



November 19, 2014

Dear Local Government Records Commission:

Enclosed is a copy of the Application for One-Time Disposal (RC-1) and/or the Schedule of Records Retention and Disposition (RC-2).

Please be aware that the Ohio General Assembly changed some of the records management procedures as part of House Bill 153 (the FY2012-2013 state budget). These changes, which took effect on September 29, 2011, include:

- Application for One-Time Disposal (RC-1): Records listed on RC-1 forms will not need to be listed on separate Certificates of Records Disposal (RC-3) forms. Instead these records may be disposed upon receipt of the RC-1 form signed by the State Archives and the State Auditor's Office.
- Schedule of Records Retention and Disposition (RC-2): Records listed on RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Please note that these changes took effect on September 29, 2011 and are therefore only for RC-1 and RC-2 forms approved by records commissions after September 29, 2011. Records that will be disposed according to RC-1 or RC-2 forms approved by records commissions before September 29, 2011 should continue to submit the Certificates of Records Disposal (RC-3 form) to the State Archives.

The State Archives has the following recommendations for local governments as the new procedures are implemented:

- Including a description of the record series on the RC-2 form will assist the State Archives with determining the potential historical value of the records and the need to submit an RC-3 for the records. The description should not only include what type of information is included in the records but also how the records are used by the office.



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

OHIO HISTORY CONNECTION

For State Archives - LGRP Use Only
 Date Reviewed: _____
 Form Scanned: _____

OCT 10 2014


STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1 11-18-14

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

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)

Adams – Clermont Solid Waste District 5013
 (Local government entity) (Unit)

 Paul Braasch Director 9/22/14
 (Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

Adams – Clermont Solid Waste District Records Commission (513) 732-7894
 (Records Commission) (Telephone number)


4400 Haskell Lane Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

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

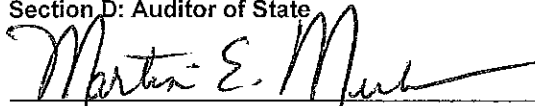
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 22 SEP 2014
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Government Records Archivist 10/15/2014
 Signature Title Date

Section D: Auditor of State

 11-3-14
 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

Schedule of Records Retention and Disposition Continuation Sheet

Section E: Records Retention Schedule

Adams – Clermont Solid Waste

5013

(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
5013-1	AGREEMENTS/CONTRACTS	8 years after completion of contract	Paper		<input type="checkbox"/>
5013-2	ANNUAL BUDGETS	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
5013-2A	ANNUAL BUDGETS	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
5013-2B	ANNUAL BUDGETS	Permanent	Microfilm		<input checked="" type="checkbox"/>
5013-3	ANNUAL REPORTS	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
5013-3A	ANNUAL REPORTS	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
5013-3B	ANNUAL REPORTS	Permanent	Microfilm		<input checked="" type="checkbox"/>
5013-4	BIDS - SUCCESSFUL	8 years after completion of contract	Paper		<input type="checkbox"/>
5013-5	BIDS - UNSUCCESSFUL (Contains Water Pollution Complaints with name and address of complainant, location of complaint, and narrative complaint as well as investigator's reports and related correspondence)	3 years after letting of contract, provided audited	Paper	<p>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.</p>	<input type="checkbox"/>
5013-6	CASH JOURNALS (Ledgers showing details of receipts and disbursements of internal funds)	3 years, provided audited	Paper		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Adams – Clermont Solid Waste

5013

(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
5013-7	CORRESPONDENCE (With various outside individuals and regulatory agencies)	1 Year (Annual review/discretion of office supervision)	Paper		<input type="checkbox"/>
5013-8	DESIGNATION/WAIVER AGREEMENTS (Regulatory)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
5013-8A	DESIGNATION/WAIVER AGREEMENTS (Regulatory)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
5013-8B	DESIGNATION/WAIVER AGREEMENTS (Regulatory)	Permanent	Microfilm		<input type="checkbox"/>
5013-9	EQUIPMENT INVENTORIES (Listing by item, quantity, and value of all equipment.)	3 Years or Revised	Paper		<input type="checkbox"/>
5013-10	GRANT RECORDS (Individual Grant Records, fiscal reports, etc.)	3 Years after final report	Paper		<input type="checkbox"/>
5013-11	MINUTES/SOLID WASTE BOARD OF DIRECTORS (Shows members present, absent, bills approved for payment, contracts approved, personnel appointments and terminations, salary changes, complaints received and investigated. Adoption of Departmental rules and Regulations and budgetary resolutions)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
5013-11A	MINUTES/SOLID WASTE BOARD OF DIRECTORS (Shows members present, absent, bills approved for payment, contracts approved, personnel appointments and terminations, salary changes, complaints received and investigated. Adoption of Departmental rules and Regulations and budgetary resolutions)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Adams – Clermont Solid Waste
(Local government entity)

5013
(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
5013-11B	MINUTES/SOLID WASTE BOARD OF DIRECTORS (Shows members present, absent, bills approved for payment, contracts approved, personnel appointments and terminations, salary changes, complaints received and investigated. Adoption of Departmental rules and Regulations and budgetary resolutions)	Permanent	Microfilm		✓
5013-12	ONGOING PROJECT FILES	5 years after completion	Paper		<input type="checkbox"/>
5013-13	RECORDS OF RECEIPTS AND EXPENDITURES	3 years, provided audited	Paper	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.	<input type="checkbox"/>
5013-14	REGULATORY AGENCY FILES (Reports and correspondence with Regulatory Agencies for all Solid Waste Activities)	3 Years	Paper		<input type="checkbox"/>
5013-15	SOLID WASTE DISTRICT FORMATION DOCUMENTS	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
5013-15A	SOLID WASTE DISTRICT FORMATION DOCUMENTS	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
5013-15B	SOLID WASTE DISTRICT FORMATION DOCUMENTS	Permanent	Microfilm		✓
5013-16	SOLID WASTE PLAN	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
5013-16A	SOLID WASTE PLAN	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value	Electronic or All Other Media		<input type="checkbox"/>


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5013

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5013-16B	SOLID WASTE PLAN	Permanent	Microfilm	
5013-17	VIOLATIONS (Notice of - and follow up action)	5 Years	Paper	