



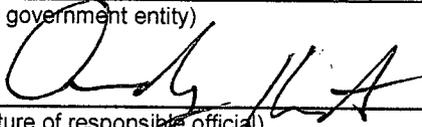
Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

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 County Department of Community and Economic Development 7010
 (Local government entity) (Unit)

 Andy Kuchta Director 9-29-15
 (Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

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

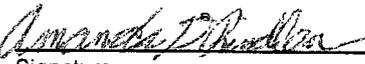
289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

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

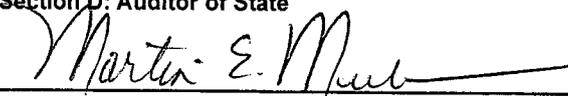
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred,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

 12/4/15
 Records Commission Chair Signature Date

Section C: Ohio History Connection- State Archives

 Local Government Records Archivist 1/27/16
 Signature Title Date

Section D: Auditor of State

 1-26-16
 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**

2-10-2016

Schedule of Records Retention and Disposition Continuation Sheet

Section E: Records Retention Schedule

Community and Economic Development**7010**

(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
7010-01	Community Development Block Grant (CDBG) Project Files	8 years after project completion	Paper/Electronic		<input type="checkbox"/>
7010-02	Comprehensive Plan Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7010-02A	Comprehensive Plan Records	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"/>
7010-02B	Comprehensive Plan Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
7010-03	Correspondence – General Office	2 years	Paper/Electronic		<input type="checkbox"/>
7010-04	Economic Development Reports/Studies	10 years	Paper/Electronic		<input type="checkbox"/>
7010-05	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>
7010-06	Enterprise Zone Program – Agreements and Annual Reports	5 years after expiration of agreement	Paper/Electronic		<input type="checkbox"/>
7010-07	Grant Applications (Unsuccessful)	2 years	Paper/Electronic		<input type="checkbox"/>
7010-08	Grant Records (Non-Community Development Block Grants)	5 years after project completion	Paper/Electronic		<input type="checkbox"/>
7010-09	Inventories – Department Property	Until inventory is revised and filed the following year with the County Auditor	Paper/Electronic		<input type="checkbox"/>
7010-10	Invoices/Purchase Orders/Travel Records/Supply Orders	3 years after Fiscal year originated	Paper/Electronic		<input type="checkbox"/>
7010-11	Major Subdivision Files – Applications and Staff Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Community and Economic Development
7010

(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
7010-11A	Major Subdivision Files – Applications and Staff 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"/>
7010-11B	Major Subdivision Files – Applications and Staff Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
7010-12	Membership Approvals	2 years	Paper/Electronic		<input type="checkbox"/>
7010-13	Minor Subdivisions (Lot Splits) – Applications	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7010-13A	Minor Subdivisions (Lot Splits) – Applications	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"/>
7010-13B	Minor Subdivisions (Lot Splits) – Applications	Permanent	Microfilm		<input type="checkbox"/>
7010-14	Payroll Records	3 years	Paper/Electronic		<input type="checkbox"/>
7010-15	Planning Commission Meeting Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7010-15A	Planning Commission Meeting Minutes	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"/>
7010-15B	Planning Commission Meeting Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>
7010-16	Professional Services Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
7010-17	Publications – Department Manuals or Handbooks	Permanent until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Community and Economic Development
7010

(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
7010-18	Receipts	1 year	Paper/Electronic		<input type="checkbox"/>
7010-19	Subdivision Regulations	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7010-19A	Subdivision Regulations	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"/>
7010-19B	Subdivision Regulations	Permanent	Microfilm		<input type="checkbox"/>
7010-20	Tax Incentive Review Council (TIRC) – Annual Meeting Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7010-20A	Tax Incentive Review Council (TIRC) – Annual Meeting Minutes	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"/>
7010-20B	Tax Incentive Review Council (TIRC) – Annual Meeting Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>
7010-21	Zoning Case Files – Applications, Staff Reports and Planning Commission Recommendations	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
7010-21A	Zoning Case Files – Applications, Staff Reports and Planning Commission Recommendations	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"/>
7010-21B	Zoning Case Files – Applications, Staff Reports and Planning Commission Recommendations	Permanent	Microfilm		<input checked="" type="checkbox"/>
7010-30	Historical Maps	Permanent	Paper		<input checked="" type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Community and Economic Development
7010

(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
	<u>OFFICE OF PUBLIC INFORMATION</u>				
7010-22	AUDIO AND VIDEO TAPE RECORDING of Regular session, public hearings and other meetings of the Board of Commissioners	Two years from date recorded	Audio/Video Tapes		<input type="checkbox"/>
7010-23	AUDIOVISUAL, PR, AND TRAINING MATERIALS	Three years, appraise for historical value	Audio/Video Tapes and All Other Media		<input type="checkbox"/>
7010-24	IMAGE FILES – Visual documentation of a person, place or event.	Three years, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
7010-25	MAILING LISTS / MARKETING LISTS, etc. - List of individuals and addresses for mail and email distribution	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
7010-26	PRESS/NEWS RELEASES	Three years/appraise for historical value.	Paper/Electronic		<input checked="" type="checkbox"/>
7010-27	PUBLICATIONS - Brochures and promotional material created by county agencies to inform the public of services and functions.	Three years, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
	<u>SOCIAL MEDIA RECORDS</u>				
7010-28	Transitory and/or Duplicate records including posts to Twitter, Facebook, YouTube and Other Related Applications	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
7010-29	Backup and Metadata of all posts to Twitter, Facebook, YouTube and Other Related Applications	Three years	Electronic		<input type="checkbox"/>