



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43217-2497

OHIO HISTORICAL SOCIETY
 MAY 22 2013
 STATE AND LOCAL
 GOVERNMENT RECORDS

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

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 – Engineering Division 8521
 (Local government entity) (Unit)

Lyle M. Bloom Lyle Bloom Director of Utilities 5/6/13
 (Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

Clermont County Records Commission (513) 735-8660
 Records Commission (Telephone number)

289 East Main Street 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.

Edwin A. Humphrey 5/14/13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] Electronic Records Assistant 05/30/2013
 Signature Title Date

Section D: Auditor of State

Martin E. Murb 6-7-13
 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

Clermont County Sewer District – Engineering Division 8521

(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
8521-1	Water contracts for all water connections	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8521-1A	Water contracts for all water connections	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"/>
8521-1B	Water contracts for all water connections	Permanent	Microfilm		<input type="checkbox"/>
8521-2	Sewer contracts for all sewer connections	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8521-2A	Sewer contracts for all sewer connections	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"/>
8521-2B	Sewer contracts for all sewer connections	Permanent	Microfilm		<input type="checkbox"/>
8521-3	Water/sewer main installations, local approvals easements, record plats, acceptance & releases of maintenance bonds & correspondence in individual files recorded by project name	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8521-3A	Water/sewer main installations, local approvals easements, record plats, acceptance & releases of maintenance bonds & correspondence in individual files recorded by project name	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"/>
8521-3B	Water/sewer main installations, local approvals easements, record plats, acceptance & releases of maintenance bonds & correspondence in individual files recorded by project name	Permanent	Microfilmed		<input checked="" type="checkbox"/>
8521-4	Commercial water/sewer connections, local & state approvals, easements, record plats, bonds & correspondence in individual files recorded by project name	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Sewer District – Engineering Division **8521**
(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
8521-4A	Commercial water/sewer connections, local & state approvals, easements, record plats, bonds & correspondence in individual files recorded by project name	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"/>
8521-4B	Commercial water/sewer connections, local & state approvals, easements, record plats, bonds & correspondence in individual files recorded by project name	Permanent	Microfilm		<input checked="" type="checkbox"/>
8521-5	Construction as-builts of water/sewer main installations listed by project; includes county projects as assigned	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8521-5A	Construction as-builts of water/sewer main installations listed by project; includes county projects as assigned	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"/>
8521-5B	Construction as - builts of water/sewer main installations listed by project; includes county projects as assigned	Permanent	Microfilm		<input checked="" type="checkbox"/>
8521-6	Water/sewer construction projects; bids, correspondence, easements, final assessments, contract and change orders, pay estimates, grant loan agreements, retainage accounts listed by project	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8521-6A	Water/sewer construction projects; bids, correspondence, easements, final assessments, contract and change orders, pay estimates, grant loan agreements, retainage accounts listed by project	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"/>
8521-6B	Water/sewer construction projects; bids, correspondence, easements, final assessments, contract and change orders, pay estimates, grant loan agreements, retainage accounts listed by project	Permanent	Microfilm		<input checked="" type="checkbox"/>