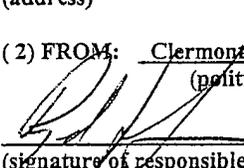


**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: Clermont County Records Commission Telephone Number (513) 732-7300

101 East Main Street Batavia 45103 Clermont  
 (address) (city) (zip code) (county)

(2) FROM: Clermont County Building Inspection Department 4012  
 (political subdivision name) (unit)

 Raymond Sebastian, CBO Building Director 5/06/04  
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 6-17-04 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Mary E. Walker 6-17-04  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Pamela J. Swift 6-24-04  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mueh 7-15-04  
 For the Ohio Auditor of State Date

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
98-01	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
98-01A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-01B	Annual Reports	Permanent	Microfilm	
98-02	Audit Reports - Federal, State or Internal	5 years	Paper	
98-03	Bids (Successful)	Copies of bids 3 fiscal years after expiration of contract; original to be filed with contract; 15 years after expiration.	Paper	JUN 24 2004
98-04	Bids (Unsuccessful) (Original maintained by the Board of County Commissioners)	3 years after issuance of the contract and after 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 ORC.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

FROM: Clermont County Building Inspection Department  
(political subdivision name)

4012  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
98-05	Bills - Computer print out prepared by Auditor - approved by Board in session.	Until 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.
98-06	Blank Forms	Obsolete or unneeded - 30 days after obsolescence	Paper	
98-07	Board of Memberships (Memberships to be renewed as required)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
98-07A	Board of Memberships (Memberships to be renewed as required)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-07B	Board of Memberships (Memberships to be renewed as required)	Permanent	Paper	
98-08	Budget - Annual Appropriations (Original document maintained by OMB)	5 years	Paper	
98-09	Building Code Books	Until updated or replaced; (1) copy to remain permanent for referral purposes	Paper	
98-10	Building Permit Master File Arranged alphabetically by address Contains an application with names, addresses, telephone numbers of property owner, builder/contractor, and architect; indicates if application is for construction, alteration, or addition; gives location; description; and type of construction; type of heating, water supply; and sewage disposal; living area; estimated cost; and date approved. File includes permit which shows permit #, name and address of owner, location of property, proposed construction, moving permit or wrecking permit, and date issued. Includes copy of zoning permit, (1) copy of the site plan, inspection sheets, and any other correspondence pertaining to the job including (any) adjudication orders.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

FROM: Clermont County Building Inspection  
(political subdivision name)

4012  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
98-10A	Building Permit Master File Arranged alphabetically by address. Contains an application with names, addresses, telephone numbers of property owner, builder/contractor, and architect; indicates if application is for construction, alteration, or addition; gives location; description; and type of construction; type of heating, water supply; and sewage disposal; living area; estimated cost; and date approved. File includes permit which shows permit #, name and address of owner, location of property, proposed construction, moving permit or wrecking permit, and date issued. Includes copy of zoning permit, (1) copy of the site plan, inspection sheets, and any other correspondence pertaining to the job including (any) adjudication orders.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-10B	Building Permit Master File Arranged alphabetically by address Contains an application with names, addresses, telephone numbers of property owner, builder/contractor, and architect; indicates if application is for construction, alteration, or addition; gives location; description; and type of construction; type of heating, water supply; and sewage disposal; living area; estimated cost; and date approved. File includes permit which shows permit #, name and address of owner, location of property, proposed construction, moving permit or wrecking permit, and date issued. Includes copy of zoning permit, (1) copy of the site plan, inspection sheets, and any other correspondence pertaining to the job including (any) adjudication orders.	Permanent	Microfilm	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County Building Inspection Department  
(political subdivision name)

4012  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
98-11	Building Plans and Specifications - Residential/Commercial Arranged numerically by plan. Contains site plan and blueprints for structures for which a building permit has been issued, including data on plotting and electrical, heating, and plumbing systems. Site plan to be removed from set and added to the Building Permit Master File (#98-10)	Until structure is completed and has passed final inspection	Paper	
98-12	Calendar/Schedules	Destroy when no longer of administrative value	Paper	
98-13	Calendar/Schedules	Destroy when no longer of administrative value	Electronic	
98-14	Catalogs/Manuals/Publications	Destroy upon review	Paper	
98-15	Certified Mail Log	3 years or until audited	Electronic	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.
98-16	Claims & Litigations (Original to Prosecuting Attorney)	Copy - until issue is settled or dismissed.	Paper	
98-17	Complaints and Responses	1 year following resolution.	Paper	
98-18	Contracts and Professional Agreements	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
98-18A	Contracts and Professional Agreements	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-18B	Contracts and Professional Agreements	15 years after expiration	Microfilm	
98-19	Correspondence - Incoming & Outgoing	1 year following end of fiscal year	Paper	
98-20	Departmental Monthly Reports	1 year or upon completion of Annual Report	Paper	
98-20A	Departmental Monthly Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
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FROM: Clermont County Building Inspection Department  
(political subdivision name)

4012  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
98-21	Departmental Weekly Reports	1 year or upon completion of Annual Report	Paper	
98-21A	Departmental Weekly Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-22	Electronic Mail Messages	Destroy daily upon review	Electronic	
98-23	Flood Plan Development Permits All required FEMA information, applications, (1) set of plans and engineering data	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper	
98-23A	Flood Plan Development Permits All required FEMA information, applications, (1) set of plans and engineering data	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-23B	Flood Plan Development Permits All required FEMA information, applications, (1) set of plans and engineering data	Permanent	Microfilm	
98-24	Grant Applications (Unsuccessful)	1 year after funding denial	Paper	
98-25	Grant Applications/Agreements	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper	
98-25A	Grant Applications/Agreements	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-25B	Grant Applications/ Agreements	Permanent	Microfilm	
98-26	Grant Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper	
98-26A	Grant Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic of All Other Media	
98-26B	Grant Records	Permanent	Microfilm	

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FROM: Clermont County Building Inspection Department  
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(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
98-27	Inspector Route Sheets	1 year	Paper	
98-28	Inventory - Annual of County Property	3 years after audited	Paper	<b>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.</b>
98-29	Leave Requests (Sick & Vacation)	4 years after audited	Paper	
98-30	Minutes of Boards/Agendas/Meeting Notes (Airport, Flood, Residential & WMSC)	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper	
98-30A	Minutes of Boards/Agendas/Meeting Notes (Airport, Flood, Residential & WMSC)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic of All Other Media	
98-30B	Minutes of Boards/Agendas/Meeting Notes (Airport, Flood, Residential & WMSC)	Permanent	Microfilm	
98-31	Opinions - Prosecutor	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper	
98-31A	Opinions - Prosecutor	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic of All Other Media	
98-31B	Opinions - Prosecutor	Permanent	Microfilm	
98-32	Pay-in Receipts from Treasurer	Until audited	Paper	
98-33	Receipt Books	Until audited	Paper	
98-34	Regulations (Airport, Flood & WMSC)	Until superseded; retain (1) copy permanently for referral	Paper	
98-35	State Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
98-35A	State Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic of All Other Media	
98-35B	State Reports	Permanent	Microfilm	

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(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
98-36	Telephone Message Duplicates	3 months	Paper	
98-37	Time Cards/Time Sheets	3 fiscal years provided audited by the Auditor of the State	Paper	<b>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.</b>
04-38	Ohio EPA Permit and any other correspondence pertaining to the permit.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
04-38A	Ohio EPA Permit and any other correspondence pertaining to the permit.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
04-38B	Ohio EPA Permit and any other correspondence pertaining to the permit.	Permanent	Microfilm	