

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Springfield Records Commission (937) 324-7341 Telephone Number

76 East High Street Springfield 45502 Clark
 (address) (city) (zip code) (county)

(2) (all signatures on office copy) CEO, National Trail Parks & Recreation District 11/5/04
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 Signature Date

Approved by the Ohio Auditor of State:

 Signature Date

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
04-01	<u>General Files</u> (general subject files of correspondence, memos, projects, budgets, agendas, bid specs; employment applications, personnel files, labor union agreements, etc. May be in paper form or electronic documents. Electronic copy may be deleted if converted to paper form.)	3 years	Paper	
04-02	<u>Administrative Correspondence</u> (telephone messages, junk mail, correspondence and memos of a short-term administrative nature either in paper form or electronic documents. Electronic copy may be deleted if converted to paper form.)	0 to 1 year	Paper	
04-03	<u>Annual Report</u>	Permanent (amends 00-3)	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: City of Springfield National Trail Parks and Recreation District
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
04-04	<u>Bi-weekly Payroll Journal/Time Cards</u> (originals retained in payroll office)	2 years provided audited (amends 00-4)	Paper	
04-05	<u>Cassette tapes of National Trail Parks and Recreation District meetings</u>	3 years	Cassette Recordings	
04-06	<u>Federal Project Files</u> (Federal Grant applications/related correspondence)	3 years after completion provided audited	Paper	
04-07	<u>Golf, Tennis, Swimming Pool Membership Passes and Use Records</u>	2 years provided audited (amends 00-7)	Paper/Electronic	
04-08	<u>Minutes</u> of NTPRD Board and Advisory Committees (amends 00-8 and 00-9)	Permanent	Paper/Binders	
04-09	<u>Maps and Plans of NTPRD Property</u>	20 years or until obsolete (amends 00-10)	Paper	
04-10	<u>Monthly Revenue Reports</u>	3 years provided audited	Paper/Electronic	
04-11	<u>Receipts/Receipt Books</u>	3 years provided audited	Paper	
04-12	<u>Reference Materials</u> (catalogs, reference materials)	Superseded	Paper	
04-13	<u>Registration/Release Forms for Recreation Programs</u> (soccer, baseball, basketball, etc.)	2 years provided audited (amends 00-14)	Paper	
04-14	<u>Yearly Schedules</u> (team rosters and scoresheets)	2 years (amends 00-15)	Paper	
04-15	<u>Purchase Orders/Requisitions</u>	2 years provided audited (amends 00-16)	Paper	