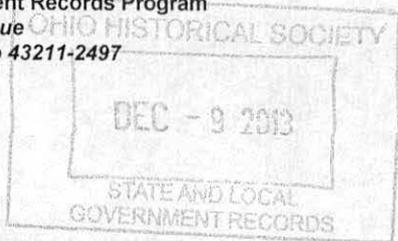




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

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 Coroner's Office 4100
 (Local government entity) (Unit)

Dr. Brian Treon 11/22/13
 (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.

[Signature] 12/3/13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] Electronic Records Assistant 12/12/2013
 Signature Title Date

Section D: Auditor of State

[Signature] 12-31-13
 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 Coroner's Office

4100

(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 |
|---------------------------|---|--|-------------------------------|---|--|
| 4100-01 | Case Files – <i>Source documents and records for each case investigated. Includes autopsy reports, investigation reports, Coroner's verdicts, copies of certificates of death, correspondence, working notes, etc. (ORC 313.09)</i> | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 4100-01A | Case Files – <i>Source documents and records for each case investigated. Includes autopsy reports, investigation reports, Coroner's verdicts, copies of certificates of death, correspondence, working notes, etc. (ORC 313.09)</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"/> |
| 4100-01B | Case Files – <i>Source documents and records for each case investigated. Includes autopsy reports, investigation reports, Coroner's verdicts, copies of certificates of death, correspondence, working notes, etc. (ORC 313.09)</i> | Permanent | Microfilm | | <input type="checkbox"/> |
| 4100-02 | Case File Supporting Documents - <i>Working papers and preparation documents used to create Case Files. Includes instrumental data, chain-of custody documents, toxicology reports, etc.</i> | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 4100-03 | Death Reports - <i>Record of deaths reported to, but not investigated by the Coroner.</i> | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 4100-04 | Inquests - <i>Record of Coroner's inquiry into cases of homicide, accidental or sudden death.</i> | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 4100-04A | Inquests - <i>Record of Coroner's inquiry into cases of homicide, accidental or sudden death.</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"/> |
| 4100-04B | Inquests - <i>Record of Coroner's inquiry into cases of homicide, accidental or sudden death.</i> | Permanent | Microfilm | | <input type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County Coroner's Office
4100

(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 |
|---------------------------|---|--|-------------------------------|---|--|
| 4100-05 | Photographs – <i>Photographs taken in the course of an investigation.</i> | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 4100-05A | Photographs – <i>Photographs taken in the course of an investigation.</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"/> |
| 4100-05B | Photographs – <i>Photographs taken in the course of an investigation.</i> | Permanent | Microfilm | | <input type="checkbox"/> |
| 4100-06 | Property Records - <i>Record of personal property found on decedents.</i> | Two years after disposal of all property | Paper/Electronic | | <input type="checkbox"/> |
| 4100-07 | Records of Chemical Tests - <i>Record of all chemical tests and other tests performed each fiscal year, the public agency, hospital or person for whom the test was performed and the cost incurred for each test. (ORC 313.21)</i> | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 4100-07A | Records of Chemical Tests - <i>Record of all chemical tests and other tests performed each fiscal year, the public agency, hospital or person for whom the test was performed and the cost incurred for each test. (ORC 313.21)</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"/> |
| 4100-07B | Records of Chemical Tests - <i>Record of all chemical tests and other tests performed each fiscal year, the public agency, hospital or person for whom the test was performed and the cost incurred for each test. (ORC 313.21)</i> | Permanent | Microfilm | | <input type="checkbox"/> |