



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 Reviewed: _____ Form Scanned: _____ MAY 22 2013 STATE AND LOCAL GOVERNMENT RECORDS

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.)

Office of Environmental Quality 8522
 (Local government entity) (Unit)

Paul Braasch Director 5/3/13
 (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

Section E: Records Retention Schedule

Office of Environmental Quality

8522

(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
8522-1	Agreements/Contracts (Copies)	Until expired	Paper/Electronic		<input type="checkbox"/>
8522-2	Annual Budgets	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8522-2A	Annual Budgets	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"/>
8522-2B	Annual Budgets	Permanent	Microfilm		<input checked="" type="checkbox"/>
8522-3	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8522-3A	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"/>
8522-3B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
8522-4	Applications for Employment	1 year after receipt	Paper/Electronic		<input type="checkbox"/>
8522-5	Bids – Successful (Copies/Original)	3 fiscal years after expiration of contract/original 15 years after completion of contract	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.	<input type="checkbox"/>
8522-6	Bids – Unsuccessful	3 fiscal years after letting of contract provided audited	Paper/Electronic		<input type="checkbox"/>
8522-7	Cash Journals – Ledgers showing details of receipts and disbursements of internal funds	10 years after audit	Paper/Electronic		<input type="checkbox"/>
8522-8	Chemical Analysis – Sample logs, analysis and data evaluations	10 years (EPA Guidelines)	Paper/Electronic		<input type="checkbox"/>

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Office of Environmental Quality

8522

(Local government entity).

(Unit)

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8522-9	Correspondence – <i>With various outside individuals and regulatory agencies</i>	1 year (Annual review/discretion of office supervision)	Paper/Electronic		<input type="checkbox"/>
8522-10	Equipment Inventories – <i>Listing by item, quantity and value of all equipment</i>	3 years or revised	Paper/Electronic		<input type="checkbox"/>
8522-11	Grant Records – <i>Individual Grant Records, fiscal reports, etc</i>	3 years after final report	Paper/Electronic		<input type="checkbox"/>
8522-12	Leave Records – <i>Vacation and sick leave earned and taken</i>	20 years after termination	Paper/Electronic		<input type="checkbox"/>
8522-13	Maps – <i>Locations of natural and man-made waterways, chemical and biological sample collection locations, flow monitoring locations, and areas indicating environmental impacts</i>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8522-13A	Maps – <i>Locations of natural and man-made waterways, chemical and biological sample collection locations, flow monitoring locations, and areas indicating environmental impacts</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"/>
8522-13B	Maps – <i>Locations of natural and man-made waterways, chemical and biological sample collection locations, flow monitoring locations, and areas indicating environmental impacts</i>	Permanent	Microfilm		<input checked="" type="checkbox"/>
8522-14	Minutes/Office of Environmental Quality Scientific Advisory Committee – <i>Chronological order, shows date and place of meeting, members present and summary of current and proposed East Fork Watershed activities</i>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8522-14A	Minutes/Office of Environmental Quality Scientific Advisory Committee – <i>Chronological order, shows date and place of meeting, members present and summary of current and proposed East Fork Watershed activities</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"/>

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8522

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8522-14B	Minutes/Office of Environmental Quality Scientific Advisory Committee – <i>Chronological order, shows date and place of meeting, members present and summary of current and proposed East Fork Watershed activities</i>	Permanent	Microfilm		<input checked="" type="checkbox"/>
8522-15	Ongoing Project Files	5 years after completion	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.	<input type="checkbox"/>
8522-16	Payroll Records	6 months after audit	Paper/Electronic		
8522-17	Policies/Programs – <i>Wastewater Master Plan, Water Pollution Master Plan and 1998 Revised Wastewater Master Plan</i>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		
8522-17A	Policies/Programs – <i>Wastewater Master Plan, Water Pollution Master Plan and 1998 Revised Wastewater Master Plan</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"/>
8522-17B	Policies/Programs – <i>Wastewater Master Plan, Water Pollution Master Plan and 1998 Revised Wastewater Master Plan</i>	Permanent	Microfilm		<input checked="" type="checkbox"/>
8522-18	Records of Receipts and Expenditures	10 years after last entry, provided audited by Auditor of State	Paper/Electronic		<input type="checkbox"/>
8522-19	Regulatory Agency Files – <i>Reports, correspondence with Regulatory Agencies, for all Water Quality and Solid Waste Activities</i>	3 years	Paper/Electronic		<input type="checkbox"/>
8522-20	Safety and Loss Prevention Reports – <i>Incident Reports where county employees and/or property are involved</i>	3 years	Paper/Electronic		<input type="checkbox"/>
8522-21	Water Quality Complaint Reports – <i>Contains Water Pollution complaints with name and address of complainant, location of complaint, and narrative complaint as well as investigator's reports and related correspondence</i>	5 years	Paper/Electronic		<input type="checkbox"/>

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8522-22	Water Quality Reports – <i>Annual summary of water quality statistics</i>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8522-22A	Water Quality Reports – <i>Annual summary of water quality statistics</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"/>
8522-22B	Water Quality Reports – <i>Annual summary of water quality statistics</i>	Permanent	Microfilm		<input checked="" type="checkbox"/>
8522-23	CECOS Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
8522-23A	CECOS 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"/>
8522-23B	CECOS Records	Permanent	Microfilm		<input checked="" type="checkbox"/>