

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date
Cincinnati Park Board			91-1	Accident Reports	2 Years providing no claim pending	Paper	12/02/1991
Cincinnati Park Board			91-2	Activity Reports	2 Years	Paper	12/02/1991
Cincinnati Park Board			91-3	Administrative Policies and Procedures	Until terminated or superseded	Paper	12/02/1991
Cincinnati Park Board			91-4	Aerial photographs route to Park Board Library	Appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-5	Annual budget - Park Department route to Park Library	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-6	Annual budget - City of Cincinnati	Until no longer of admin. Value	Paper	12/02/1991
Cincinnati Park Board			91-7	Annual financial report route to library	5 Years providing audited	Paper	12/02/1991
Cincinnati Park Board			91-8	Annual reports route to library	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-9	Attendance Record	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-10	Bank deposit receipts	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-11	Bank deposit record	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-12	Bank statements	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-13	Books of correspondence Park gifts	Three Years provided audited - appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-14	Budget	5 Years	Paper	12/02/1991
Cincinnati Park Board			91-15	Bulletins	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-16	Cash Book	3 yrs. After last entry provided audited. 10 Years after audit	Paper	12/02/1991
Cincinnati Park Board			91-17	Cash Journal	3 yrs. After last entry provided audited. 10 Years after audit	Paper	12/02/1991
Cincinnati Park Board			91-18	Cash receipts schedule	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-19	Check stubs	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-20	Commissioners Fund Journal	Permanent	Paper	12/02/1991

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Cincinnati Park Board			91-21	Commissioners Reports	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-22	Commissioners Treasury Bills	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-23	Complaint forms	2 Years providing no claim pending	Paper	12/02/1991
Cincinnati Park Board			91-24	Contracts	15 Years after expiration	Paper	12/02/1991
Cincinnati Park Board			91-25	Correspondence route to Park Board Library for review	Generally 1-5 years, until no longer of administrative value	Paper	12/02/1991
Cincinnati Park Board			91-26	Daily work books (journals) (day book) route to Library for review	3 Years	Paper	12/02/1991
Cincinnati Park Board			91-27	Deeds	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-28	Deed Books	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-29	Disciplinary action record	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-30	Easement	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-31	Employee earning report	7 Years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-32	Employee performance evaluations	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-33	Employee record cards	35 years after termination of employment	Paper	12/02/1991
Cincinnati Park Board			91-34	Employee time sheets	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-35	Employee lists - classified	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-36	Employment application	If applicant is employed: Permanent; others 1 year or until eligibility expires	Paper	12/02/1991
Cincinnati Park Board			91-37	Employment information file	15 years after termination of employment	Paper	12/02/1991
Cincinnati Park Board			91-38	Encumbrance and expenditure journal	7 Years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-39	Equipment inventories	Until revised and audited	Paper	12/02/1991
Cincinnati Park Board			91-40	Equipment maintenance record	Life of equipment	Paper	12/02/1991

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Cincinnati Park Board			91-41	Fee Books	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-42	Financial Report	5 years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-43	Gas and oil disbursement and use record	1 Year, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-44	Grants and grant application route to library	Expiration of grant plus audit period	Paper	12/02/1991
Cincinnati Park Board			91-45	Insurance policies for park buildings and events	2 years after expiration, providing no claims pending	Paper	12/02/1991
Cincinnati Park Board			91-46	Income tax -- dead account	Until paid	Paper	12/02/1991
Cincinnati Park Board			91-47	Job classification list	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-48	Job orders	3 Years	Paper	12/02/1991
Cincinnati Park Board			91-49	Labor Union agreements	3 Years after termination	Paper	12/02/1991
Cincinnati Park Board			91-50	Legal notices (copies)	5 Years	Paper	12/02/1991
Cincinnati Park Board			91-51	Legal opinions	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-52	Letter of appointment	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-53	Letter of reference	1 Yr. after employment decision made	Paper	12/02/1991
Cincinnati Park Board			91-54	Letter of resignation	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-55	Magazines	Assess for historical value	Paper	12/02/1991
Cincinnati Park Board			91-56	Maps and Plans of Park Property	Life of the building or system, appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-57	Maintenance orders/requests	2 Years	Paper	12/02/1991
Cincinnati Park Board			91-58	Minutes of Board of Park Commissioners meeting	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-59	Monthly reports	Until incorporated in annual report	Paper	12/02/1991
Cincinnati Park Board			91-60	Newsletters	Assess for historical value	Paper	12/02/1991

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Cincinnati Park Board			91-61	Newspaper clippings	Assess for historical value	Paper	12/02/1991
Cincinnati Park Board			91-62	Overtime records	3 yrs. Provided audited	Paper	12/02/1991
Cincinnati Park Board			91-63	Park property maps	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-64	Payroll Records	3 yrs. Provided audited	Paper	12/02/1991
Cincinnati Park Board			91-65	Permits - <del>rock climbing</del> special use parks/facility reservations	2 Years (Rock climbing permits have no expiration date)	Paper	12/02/1991
Cincinnati Park Board			91-66	Personnel records	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-67	Pesticide application records	5 Years after application	Paper	12/02/1991
Cincinnati Park Board			91-68	Photographs, negatives, slides	Appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-69	Planning briefs	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-70	Plant inventories	Until revised	Paper	12/02/1991
Cincinnati Park Board			91-71	Project files - programs, special events	Appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-72	Project maps and plans	5 Years after completion of final project report	Paper	12/02/1991
Cincinnati Park Board			91-73	Project reports: Scout activities, Day camp, explorer club, special programs	Appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-74	Property records (leases, inventories, right-of-ways)	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-75	Purchase orders and requisitions	3 yrs. Provided audited	Paper	12/02/1991
Cincinnati Park Board			91-76	Radio and telephone log	30 days, provided no action pending	Paper	12/02/1991
Cincinnati Park Board			91-77	Receipt books and receipts	3 yrs. Provided audited	Paper	12/02/1991
Cincinnati Park Board			91-78	Reference material	Until superseded or replaced	Paper	12/02/1991
Cincinnati Park Board			91-79	Refund check ledger	15 Years	Paper	12/02/1991
Cincinnati Park Board			91-80	Resolutions	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-81	Retirement reports	3 Years	Paper	12/02/1991

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Cincinnati Park Board			91-82	Rules and regulations	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-83	Sales tax records	4 Years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-84	Scrap Books	Appraise for historical value	Paper	12/02/1991
Cincinnati Park Board			91-85	Safety - Information on equipment and chemicals	Life of equipment and chemicals	Paper	12/02/1991
Cincinnati Park Board			91-86	Sick and vacation leave records	Permanent	Paper	12/02/1991
Cincinnati Park Board			91-87	Special reports	5 Years	Paper	12/02/1991
Cincinnati Park Board			91-88	Specifications	15 Years after completion of final report	Paper	12/02/1991
Cincinnati Park Board			91-89	Statistical reports	1 Year if incorporated into annual report, otherwise Permanent	Paper	12/02/1991
Cincinnati Park Board			91-90	Street Planting improvement proposals	5 Years after completion of final project report	Paper	12/02/1991
Cincinnati Park Board			91-91	Vehicle maintenance records	Life of vehicle	Paper	12/02/1991
Cincinnati Park Board			91-92	Vendor catalogs	Until superseded	Paper	12/02/1991
Cincinnati Park Board			91-93	Vouchers	3 Years provided audited	Paper	12/02/1991
Cincinnati Park Board			91-94	W-2 forms	6 Years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-95	Wage and tax statement, state income tax	6 Years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-96	Withholding payment, income tax record	6 Years, provided audited	Paper	12/02/1991
Cincinnati Park Board			91-97	Work schedules	1 year after schedule changes	Paper	12/02/1991
Cincinnati Park Board			91-98	Worker's compensation, case files claims	10 Years after date of final payment	Paper	12/02/1991
Cincinnati Park Board	Administration	Library	93-94	Books: Books relevant to the "Parks" discipline	Appraise for archives transfer	Paper	11/02/1993









