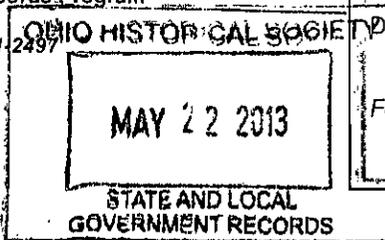




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

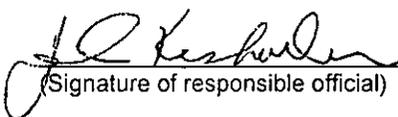
See instructions before completing this form. Must be submitted with PART 2

6-12-13

Section A: Local Government Unit

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

Clermont County Department of Public Safety Services 4010
 (Local government entity) (Unit)

 John Kiskaden Director 6-7-13
 (Signature of responsible official) (Name) (Title) (Date)

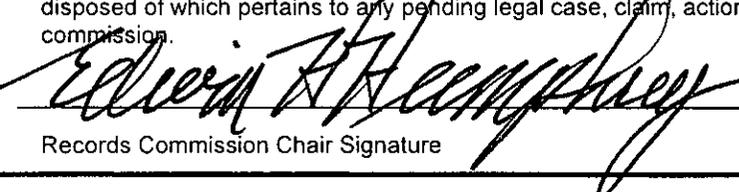
Section B: Records Commission

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

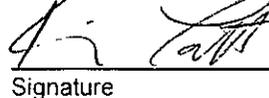
289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

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

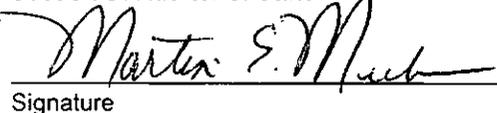
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred,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

 5/14/13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Electronic Records Assistant 05/30/2013
 Signature Title Date

Section D: Auditor of State

 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

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.

Section E: Records Retention Schedule

Department of Public Safety Services

4010

(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
4010-01	Annual Budgets Budget Preparation Paperwork	5 years	Paper/Electronic		<input type="checkbox"/>
4010-02	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
4010-02A	Annual 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"/>
4010-02B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
4010-03	Bids (Unsuccessful)	2 Fiscal years after Board Action	Paper/Electronic		<input type="checkbox"/>
4010-04	911 Call Tapes	90 days erase and reuse provided no action pending	Electronic		<input type="checkbox"/>
4010-05	Contracts	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
4010-05A	Contracts	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"/>
4010-05B	Contracts	15 years after expiration	Microfilm		<input type="checkbox"/>
4010-06	Correspondence – Administrative/Operational	2 years	Paper/Electronic		<input type="checkbox"/>
4010-07	Daily Pass On (Shift Report Of Calls) (Summary Of Complaint Cards)	1 year	Paper/Electronic		<input type="checkbox"/>
4010-08	Department Staff Meeting Notes/User Group Meeting Notes	2 years	Paper/Electronic		<input type="checkbox"/>
4010-09	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>
4010-10	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years after Fiscal year, provided audited Original maintained at Auditor's Office	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Department of Public Safety Services
4010

(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
4010-11	Grant Records	3 years after Final Report is submitted to the granting institution (Federal and State Grants – Grant Requirements Supersede)	Paper/Electronic		<input type="checkbox"/>
4010-13	Pay Ins to Treasury Records	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
4010-14	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic		<input type="checkbox"/>
4010-15	Personnel Files - Copies	90 days – Original kept at Human Resources	Paper/Electronic		<input type="checkbox"/>
4010-16	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
4010-17	Records Requests - Tape/Information Requests	1 year	Paper/Electronic		<input type="checkbox"/>
4010-18	LEADS (Law Enforcement Automatic Data System) and NCIS (National Crime Information Center) Records Records are exempt from Public Records Requests Per ORC 149.43	1 to 6 years or at the discretion of the Department Head	Paper/Electronic		<input type="checkbox"/>
4010-19	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
4010-20	Visitor Sign In Sheets	2 years	Paper/Electronic		<input type="checkbox"/>
4010-21	Computer Aided Dispatch Records - Activity Reports, Supporting Documentation and System Records	7 years	Paper/Electronic		<input type="checkbox"/>
4010-22	Employee Training Records – Documentation of training received to include reports and evaluations	<u>Successful Candidates/Current Employees</u> – Retain with employee Personnel File <u>Unsuccessful Candidates/Previous Employees</u> – 2 years	Paper/Electronic		<input type="checkbox"/>
4010-23	Computer Aided Dispatch (CAD) Records and Mobile Data Computer (MDC) Records – Memos and Notifications	1 year	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.