

**Anderson Park District**  
**Public Records Retention Policy**

Approved by the Board of Park Commissioners September 9, 2010  
(updated 3/7/2018 "Ohio Historical Connection")

The Anderson Park District Records Commission shall be composed of a member of the Board of Park Commissioners, the Executive Director, the Board Clerk, the Financial Officer, and the Office Manager. The commission shall meet at least once every twelve months, and upon call of the chairperson.

The function of the commission shall be to review applications for one-time disposal and schedules of records retentions and disposition submitted by park district offices. Records may be disposed of by the commission pursuant to the procedures and guidelines issued by the local government records program of the Ohio Historical Connection. The commission shall use the suggested records retention periods of the Ohio Township Records Manual for guidance in determining retention periods. The commission may at any time review any schedule it has previously approved, and for good cause shown, may revise that schedule. The commission shall maintain the records retention schedule and shall oversee the maintenance and disposal of records of the park district in compliance with that schedule.

When park district records have been approved for disposal, a list of such records shall be sent to the auditor of state. If the auditor of state disapproves the action by the commission, in whole or in part, the auditor of state shall so inform the commission within a period of sixty days, and these records shall not be destroyed. Before public records are disposed of, the Ohio Historical Connection shall be informed and given the opportunity for a period of sixty days to select for its custody such public records it considers to be of continuing historical value.