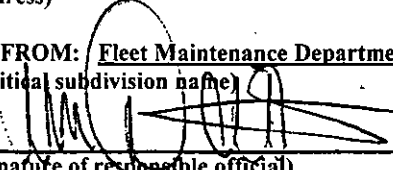


## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(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: Fleet Maintenance Department 8610  
 (political subdivision name) (unit)

 William Denny Davis Program Manager 2  
 (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 11-14-06 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 11-14-06  
 Signature Date

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

Paula Swift 11-22-2006  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 12-26-06  
 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
8610-01	Accident Reports (Bodily Injury to Non-Employee, Employee Injury, Damage to Vehicle)	6 years provided no action pending	Paper/Electronic	
8610-02	Annual Budget Budget Preparation Paperwork	5 years	Paper/Electronic	
8610-03	Annual Report	Maintain paper until microfilmed and quality control checked, prior	Paper	
8610-03A	Annual Report	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
8610-03B	Annual Report	Permanent	Microfilm	
8610-04	Auction Information	3 years	Paper/Electronic	
8610-05	Bids - (Unsuccessful)	2 Fiscal years after Board Action	Paper/Electronic	
8610-06	Charge Back Invoices (Copies) - For Departmental Maintenance/Services - Fleet's Accounts Receivables	Until no longer administratively necessary Original maintained at Office of Management & Budget	Paper/Electronic	NOV 22 2006

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Fleet Maintenance Department  
(political subdivision name)

8610  
(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
8610-07	Contracts	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
8610-07A	Contracts	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
8610-07B	Contracts	15 years after expiration	Microfilm	
8610-08	Electronic Mail - Email	Retain according to content	Paper/Electronic	
8610-09	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	
8610-10	Fuel Transaction Records	3 years	Paper/Electronic	
8610-11	Pay Ins to Treasury Records	3 years, provided audited	Paper/Electronic	
8610-12	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic	
8610-13	Personnel Files - Copies	90 days – Original kept at Human Resources	Paper/Electronic	
8610-14	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded, obsolete or replaced	Paper/Electronic	
8610-15	Uniform Records	3 years, provided audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the
8610-16	Vehicle Maintenance Record Invoices (repair)	Until vehicle is sold	Paper/Electronic	audit report has been released pursuant to Sec. 117.26, C.R.S.