



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

JUN 29 2015

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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.)

Clermont Transportation Connection  
 (Local government entity)

7016  
 (Unit)

7/23/15

*Lisa Gatwood*  
 (Signature of responsible official)

Lisa Gatwood  
 (Name)

Director  
 (Title)

5-4-15  
 (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:

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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.

*Elleen Humphrey*  
 Records Commission Chair Signature

6/23/15  
 Date

### Section C: Ohio History Connection - State Archives

*K. Latt*  
 Signature

Government Records Archivist  
 Title

7/2/2015  
 Date

### Section D: Auditor of State

*Martin E. McB...*  
 Signature

7-13-15  
 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 Transportation Connection

7016

(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
7016-01	<b>Annual Inventories</b> – <i>Departmental inventory of all the materials, machinery, tools and other county supplies under the jurisdiction of each county office or agency</i>	4 years	Paper/Electronic		<input type="checkbox"/>
7016-02	<b>Contracts</b> – <i>Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	8 years after completion	Paper/Electronic		<input type="checkbox"/>
7016-03	<b>Correspondence</b> – <i>Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.</i>	Until no longer of administrative value to CTC	Paper/Electronic		<input type="checkbox"/>
7016-11	<b>Daily Trip Sheets</b> – <i>Documents that document CTC Daily Trips</i>	4 years	Paper/Electronic		<input type="checkbox"/>
7016-12	<b>Grants - Elderly &amp; Disabled</b>	Permanent or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-12A	<b>Grants - Elderly &amp; Disabled</b>	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"/>
7016-12B	<b>Grants - Elderly &amp; Disabled</b>	Permanent	Microfilm		<input type="checkbox"/>
7016-13	<b>Grants - Federal Operating</b>	Permanent or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-13A	<b>Grants - Federal Operating</b>	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"/>
7016-13B	<b>Grants - Federal Operating</b>	Permanent	Microfilm		<input checked="" type="checkbox"/>
7016-14	<b>Grants - State Operating</b>	Permanent or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-14A	<b>Grants - State Operating</b>	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

**Clermont Transportation Connection**

**7016**

(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
7016-14B	Grants - State Operating	Permanent	Microfilm		<input checked="" type="checkbox"/>
7016-15	Grants - Fed/State Capital	Permanent or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-15A	Grants - Fed/State Capital	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"/>
7016-15B	Grants - Fed/State Capital	Permanent	Microfilm		<input checked="" type="checkbox"/>
7016-24	Pay Ins – Transactions documenting the receipt and deposit of monies received within county offices or agencies	4 years	Paper/Electronic		<input type="checkbox"/>
7016-25	Payroll Records – Records pertaining to employee wages and compensation	3 years after audit	Paper/Electronic		<input type="checkbox"/>
7016-28	Management & Operations Reports – Reports generated for operational analysis purposes	5 years	Paper/Electronic		<input type="checkbox"/>
7016-29	Annual Fiscal Reports – Reports containing substantive fiscal information	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-29A	Annual Fiscal Reports – Reports containing substantive fiscal information	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"/>
7016-29B	Annual Fiscal Reports – Reports containing substantive fiscal information	Permanent	Microfilm		<input checked="" type="checkbox"/>
7016-30	Statistical Reports System – Reports that identify operational statistics submitted in Federal System	Permanent or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-30A	Statistical Reports – Reports that identify operational statistics submitted in Federal System	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"/>
7016-30B	Statistical Reports – Reports that identify operational statistics submitted in Federal System	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 Transportation Connection

7016

(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
7016-32	Triennial Federal Audit - A <i>Required Federal Audit for Transit Authorities</i>	Permanent or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7016-32A	Triennial Federal Audit - A <i>Required Federal Audit for Transit Authorities</i>	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"/>
7016-32B	Triennial Federal Audit - A <i>Required Federal Audit for Transit Authorities</i>	Permanent	Microfilm		<input type="checkbox"/>
7016-33	<b>Expense Records</b> – <i>Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records</i>	4 years	Paper/Electronic		<input type="checkbox"/>
7016-35	<b>Fuel Consumption Usage</b> - <i>Records Documenting fuel consumed for transit services</i>	4 years	Paper/Electronic		<input type="checkbox"/>
7016-38	<b>Accident Reports</b> - <i>Reports of personal or property damage involving a county vehicle</i>	6 years	Paper/Electronic		<input type="checkbox"/>
7016-39	<b>Personnel Files</b> – <i>Employment applications, records of discipline, records of commendation and other pertinent employment records</i>	60 years after termination	Paper/Electronic		<input type="checkbox"/>