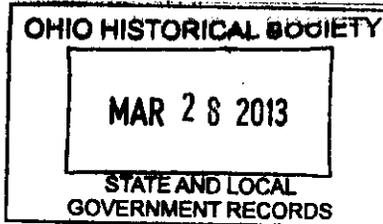




**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



Parks & Recreation  
 City of Bowling Green

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

City of Bowling Green Department of Parks and Recreation  
 (local government entity) (unit)  
 Michelle T. Grigore Michelle T. Grigore Director May 1, 2012  
 (signature of responsible official) (name) (title) (date)

### Section B: Records Commission

Bowling Green Records Commission 419-354-6200  
 (telephone number)  
 Records Commission  
 304 North Church Street Bowling Green 43402 Wood  
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: Bford@bqohio.org  
~~mgrigore@logohio.org~~

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.

Barbara Adora 3-21-13  
 Records Commission Chair Signature Date

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

Elizabeth Lombardo Gov't Records Archivist - LGRP 4/5/13  
 Signature Title Date

### Section D: Auditor of State

Martin E. Mub 4-15-13  
 Signature Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**



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Page \_\_\_\_ of \_\_\_\_

**Section A: Local Government Unit**

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

**Section B: Records Commission**

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

**Section C: Ohio Historical Society – State Archives**

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

**Section D: Auditor of State**

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

**Section E: Records Retention Schedule**

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

**GENERAL INSTRUCTIONS:**

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR

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

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Section E: Records Retention Schedule

City of Bowling Green Department of Parks and Recreation  
 (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
12-1	Accident Reports (retained/used as general office information)	2 years, no claims	Paper, electronic		<input type="checkbox"/>
12-2	Activity and Rental Reports and Registration/Rental Paperwork	2 years	Paper, electronic		<input type="checkbox"/>
12-3	Americans With Disability Act Facility Surveys, Lists of Current Barriers and Barrier Removal Plan	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-4	Aquatic Pass Applications & Reports	2 years	Paper, electronic		<input type="checkbox"/>
12-5	Aquatic Daily Admission Reports, Counts	2 years	Paper, electronic		<input type="checkbox"/>
12-6	BG Parks and Recreation Board Meeting Minutes (official business of the Parks and Recreation Board)	Paper-permanent, electronic- until printed	Paper, electronic		<input checked="" type="checkbox"/>
12-7	Budget, Budget Performance Reports, Budget Tracking Worksheets, Income/Expense Reports (used to balance budget during current year and track past financial performance)	Until no longer administratively necessary	Paper, electronic		<input type="checkbox"/>
12-8	Calendars/ Business Planners (used to organize staff time for department operations)	6 months as long as no further operational importance	Paper, electronic		<input type="checkbox"/>
12-9	Community Center Pass Applications & Reports (retained/used as general office documentation)	2 years	Paper, electronic		<input type="checkbox"/>
12-10	Community Center Sign-in Sheets (retained/used as general office documentation)	2 years	Paper, electronic		<input type="checkbox"/>
12-11	Community Center Daily Pass Sheets (retained/used as general office documentation)	2 years	Paper, electronic		<input type="checkbox"/>
12-12	Community Surveys (determines courses of action, quality of service and for planning related to department operations)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule**

City of Bowling Green      Department of Parks and Recreation  
 (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
12-13	Concession Reports (retained/used as general sales documentation and for financial audit)	Until of no administrative value	Paper, electronic		
12-14	Contracts and Agreements (as needed to document binding and non-binding services and agreements related to general office documentation)	15 years after expiration of contract	Paper, electronic		<input type="checkbox"/>
12-15	*Correspondence: mail, responses, Facebook and other web/electronic media postings (retained/used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-16	Correspondence: unsolicited mail, junk mail, junk faxes, unsolicited mail, web/electronic media postings not applicable to office documentation	Immediately	Paper, electronic		<input type="checkbox"/>
12-17	Correspondence: transient junk mail, junk faxes that might be of some use for general office documentation (retained/used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-18	Customer comments, evaluations, surveys (to determine quality of service, satisfaction and areas of improvement for department operations)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-19	Deeds (to document park property boundaries and legal descriptions)	Permanent record	Paper, electronic		<input checked="" type="checkbox"/>
12-20	Equipment replacement reports and equipment inventory (retained/used as general office documentation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
12-21	Equipment manuals, instructions and warranties (retained/used as general office documentation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
12-22	Fee Waivers, Discounts and Sponsored Program Forms (retained/used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-23	Forms, Blank (retained/used as general office documentation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule**

City of Bowling Green Department of Parks and Recreation  
 (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
13-24	Invoices, purchase orders (retained/used as general office documentation, duplicate information in finance dept.)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
13-25	Maintenance Requests, Reports, Check-lists (retained/used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
13-26	Major Maintenance and Capital Improvements List (retained/used as general planning documentation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
13-27	Manuals and handbooks relating to employees and volunteers (retained/used as general office documentation for orientation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
13-28	Marketing Materials, Advertisements, Marketing Plan (retained/used as general office documentation)	Until of no administrative value or superceded	Paper, electronic		<input type="checkbox"/>
13-29	Master Plan for the Department, Reports on Progress (retained/used as general planning documentation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
13-30	Monthly Reports for the Department (retained/used as general office documentation)	Until end of calendar year	Paper, electronic		<input type="checkbox"/>
13-31	Monthly Board Packets for Parks and Recreation Board (retained/used as meeting materials prior to minutes being generated)	Until end of calendar year	Paper, electronic		<input type="checkbox"/>
13-32	Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) (retained and used for Haz Comm program, orientation and training)	Paper permanent; electronic until printed	Paper, electronic		<input type="checkbox"/>
13-33	Permits: Parade, Vending, Event, Metal-detecting, Special Use (retained/used for general office documentation)	Until obsolete	Paper, electronic		<input type="checkbox"/>
13-34	Pesticide Application Records (retained/used as documentation of chemical application for staff and Ohio Dept. of Agriculture)	As required by law	Paper, electronic		<input type="checkbox"/>
13-35	Photographs and other Digital Images of Departmental Activities, Facilities and Users (retained/used as general office documentation)	Until obsolete or of no administrative value	Electronic		<input checked="" type="checkbox"/>



**Section E: Records Retention Schedule**

City of Bowling Green (local government entity) Department of Parks and Recreation (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
13-36	Playground Inspections Records (retained/used as documentation for staff and liability concerns)	3 years	Paper, electronic		<input type="checkbox"/>
13-37	Policies and Standard Operating Procedures for the Department (retained/used for general office documentation)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
13-38	Pool Water Quality Reports (retained/used as documentation for Health Dept and for general office documentation)	2 years	Paper, electronic		<input type="checkbox"/>
13-39	Program Planning Documentation, Post-event Evaluations and Reports (retained/used as general office documentation and program planning)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
13-40	Program Curriculum, Hand-outs and Handbooks (retained/used as general program planning and execution material)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
13-41	Program Guides, Flyers, Brochures (retained/used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
13-42	Records Retention Schedule for the Department (retained/used for managing office records)	Permanent record	Paper, electronic		<input type="checkbox"/>
13-43	Reference/ Library Materials (retained/used as general office documentation)	Until of no administrative value or superceded	Paper, electronic		<input type="checkbox"/>
13-44	Rules and Ordinances (that govern department operations)	Until obsolete or superceded	Paper, electronic		<input type="checkbox"/>
13-45	Safety Training Records, Emergency Action Plans, Job Hazard Analysis, Safety-related Educational Materials	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
13-46	Scrapbooks Documenting Department History in the Print Media	Permanent Record	Paper, electronic		<input checked="" type="checkbox"/>
13-47	Seasonal and Temporary Staff Paperwork, Personnel Records, Background Checks, Driving Record Checks (duplicates of info kept by Personnel and temp agency)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>



(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
12-48	Simpson Garden Park Garden Plans, Plant Lists, Label Lists, Diagrams, Maps and Photos (retained/used for general garden documentation)	Until of no administrative value	Paper, electronic		<input checked="" type="checkbox"/>
12-49	Skatepark Inspection Records (retained/used as documentation for staff and liability concerns)	2 years	Paper, electronic		<input type="checkbox"/>
12-50	Soccer Goal and Field Inspection Records (retained/used as documentation for staff and liability concerns)	2 years	Paper, electronic		<input type="checkbox"/>
12-51	Sponsor agreements, sponsor letters and documentation (retained/used for general office documentation and for accounts receivable invoices)	2 years	Paper, electronic		<input type="checkbox"/>
12-52	Staff Meeting Minutes (retained/used for general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-53	Staff Training and Orientation Materials, Staff Work Plans and Performance Appraisals (retained/used as general office documentation-duplicates of information in Personnel Dept.)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-54	Team Rosters, Scores, general documentation for season (retained/used for general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-55	Thank you notes (retained/used to inform Park Board and staff)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-56	Voice Mail Messages/Telephone Log (to document phone messages received and response time, used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-57	Volunteers, Practicums, Intern Documentation, Application and Information forms, communication pieces, record of volunteer hours (retained/used as general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>
12-58	Waiver/Liability Release Forms (retained/used as documentation for staff and liability purposes)	1 year	Paper, electronic		<input type="checkbox"/>
12-59	Yearly Goals and Activities, Year End Reports for Department (duplicated in other departments, retained/used for general office documentation)	Until of no administrative value	Paper, electronic		<input type="checkbox"/>

\*only plans, maps, & photos



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Page 2 of 8

Parks & Recreation  
City of Bowling Green

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email 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. *(Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)*