

**CITY OF CINCINNATI - PARK BOARD
RECORDS RETENTION SCHEDULES**

DRAFT retention schedule – final approvals pending pursuant to statutory requirements.

Parks Department Retention Schedule	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Cincinnati Park Board	15-1	Accident Reports	2 Years providing no claim pending	Paper		Carden, Willie
Cincinnati Park Board	15-2	Administrative Policies and Procedures - City Human Resources	Until terminated or superseded	Online		Carden, Willie
Cincinnati Park Board	15-3	Aerial photographs route to Park Board	Appraise for historical value	Paper		Carden, Willie
Cincinnati Park Board	15-4	Annual Budget - Park Department	3 years	Paper		Carden, Willie
Cincinnati Park Board	15-5	Annual Budget - City of Cincinnati	6 years	Online		Carden, Willie
Cincinnati Park Board	15-6	Annual financial report (CAFR) - Finance Dept.	5 Years providing audited	Paper		Carden, Willie
Cincinnati Park Board	15-7	Annual reports	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-8	Attendance Record - City's CHRIS System	3 Years provided audited	Online		Carden, Willie
Cincinnati Park Board	15-9	Bank deposit receipts	3 Years provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-10	Bank statements	3 Years provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-11	Bulletins - City - Clerk of Council	Until superseded	Online		Carden, Willie
Cincinnati Park Board	15-12	Cash receipts schedule - Also held by City Finance Dept.	3 Years provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-13	Commissioners Reports	Permanent	Paper		Carden, Willie

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Cincinnati Park Board	15-14	Complaint forms	2 Years providing no claim pending	Paper		Carden, Willie
Cincinnati Park Board	15-15	Contracts	3 Years after expiration	Paper		Carden, Willie
Cincinnati Park Board	15-16	Deeds	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-17	Deed Books	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-18	Disciplinary action record	Until superseded	Paper		Carden, Willie
Cincinnati Park Board	15-19	Easement	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-20	Employee earning report - City Records -Finance Dept.	6 Years, provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-21	Employee performance evaluations - Human Resource Dept.	6 years after termination of employment	Paper		Carden, Willie
Cincinnati Park Board	15-22	Equipment inventories - Also held by Finance Dept.	Until revised and audited	Paper		Carden, Willie
Cincinnati Park Board	15-23	Equipment maintenance record - also held by Public Services - Fleet	Life of equipment	Paper		Carden, Willie
Cincinnati Park Board	15-24	Financial Reports - Online through City Finance	5 years, provided audited	Online		Carden, Willie
Cincinnati Park Board	15-25	Job classification list - City CHRIS System	Until superseded	Online		Carden, Willie
Cincinnati Park Board	15-26	Labor Union agreements - City Human Resources	3 Years after termination	Online		Carden, Willie
Cincinnati Park Board	15-27	Legal notices (copies)	3 Years	Paper		Carden, Willie
Cincinnati Park Board	15-28	Legal opinions - City Law Department	Until superseded	Paper		Carden, Willie

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Cincinnati Park Board	15-29	Maps and Plans of Park Property	Life of the building or system, appraise for historical value	Paper		Carden, Willie
Cincinnati Park Board	15-30	Minutes of Board of Park Commissioners meeting	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-31	Park property maps	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-32	Payroll Records	3 yrs. Provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-33	Permits-special use parks/facility reservations	2 Years (permits have no expiration date)	Paper		Carden, Willie
Cincinnati Park Board	15-34	Personnel records	6 years after termination of employment	Paper		Carden, Willie
Cincinnati Park Board	15-35	Project maps and plans	3 Years after completion of final project report	Paper		Carden, Willie
Cincinnati Park Board	15-36	Property records (leases, inventories, right of ways)	Permanent	Paper		Carden, Willie
Cincinnati Park Board	15-37	Purchase orders and requisitions - City Finance Department	3 yrs. Provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-38	Receipt books and receipts	3 yrs. Provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-39	Resolutions	2 years. Provided in minutes	Paper		Carden, Willie
Cincinnati Park Board	15-40	Rules and regulations	Until superseded	Paper		Carden, Willie

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Cincinnati Park Board	15-41	Sales tax records	4 Years, provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-42	Vehicle maintenance records - City Fleet Services - Public Services	Life of vehicle	Paper		Carden, Willie
Cincinnati Park Board	15-43	W-2 forms - City Payroll Department - CHRIS System	6 Years, provided audited	Paper		Carden, Willie
Cincinnati Park Board	15-44	Worker's compensation, case files claims - City Risk Management Division of	6 Years after date of final payment	Paper		Carden, Willie