



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

APRIL 22 2024

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

City of Bexley (Local Government Entity)	Recreation & Parks (Unit)		
	Natalie Mullin	Deputy Director	3.28.24
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

City of Bexley	Records Commission	614-559-4200	
		(Telephone Number)	
2242 E. Main Street	Bexley	43209	Franklin
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:

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.

	3/28/24
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

	Government Records Archivist	5/1/2024
Signature	Title	Date

### Section D: Auditor of State

	Records Manager	
Signature	Title	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

## CITY OF BEXLEY RECORDS RETENTION SCHEDULE

## RECREATION &amp; PARKS

RECREATION & PARKS Schedule Number	Record Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
REC 24-001	Child Care Employee Medical Forms	American Camping Association (ACA): BACpack, Preschool, Summer Camp	30 years	Paper and/or Digital	
REC 24-002	Child Care Fire Inspections	ODJFS: BACpack, Preschool, Summer Camp	1 year	Paper and/or Digital	
REC 24-003	Child Care Emergency Drills Records	ODJFS: BACpack, Preschool, Summer Camp	1 year	Paper and/or Digital	
REC 24-004	Child Care Licenses	ODJFS: BACpack, Preschool, Summer Camp	Until no longer of admin value.	Paper and/or Digital	
REC 24-005	Child Care Program Files	General program information	3 years	Paper and/or Digital	
REC 24-006	Child Care Sign-In/Out Sheets	ODJFS: BACpack, Preschool, Summer Camp	1 year	Paper and/or Digital	
REC 24-007	Child Care Teacher Contracts	Ohio History Connection: Preschool Only	4 years after termination	Paper and/or Digital	
REC 24-008	Membership Forms	Pool and senior memberships	6 years	Paper and/or Digital	
REC 24-009	Participant Injury/Incident Reports (Rec programs)	General programs	5 years	Paper and/or Digital	
REC 24-010	Participation Injury/Incident Reports (Child care programs)	American Camping Association (ACA): Juveniles	Until participant reaches 20 years of age	Paper and/or Digital	
REC 24-011	Participation Registration Records	American Camping Association (ACA) and previous schedule reference: Juveniles	Until participant reaches 20 years of age	Paper and/or Digital	
REC 24-012	Participation Registration Records	Adults	4 years and no longer of admin. Value	Paper and/or Digital	
REC 24-013	Recreation Attendance Logs	Provided no pending issues	3 Years	Paper and/or Digital	
REC 24-014	Recreation Program Files	General program information	3 years	Paper and/or Digital	
REC 24-015	Recreation Program Information (Brochures) and Photos	Appraise for historic value	Appraise	Paper and/or Digital	
REC 24-016	Reservations	Shelter House/Jeffrey Mansion/Fields/Courts	1 year	Paper and/or Digital	
REC 24-017	Swimming Pool - Training	Life Saving, First Aid, Endurance - All training and practice logs	4 years	Paper and/or Digital	
REC 24-018	Swimming Pool - Facility & Health Inspection Records	FCPH	6 years	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

RECREATION & PARKS

REC 24-019	Swimming Pool Operations	Chemistry records, chemistry inventory, general records, maintenance records	4 years	Paper and/or Digital	
REC 24-020	Team Rosters/Score Cards/Books	Sports Leagues	1 year	Paper and/or Digital	