



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: _____

SEP - 2 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

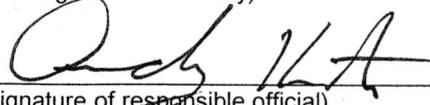
See instructions before completing this form. Must be submitted with PART 2

9-26-14

Section A: Local Government Unit

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

Clermont County Community Improvement Corporation 9510
 (Local government entity) (Unit)

 Andy Kuchta Director 8-20-14
 (Signature of responsible official) (Name) (Title) (Date)

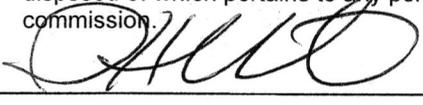
Section B: Records Commission

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

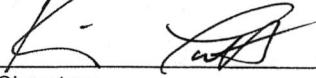
289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

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

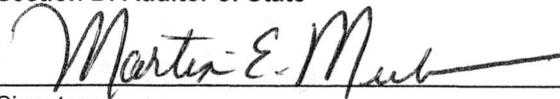
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred,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

 8-27-14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Government Records Archivist 9/4/2014
 Signature Title Date

Section D: Auditor of State

 9-17-14
 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

Clermont County CIC

9510

(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
9510-01	Agreements	15 Years after expiration	Paper/Electronic		<input type="checkbox"/>
9510-02	Audits	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9510-02A	Audits	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"/>
9510-02B	Audits	Permanent	Microfilm		<input checked="" type="checkbox"/>
9510-03	Conflict of Interest Policy Statements	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9510-03A	Conflict of Interest Policy Statements	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"/>
9510-03B	Conflict of Interest Policy Statements	Permanent	Microfilm		<input type="checkbox"/>
9510-04	Financial Records – Budgets, Payables, Purchasing and Receivables	3 Years, provided audited	Paper/Electronic		<input 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 CIC

9510

(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
9510-05	Incorporation Records-Article of Incorporation and Bylaws	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9510-05A	Incorporation Records-Article of Incorporation and Bylaws	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"/>
9510-05B	Incorporation Records-Article of Incorporation and Bylaws	Permanent	Microfilm		<input checked="" type="checkbox"/>
9510-06	Meeting Records – Agendas, Minutes and Resolutions	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9510-06A	Meeting Records – Agendas, Minutes and 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"/>
9510-06B	Meeting Records – Agendas, Minutes and Resolutions	Permanent	Microfilm		<input checked="" type="checkbox"/>
9510-07	Public Notice Records – Notice of Meetings	3 years	Paper/Electronic		<input type="checkbox"/>