondences: regarding International Imports or Exports, regardless of commerce; animal transaction involved with commerce, any Broker that has been retained for services, confirming safe arrival of animals in and out; any weights, species management; training and data sheets, Keeper records; ID Link information; original animal inventory cards/blue cards; water quality reports) (excluding medical files) | Until digitized | Paper | | <input type="checkbox"/> |
| 17004 | Animal Care Files/Resident Animals (e.g., loan file, transaction files; email correspondences: regarding International Imports or Exports, regardless of commerce; animal transaction involved with commerce, any Broker that has been retained for services, confirming safe arrival of animals in and out; any weights, species management; training and data sheets, Keeper records; ID Link information; original animal inventory cards/blue cards; water quality reports) (excluding medical files) | Permanent | 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 | Paper | | <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"/> |
| 17008 | Calendars/Events | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 17009 | Comment Cards | CY + 1 Year | Paper | | <input type="checkbox"/> |
| 17010 | Comp Time Records: Site Specific | 4 Years | Paper | | <input type="checkbox"/> |
| 17011 | Composting Process | UNAV | 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 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"/> |

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 |
| 17017 | Daily Financial Records & Individual Operator Reports (e.g., Centaman) | CY + 4 Years (audit) | Paper | | <input type="checkbox"/> |
| 17018 | Daily Ride Checklist (e.g., Yagga Tree, Train, Tram, Carousel) | CY + 2 years | Paper | | <input type="checkbox"/> |
| 17019 | Exhibit Files/Permanent (e.g., blueprint of area, design and development information) | Permanent | Paper | | X |
| 17020 | Fire Extinguisher Inspection: Site Specific | Until superseded | Paper | | <input type="checkbox"/> |
| 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"/> |
| 17023 | Animal Curator Files (e.g., animal incident reports, animal collection plans and employee related files. | Active + 5 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"/> |
| 17025 | Hazardous Waste Manifest: Site Specific | Permanent | Paper | | <input 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 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 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"/> |
| 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"/> |
| 17038 | PERRP and OSHA Logs: Site Specific | CY + 5 years | Paper | | <input type="checkbox"/> |
| 17039 | Pesticide Records/Licenses: Site Specific | Permanent until superseded + 5 Years | Paper | | <input type="checkbox"/> |
| 17040 | Phone System Files | UNAV | Paper | | <input type="checkbox"/> |
| 17041 | Photographs and Graphics (other than historical) | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 17042 | Plan/3-Year Strategic | Permanent until superseded + 5 Years | Paper | | <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 |
| 17043 | Policies/Division-Department: (e.g., Zoo Guidelines): Dept. Specific | Until superseded + 5 Years | Paper | | <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"/> |
| 17047 | Recycling/Sustainability Files (records) | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 17048 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |
| 17049 | Safety Data Sheets (SDS) [FNA: Material Safety Data Sheets (MSDS)]: Site Specific | CY + 30 Years | Paper | | <input type="checkbox"/> |
| 17050 | State Safety Inspections | Permanent | Paper | | <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"/> |
| 17054 | Vehicles and Large Equipment/Maintenance and 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"/> |
| 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"/> |
| 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 unless litigation pending or retain for the life of the 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"/> |

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 |
| 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 & transfer agreement forms, etc.) | CY + 5 Years for closed projects only | Paper | | <input type="checkbox"/> |
| 17070 | Zoo Research Projects (e.g., internal & external requests, research applications, scientific research committee review forms, biomaterials applications & transfer agreement forms, etc.) | Permanent (summary access research database) | Electronic | | X |
| 17071 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 17072 | Permits and Licenses - Animals | 7 (seven) years | Paper/Electronic | | <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"/> |
| 17074 | Donation Files / General Gifts (e.g., copy of check, donation, correspondence - sent and received) | Current Year + 7 Years | Paper/Electronic | | <input type="checkbox"/> |
| 17075 | Animal Medical Files (living, deceased, and transferred animals) | Permanent | Electronic | | <input type="checkbox"/> |
| 17076 | Agreement/Contracts (Performer Agreement/Zoo Education) | 8 Years after CY expiration of agreement (unless pending litigation) | Paper/Electronic | | <input type="checkbox"/> |
| 17077 | Radiology Records | UNAV | Paper | | <input type="checkbox"/> |
| 17078 | Controlled Substances Receipts & Inventory | 3 Years | Paper | | <input type="checkbox"/> |
| 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 type="checkbox"/> |
| 17081 | Seasonal/Variable Employee Pass-Supervisor Copy | CY +1 Year | Paper | | <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"/> |
| 17083 | Confined Space Entry Permits | 1 Year | Paper | | <input type="checkbox"/> |
| 17084 | Certificate of Insurance provided to Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <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 |
| 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 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"/> |
| 18009 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 18010 | Pro-Card Files (e.g., audits, statements, receipts, excluding YTD Reports): Site Specific | CY + 4 Years (audit) | Electronic | | <input type="checkbox"/> |
| 18011 | Certificate of Insurance provided to Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | 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.

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 |
| 19001 | Background Investigations/Fingerprint Records/Employees | 4 years | Electronic | | <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"/> |
| 19003 | Supplemental Short-Term Disability Leave Bank Files AKA: Catastrophic Sick Leave Bank Files | Permanent | Paper | | <input type="checkbox"/> |
| 19004 | CMEA Lateral Transfer Request Forms (HR Copy) | CY + 1 Year | Paper | | <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"/> |
| 19012 | Credit Checks/Unsuccessful Applicants – seasonal positions | 1 Year | Paper | | <input type="checkbox"/> |
| 19013 | Credit Checks/Unsuccessful Applicants – full time/part time positions | 3 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 | | <input type="checkbox"/> |
| 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, employee contact information, emergency contact information, comp, sick and vacation time records, performance appraisals, performance reviews, significant incident reports, requests for information, tax forms) | Until microfilmed | 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 |
| 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 appraisals, performance reviews, significant incident reports, requests for information, tax forms) | Permanent | Microfilm | | <input type="checkbox"/> |
| 19020 | 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 appraisals, performance reviews, significant incident reports, requests for information, tax forms) | Until microfilmed | Electronic | | <input type="checkbox"/> |
| 19021 | Employment Applications/Applicants – Not Accepted or Not Interviewed | CY | Paper | | <input type="checkbox"/> |
| 19022 | Employment Applications/Unsuccessful interviewed; Applicants – seasonal applicants | CY | Paper | | <input type="checkbox"/> |
| 19023 | Employment Applications/Unsuccessful interviewed Applicants – including background investigation for unsuccessful candidates – excluding seasonal applicants | CY + 2 Years | Paper | | <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"/> |
| 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 | Until Termination + 10 Years | 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 type="checkbox"/> |
| 19030 | Ohio Civil Rights Commission Claims | Active 10 Years | Paper | | <input type="checkbox"/> |
| 19031 | Position Descriptions | Until superseded + 5 Years | Paper | | <input type="checkbox"/> |
| 19032 | Random Drug Test Results/CDL | Permanent | Paper | | <input type="checkbox"/> |
| 19033 | Reports/EEO | Permanent | Paper | | <input type="checkbox"/> |
| 19034 | Requests to Fill/Job Postings | CY + 2 Years | Paper | | <input type="checkbox"/> |
| 19035 | Service Award Recognition Program | CY + 1 Year | Paper | | <input type="checkbox"/> |
| 19038 | Training/Conference (CTC) Evaluation Report | UNAV | Paper | | <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"/> |

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 |
| 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"/> |
| 19043 | Volunteer Records (contact information, demographics, service records, screenings, awards, trainings, and notes) | Active + 2 Years after Inactivated | Electronic | | <input type="checkbox"/> |
| 19045 | Volunteer Handbook and Manuals | Until superseded | Electronic | | <input type="checkbox"/> |
| 19049 | Volunteer Evaluations | CY + 2 Years | Paper/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"/> |
| 19055 | Archived Volunteer Spreadsheet; total years of service/hours | Permanent | 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"/> |
| 19057 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | <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 |
| 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"/> |
| 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"/> |
| 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 type="checkbox"/> |
| 30018 | Minutes and Notes/Internal Meetings | UNAV | Paper/Electronic | | <input type="checkbox"/> |
| 30019 | Permits (e.g., dam; septic) | Permanent | Paper | | |
| 30020 | PERRP and OSHA Logs: Site Specific | CY + 5 Years | Paper | | <input type="checkbox"/> |
| 30021 | Pesticide Records/Licenses: Site Specific | Permanent | Paper | | <input type="checkbox"/> |
| 30022 | Pro-Card Files (e.g., audits, statements, receipts, excluding YTD Reports): Site Specific | CY + 4 Years (audit) | Paper/Electronic | | <input type="checkbox"/> |
| 30023 | Annual department report or service records and accomplishments (if prepared for the year) | Permanent | Paper/Electronic | | X |
| 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"/> |

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 |
| 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"/> |
| 30040 | Training/Conference (CTC) Evaluation Reports | UNAV | Paper | | <input type="checkbox"/> |
| 30041 | Credit Card Receipts signed by guests | UNAV | 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"/> |
| 30043 | Certificate of Insurance provided to Cleveland Metroparks | 8 Years after expiration of agreement (unless pending litigation) | Paper | | <input type="checkbox"/> |