

PARK DISTRICT - Shelby County

04-PAR-01	ACTIVITIES AND EVENTS	Three years
04-PAR-02	BOARD FILES	Permanent
04-PAR-03	CONSTRUCTION FILES	Fifteen years after construction is completed
04-PAR-04	ENGINEERING PLANS	Permanent
04-PAR-05	MAINTENANCE FILES	Five years after end of fiscal year
04-PAR-06	MINUTES	Permanent
04-PAR-07	PERMITS	Three years, provided audited
04-PAR-08	PHOTOGRAPHS	Permanent
04-PAR-09	PROJECT FILES	Permanent
04-PAR-10	PROPERTY FILES	Permanent
04-PAR-11	RANGER REPORTS	Two years
04-PAR-12	RECREATION PROGRAM FILES	Three years after program stops
04-PAR-13	SCRAPBOOK	Permanent
04-PAR-14	SEASONAL EMPLOYEE PERSONNEL FILES	Seven years after inactive
04-PAR-15	SUBJECT FILES	Five years
04-PAR-16	VENDOR CONTRACTS	Three years, provided audited

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.