



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Oberlin

Recreation Department

(local government entity)

(unit)

Connie Ponder  
(signature of responsible official)

Connie Ponder  
(name)

Recreation Superintendent  
(title)

5-7-12  
(date)

### Section B: Records Commission

(440) 775-7203

Records Commission

(telephone number)

85 S. Main Street  
(address)

Oberlin  
(city)

OH  
(zip code)

Lorain  
(county)

To have this form returned to the Records Commission electronically, include an email address: [banderson@cityofoberlin.com](mailto:banderson@cityofoberlin.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.

Helinda B. Anderson  
Records Commission Chair Signature

5-10-2012  
Date

### Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo Gov't Records Archivist - LGRP  
Signature Title

5/25/12  
Date

### Section D: Auditor of State

Martin E. Mueh  
Signature

6-6-12  
Date



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This retention schedule supersedes all previous retention schedules approved by the Oberlin City Records Commission prior to May 10, 2012.

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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

### City of Oberlin

### RECREATION DEPARTMENT

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
2012-1-RD	<u>Annual Budget Preparation Files, and Working Papers</u> Records used for the preparation of budgets including budget requests, narratives, and similar documents.	3 years after final budget approval.	Paper Electronic*		<input type="checkbox"/>
2012-2-RD	<u>Annual Departmental Reports</u> This series includes reports documenting the activities of the Recreation Department throughout the course of the year. Includes annual reports for the recreation commission as well.	5 years provided audited and original is on file in the Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-3-RD	<u>Blank Forms</u>	Until revised, obsolete, or superseded, and then destroy.	Paper Electronic*		<input type="checkbox"/>
2012-4-RD	<u>Complaints and Concerns</u> Written complaints, responses, and correspondences.	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-5-RD	<u>Contracts and Agreements</u> Includes contracts with referees for sporting events.	3 years after the end of the contract.	Paper Electronic*		<input type="checkbox"/>
2012-6-RD	<u>Copies</u> Duplicates of official records held elsewhere; may be maintained as convenience, or used for transitory informational purposes. (Administrative only)	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-7-RD	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		<input type="checkbox"/>



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2012-8-RD	<u>Correspondence (email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-9-RD	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-10-RD	<u>Delivery Slips/ Packing Slips</u>	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-11-RD	<u>Equipment Inventories</u> Physical inventory of agency property.	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-12-RD	<u>Evaluations (Annual) (Copies)</u> Employee Personnel File.	2 years (inactive when no longer employed).	Paper Electronic*		<input type="checkbox"/>
2012-13-RD	<u>Expense Reports</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-14-RD	<u>Fee Schedules</u>	4 years.	Paper Electronic*		<input type="checkbox"/>
2012-15-RD	<u>Files Relating to After School Programs</u> Includes volunteer list, roster of attendees, parent release forms, waivers, and fees collected.	Until revised or obsolete.	Paper Electronic*		<input type="checkbox"/>
2012-16-RD	<u>Incident Reports</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-17-RD	<u>Invoices (Copies)</u>	3 years.	Paper Electronic*		<input type="checkbox"/>





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2012-18-RD	<u>Mailing/Contract Lists</u> Includes electronic files such as spreadsheets, databases, and word processing documents, in addition to or in place of paper lists, that are updated on a continuous basis or discarded when no longer needed for reference.	Until updated, superseded, or obsolete.	Paper Electronic*		<input type="checkbox"/>
2012-19-RD	<u>Minutes</u> Recreation Commission.	5 years, provided permanent copy is kept on file in Clerk's office.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-20-RD	<u>Photo File</u> (Including prints, slides, negatives, etc.)	5 years, appraise for historical value.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-21-RD	<u>Policies and Procedures</u> Departmental policies, procedures, general orders, standards, guidelines, forms, safety rules & regulations, department mission statement, best practices.	6 years, until revised or superseded.	Paper Electronic*		<input type="checkbox"/>
2012-22-RD	<u>Posters and Notices</u> Arranged chronologically; communications posted to inform public and/or staff of events, policies, contact information, etc., of governmental units. (Administrative only)	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>



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2012-23-RD	<u>Program Planning and Development Files</u> This series documents the planning, development, publication, and execution of various recreational programs offered by individual parks and recreation departments. May include, but is not limited to lesson plans, course/program descriptions, and instruction manuals.	Retain until superseded then destroyed.	Paper		<input type="checkbox"/>
2012-24-RD	<u>Receivables</u> Deposits, cash receipts, fees, cash vouchers.	1 year.	Paper		<input type="checkbox"/>
2012-25-RD	<u>Purchase Orders</u>	1 year.	Paper Electronic*		<input type="checkbox"/>
2012-26-RD	<u>Records Retention Compliance File</u> RC1, RC2, RC3, and Inventory forms.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-27-RD	<u>Recreation Strategic Plan</u>	Retain 1 hardcopy permanently. All other copies retained until updated, superseded, or obsolete.	Paper Electronic*		<input type="checkbox"/>
2012-28-RD	<u>Reference Publications, Directories</u>	3 years, if audited.	Paper Electronic*		<input type="checkbox"/>
2012-29-RD	<u>Refund Slips and Requests</u>	3 years, provided audited.	Paper Electronic*		<input type="checkbox"/>
2012-30-RD	<u>Registration</u> This series documents registrations for various courses and programs offered by the department during the year. File also includes permission slips for minors.	Retain 3 years, and then destroy.	Paper		<input type="checkbox"/>





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2012-31-RD	<u>Rosters</u> This series consists of a roster for adult and youth sports teams. Includes directory information for each individual team member	Retain 3 years after audit then destroy.	Paper Electronic*		<input type="checkbox"/>
2012-32-RD	<u>Transient Documents</u> This series includes telephone messages, appointment books, calendars, drafts, and other limited documents that serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-33-RD	<u>Vehicle Mileage Records</u>	5 years.	Paper Electronic*		<input type="checkbox"/>
2012-34-RD	<u>Vendors and Supplies Information</u>	Until revised, obsolete, or superseded, then destroy.	Paper Electronic*		<input type="checkbox"/>

\*Retain electronic copy as long as intact and fully accessible.

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