



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

For State Archives - LGRP Use Only

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OHIO HISTORICAL SOCIETY

MAY 22 2013

STATE AND LOCAL

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

6-12-13

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Water Resources Department - Administrative
 (Local government entity)

8521, 8523, 8530, 8550
 (Unit)

Kyle B. Bloom
 (Signature of responsible official)

Lyle Bloom
 (Name)

Director of Utilities
 (Title)

5/7/13
 (Date)

Section B: Records Commission

Clermont County Records Commission
 Records Commission

(513) 735-8660
 (Telephone number)

289 East Main Street
 (Address)

Batavia
 (City)

45103
 (Zip code)

Clermont
 (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.

Edwin A. Humphrey
 Records Commission Chair Signature

5/14/13
 Date

Section C: Ohio Historical Society - State Archives

[Signature]
 Signature

Electronic Records Assistant
 Title

05/30/2013
 Date

Section D: Auditor of State

Martin S. Math
 Signature

6-7-13
 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

Clermont County Water & Sewer District – Administrative 8521, 8523, 8530, 8550
(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
8523-01	Bids (Unsuccessful)	Retain 3 Fiscal Years After Letting of Contract, Provided Audited	Paper/Electronic		<input type="checkbox"/>
8523-02	Complaints	Retain 2 Years After End of Fiscal Year Then Destroy, Provided Settled	Paper/Electronic		<input type="checkbox"/>
8523-03	Correspondence	Annual Review, Discretion of Office Supervisor	Paper/Electronic		<input type="checkbox"/>
8523-04	Job Descriptions	Retain Until Superseded	Paper/Electronic		<input type="checkbox"/>
8523-05	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	Retain 4 Fiscal Years, Provided Audited Original Maintained at Auditor's Office	Paper/Electronic		<input type="checkbox"/>
8523-06	Treatment Plant Permits	Retain Until Superseded	Paper/Electronic		<input type="checkbox"/>
8523-07	Certifications Record	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8523-07A	Certifications Record	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"/>
8523-07B	Certifications Record	Permanent	Microfilm		<input checked="" type="checkbox"/>
8523-08	Modified 122 (Computer Printouts)	Retain 1 Year After Audit	Paper/Electronic		<input type="checkbox"/>
8523-09	Inventory	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-10	Policies & Programs (Master Plan)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8523-10A	Policies & Programs (Master Plan)	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"/>
8523-10B	Policies & Programs (Master Plan)	Permanent	Microfilm		<input checked="" type="checkbox"/>

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.

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Water & Sewer District – Administrative 8521, 8523, 8530, 8550
(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
8523-11	Lift Station Records	Five Years	Paper/Electronic		<input type="checkbox"/>
8523-12	Regulatory Agency Files	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-13	Safety & Loss Prevention Reports	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-14	Safety Committee Records	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-15	Safety Training Records	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-16	Sewer & Water Improvement Plans	Maintain paper until microfilmed and quality control checked, prior to paper destruction. Retain Data, Surveys, Blueprints, Reports, and Tracings	Paper/Electronic		<input type="checkbox"/>
8523-16A	Sewer & Water Improvement Plans	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format. Retain Data, Surveys, Blueprints, Reports, and Tracings	Electronic or All Other Media		<input type="checkbox"/>
8523-16B	Sewer & Water Improvement Plans	Permanent	Microfilm		<input checked="" type="checkbox"/>
8523-17	Sewer & Water Improvement Plans	Retain Petitions, Resolutions, Cost Estimates Until Construction is Complete	Paper		<input type="checkbox"/>
8523-18	Daily Monthly Logs Violations/Correction Orders	Five Years	Paper/Electronic		<input type="checkbox"/>
8523-19	Water Usage Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper		<input type="checkbox"/>
8523-19A	Water Usage 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"/>
8523-19B	Water Usage Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>

