



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

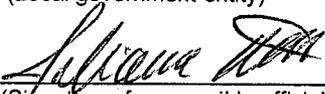
RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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 General Health District
 (Local government entity) 9900
(Unit)

 Julianne Nesbit Health Commissioner 10/20/15
 (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:

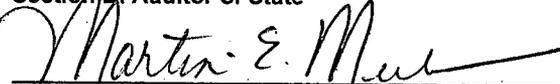
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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 1/7/16
 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

Clermont County General Health District

9900

(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 |
|---------------------------|--|--|-------------------------------|---|---|
| | Plumbing Division | | | | |
| 9900-1 | Backflow Records | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-4 | Plumbing Bonds | 1 year after cancellation | Paper/Electronic | | <input type="checkbox"/> |
| 9900-5 | Plumbing Installation Records – Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-5A | Plumbing Installation Records – Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections | 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"/> |
| 9900-5B | Plumbing Installation Records – Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections | Permanent | Microfilm | | <input type="checkbox"/> |
| 9900-6 | Plumbing Installer Registrations | 2 Years | Paper/Electronic | | <input type="checkbox"/> |
| | Water & Waste Division | | | | |
| 9900-10 | Septic System Installation Files | 1 year after system abandoned or application expires | Paper/Electronic | | <input type="checkbox"/> |
| 9900-12 | Septic Installer Bonds | 1 year after cancellation | Paper/Electronic | | <input type="checkbox"/> |
| 9900-13 | Septic Installer Registrations | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-14 | Septic System Assessments | 1 year after system abandoned | Paper/Electronic | | <input type="checkbox"/> |
| 9900-16 | Infectious Waste Annual Inspections | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-17 | Loan Inspections | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-18 | Nuisance Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-20 | Private Water System Installation Files – Records pertaining to the installation of permitted private water systems including applications, permits, tests and inspections | 1 year after system abandoned or application expires | Paper/Electronic | | <input type="checkbox"/> |
| 9900-21 | Private Water System Transmittals | 6 months after ODH audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-22 | Solid Waste Facility Inspections | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-23 | Septic Hauler Registrations | 2 years | Paper/Electronic | | <input type="checkbox"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District

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(Local government entity)

(Unit)

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|---------------------------|--|--|-------------------------------|---|--|
| | Water & Waste Division | | | | |
| 9900-27 | Subdivision and Lot Review Records – Information pertaining to a proposed subdivision and/or existing lot review including maps of existing and proposed lots | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-28 | Truck Inspections (S. Waste, Septage, P. Water) | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-159 | Septic Rehab Files – Applications, income qualifications, property mortgage, contracts, bids and other records pertaining to septic systems installed using septic rehab funds | 5 years from the date mortgage is released | Paper/Electronic | | <input type="checkbox"/> |
| 9900-160 | Solid Waste Site Hazardous Waste Records | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-160A | Solid Waste Site Hazardous Waste 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"/> |
| 9900-160B | Solid Waste Site Hazardous Waste Records | Permanent | Microfilm | | <input type="checkbox"/> |
| 9900-161 | Water Truck Registrations | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-163 | Environmental Studies and Projects | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-163A | Environmental Studies and Projects | 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"/> |
| 9900-163B | Environmental Studies and Projects | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| | Environmental Health Division Food Service | | | | |
| 9900-29 | Food Facility Applications and Transmittals | 6 months after ODH/ODA audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-37 | Food Facility Inspections, Complaints, and Food Borne Illness Investigations | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-38 | Food Facility Plans | Maintain current plans for 1 year after licensed facility closes | Paper/Electronic | | <input type="checkbox"/> |

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Clermont County General Health District

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(Local government entity)

(Unit)

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|---------------------------|---|-------------------------------|-------------------|---|--|
| | Environmental Health Division | | | | |
| | YWCA Childcare Program | | | | |
| 9900-53 | In-home Inspection Reports | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| | School Program | | | | |
| 9900-54 | School Environment Inspections, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| | RV/Camp Park Program | | | | |
| 9900-57 | Park/Camp Applications, Transmittals | 6 months after ODH audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-60 | Park/Camp Inspections, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-61 | Temporary Park/Camp Plans | 1 year after facility closure | Paper/Electronic | | |
| | Marina Program | | | | |
| 9900-64 | Marina Applications, Transmittals | 6 months after ODH audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-67 | Marina Inspections, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| | Resident Camp Program | | | | |
| 9900-70 | Resident Camp Applications | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-71 | Resident Camp Inspections, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| | Swimming Pool/Spa Program | | | | |
| 9900-73 | Pool/Spa Applications, Transmittals | 6 months after ODH audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-76 | Pool/Spa Inspection Reports, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| | Rabies Program | | | | |
| 9900-78 | Animal Bite Case Files | 3 years | Paper/Electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|-------------------|---|--|
| | Environmental Health Division | | | | |
| | Manufactured Home Park | | | | |
| 9900-82 | MHP Applications, Transmittals | 6 Months after ODH audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-85 | MHP Inspections, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-167 | Manufactured Home Installation Records | 2 year after installation | Paper/Electronic | | <input type="checkbox"/> |
| | Tattoo Program | | | | |
| 9900-86 | Tattoo/Body Piercing Facility Applications | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-87 | Tattoo/Body Piercing Facility Inspections, Complaints | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-171 | Tattoo/Body Piercing Facility Plans | Maintain current plans for 1 year after licensed facility closes | Paper/Electronic | | <input type="checkbox"/> |
| | Nursing Division | | | | |
| 9900-89 | Bureau for Children with Medical Handicaps Records | Until child reaches age 24 | Paper/Electronic | | <input type="checkbox"/> |
| 9900-91 | Patient Health Records Not Otherwise Specified | 6 years after last contact | Paper/Electronic | | <input type="checkbox"/> |
| 9900-92 | Communicable Disease Records | 6 years after last contact | Paper/Electronic | | <input type="checkbox"/> |
| 9900-95 | Child Immunization Records (Immunizations Administered to patients age 18 and younger) | Until child reaches age 24 | Paper/Electronic | | <input type="checkbox"/> |
| 9900-172 | Adult Immunization Records (Immunizations Administered to Patients age 19 and Older) | 10 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-98 | Medicare/Medicaid Billing Records | 6 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-99 | Orders/Receipts for Drug Biologicals | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-101 | Public Health Nurse Referrals | 6 years after last contact | Paper/Electronic | | <input type="checkbox"/> |
| 9900-106 | TB Test Records – Negative Results | 6 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-108 | TB Case Records | Until patient reaches age 100 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-173 | Vaccine Reports | 6 years | Paper/Electronic | | <input type="checkbox"/> |

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Clermont County General Health District

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(Unit)

| (1) Schedule Number | (2) Record Title and Description Nursing Division | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or OHS/LGRP | (6) RC-3 Required by OHS/LGRP |
|------------------------|--|--|-------------------------------|--|-------------------------------------|
| 9900-109 | Vision, Hearing, Lead and other Screening Records | 6 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-110 | Vision and Hearing Specialty Clinic Client Records | Until child reaches age 21 | Paper/Electronic | | <input type="checkbox"/> |
| 9900-157 | Flu Shot Records | 6 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-174 | Nursing Program Files Not Otherwise Specified | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-162 | Community Health Assessments | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-162A | Community Health Assessments | 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"/> |
| 9900-162B | Community Health Assessments | Permanent | Microfilm | | <input type="checkbox"/> |
| 9900-165 | WIC Client Files | 5 years from last visit | Paper/Electronic | | <input type="checkbox"/> |
| | Administrative/General Forms | | | | |
| 9900-111 | Accident Reports | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-113 | Affidavits for Birth and Death Certificates | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-113A | Affidavits for Birth and Death Certificates | 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"/> |
| 9900-113B | Affidavits for Birth and Death Certificates | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-114 | Agreements and Contracts | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |

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| (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 |
|------------------------|---|--|-------------------------------|--|-------------------------------------|
| | Administrative/General Forms | | | | |
| 9900-175 | Agreements and Contracts Associated with Grants | 4 years after final grant report or 1 year after expiration of contract if not audited | Paper/Electronic | | <input type="checkbox"/> |
| 9900-115 | Annual Budgets | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-116 | Annual Reports | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-116A | 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"/> |
| 9900-116B | Annual Reports | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-117 | Application for State Subsidy | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-118 | Birth/Death Certificate Applications and Logs | 3 years after ODH Audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-120 | Applications for Employment (not hired) | 6 months | Paper/Electronic | | <input type="checkbox"/> |
| 9900-122 | Audit Reports | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-122A | Audit 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"/> |
| 9900-122B | Audit Reports | Permanent | Microfilm | | <input type="checkbox"/> |
| 9900-123 | Birth Certificates | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-123A | Birth Certificates | 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"/> |
| 9900-123B | Birth Certificates | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-127 | Cash Receipts | 6 months after audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-128 | Correspondence Files | 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.

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9900

(Local government entity)

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| (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 |
|---------------------------|---|--|-------------------------------|---|--|
| | Administrative/ General Forms | | | | |
| 9900-129 | Fee Establishment Cost Methodology for Non-ODH Audited Programs | Until Fee is Revised | Paper/Electronic | | <input type="checkbox"/> |
| 9900-176 | Fee Establishment Cost Methodology for ODH Audited Programs | 6 months after ODH audit | Paper | | <input type="checkbox"/> |
| 9900-130 | Daily Activity Reports | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-131 | Death Certificates | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-131A | Death Certificates | 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"/> |
| 9900-131B | Death Certificates | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-132 | Equipment Inventories | Until new replaces | Paper/Electronic | | <input type="checkbox"/> |
| 9900-133 | Employee Planners | Until no longer of value | Paper/Electronic | | <input type="checkbox"/> |
| 9900-134 | Grant Records | 4 years after final report | Paper/Electronic | | <input type="checkbox"/> |
| 9900-135 | Insurance Policies | Permanent | Paper/Electronic | | <input type="checkbox"/> |
| 9900-136 | Leave Records | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-137 | Legal Opinions | Until Superseded | Paper/Electronic | | <input type="checkbox"/> |
| 9900-138 | Minority Outreach Program Records | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-139 | Minutes of the Board of Health | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-139A | Minutes of the Board of Health | 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"/> |
| 9900-139B | Minutes of the Board of Health | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-140 | Minutes of the District Advisory | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-140A | Minutes of the District Advisory | 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"/> |

Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District

9900

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(Unit)

| (1) Schedule Number | (2) Record Title and Description Administrative/ General Forms | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or OHS-LGRP | (6) RC-3 Required by OHS-LGRP |
|------------------------|---|--|-------------------------------|--|-------------------------------------|
| 9900-140B | Minutes of the District Advisory | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-144 | Payroll Records | 6 months after audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-145 | Pay Ins | 5 years after fiscal end if audited | Paper/Electronic | | <input type="checkbox"/> |
| 9900-146 | Personnel Files | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-146A | Personnel Files | 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"/> |
| 9900-146B | Personnel Files | 60 years after employee termination | Microfilm | | <input type="checkbox"/> |
| 9900-147 | Purchase Orders | Records maintained at Auditor's Office | Paper/Electronic | | <input type="checkbox"/> |
| 9900-148 | Local Board of Health Regulations | Until Superseded | Paper/Electronic | | <input type="checkbox"/> |
| 9900-149 | Requisitions | Records maintained at Auditor's Office | Paper/Electronic | | <input type="checkbox"/> |
| 9900-150 | Stillbirth Certificates | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-150A | Stillbirth Certificates | 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"/> |
| 9900-150B | Stillbirth Certificates | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-153 | Vital Statistics Reports | 6 months after ODH audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-158 | Monthly Financial Reports | 2 years after audit | Paper/Electronic | | <input type="checkbox"/> |
| 9900-164 | Vehicle Records | Until Sold | Paper/Electronic | | <input type="checkbox"/> |
| 9900-166 | Child Fatality Investigation Records | 3 years after death | Paper/Electronic | | <input type="checkbox"/> |
| 9900-168 | Beach Sample Records | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| 9900-169 | Vital Statistics Certificate of Service | 1 year | Paper/Electronic | | <input type="checkbox"/> |

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Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District
9900

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| (1) Schedule Number | (2) Record Title and Description <u>Administrative/ General Forms</u> | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or OHS-LGRP | (6) RC-3 Required by OHS- LGRP |
|---------------------------|---|---|----------------------------------|---|--|
| 9900-170 | Septage Hauler Bonds | 1 year after cancellation | Paper/Electronic | | <input type="checkbox"/> |
| 9900-177 | Community Training Records | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-178 | Burial Permits | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-179 | Fetal Death Reports | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 9900-179A | Fetal Death 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"/> |
| 9900-179B | Fetal Death Reports | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 9900-180 | Employee Driver History | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 9900-181 | Participant Release Forms | 20 years | Paper/Electronic | | <input type="checkbox"/> |