

Park District Records Retention Schedule (Draft)

This schedule lists records commonly found in a county Park District office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Center recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Records Series	Description	Retention
Accident Reports	Record of accidents that happen at all parks.	6 years. Keep any employee injury reports in personnel file.
Boat Rental/Launch Forms	Agreement and waiver sheet for any boat rentals and all supplemental documentation.	3 years after audit
Deed Records	Written document which transfers title (ownership) or an interest in real property of lands..	Permanent
Equipment Loan/Rental Forms	Equipment loan policy and supplemental documentation signed by individuals using equipment.	3 years after audit
Facility Inspection Reports	Routine inspection reports of facilities, playground equipment, etc.	3 years
Naturalist Program Records	Records related to the educational outreach of preserving, conserving and restoring the natural environment.	3 years
Meeting Minutes	Minutes of public meetings for the Park Board/Council members	Permanent
Participation Waivers	Legal document that a person who participates in an activity may sign to acknowledge the risks involved in his or her participation	3 years, if no pending litigation
Program Files	Records related to special events and annual programs put on by the park.	3 years. Appraise for historic value.
Ranger Reports	Reports on the activities of park rangers.	3 years
Reservation Logs	Group outing reservation logs and reservation form.	1 year
Requests for Service	Customer experience sheets for guests to fill out related to park services.	2 years
Passes/Membership Records	Documentation for passes/permits for golfing, fishing, hunting, burning, camping, etc	3 years after audit

Records Series	Description	Retention
Shelter/Pavilion Rental Records	Rental agreement and supplemental documentation for renting out spaces within the Park District.	3 years after audit
Sports League Applications	Application forms and any supplemental documentation for sporting leagues.	3 years after audit
Taxidermy Records/Reports	Documents related to taxidermy mounts belonging to the park.	2 years or until mount is sold/transferred
Umpire Records	Documents included by not limited to sporting team rosters, score cards, signature cards, etc.	1 year
Volunteer Service Files	Information about individual volunteers and duties they perform.	3 years after date of separation

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