

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: Clermont County Records Commission Telephone Number (513) 735-8660

289 East Main Street Batavia 45103 Clermont  
 (address) (city) (zip code) (county)

(2) FROM: Facilities Management 1013  
 (political subdivision name) (unit)

Wade Grabowski Wade Grabowski Director OTCs FM  
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 3-5-09 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Edwin Humphrey 3-5-09  
 Signature Date  
Edna Small 3/16/09  
 For the Ohio Historical Society Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Approved by the Ohio Auditor of State:

Martin E. Mah 3-27-09  
 For the Ohio Auditor of State Date

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
1013-01	Accident Reports (Bodily Injury to Non-Employee, Employee Injury, Damage to Vehicle)	6 years provided no action pending	Paper/Electronic	
1013-02	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1013-02A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1013-02B	Annual Reports	Permanent	Microfilm	
1013-03	Annual Budgets Budget Preparation Paperwork	5 years	Paper/Electronic	
1013-04	Bids (Unsuccessful)	2 Fiscal years after Board Action	Paper/Electronic	1 2009
1013-05	Blueprints (Projects)	Until superseded or obsolete	Paper/Electronic	

OHIO HISTORICAL SOCIETY  
 STATE AND LOCAL GOVERNMENT RECORDS

SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

FROM: Facilities Management  
(political subdivision name)

1013  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1013-06	Building & Equipment Project Files	2 years and deemed by the Facilities Director to be no longer of administrative, legal, fiscal or historical value to department	Paper/Electronic	
1013-07	Contracts	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper	
1013-07A	Contracts	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1013-07B	Contracts	15 years after expiration	Microfilm	
1013-08	Daily Activity Sheets (Workers)	2 years	Paper/Electronic	
1013-09	Electronic & Manual Records – Copies – Used to Calculate Costs Occurred and Bill Departments For Services.	2 years, provided audited Original maintained at Office of Management & Budget	Paper/Electronic	
1013-010	Electronic Mail - Email	Retain according to content	Paper/Electronic	
1013-011	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	
1013-012	Leases	5 years after expiration, audited	Paper/Electronic	<i>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.</i>
1013-013	Pay-Ins to Treasury Records	3 years, provided audited	Paper/Electronic	
1013-014	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic	
1013-015	Personnel Files - Copies	90 days – Original kept at Human Resources	Paper/Electronic	
1013-016	Plats & Maps	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1013-016A	Plats & Maps	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

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(political subdivision name)

1013  
(unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-EGRP
1013-016B	Plats & Maps	Permanent	Microfilm	
1013-017	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded, obsolete or replaced	Paper/Electronic	
1013-018	Uniform Records	3 years, provided audited	Paper/Electronic	
1013-019	Work Order Requests	2 years	Paper/Electronic	

*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.*