

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number (513) 732-7300

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

(2) FROM: Office of Management & Budget Administrative Office 1300  
 (political subdivision name) (unit)

[Signature] Sukie Scheetz Controller 4/15/04  
 (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 6-17-04 as reflected by the minutes kept by this commission.

Chairman; Records Commission:

Mary E. Walker 6-17-04  
 Signature Date

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

Dan J. Smith 6-24-04  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muehle 7-15-04  
 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
1300-1	Payroll reports, Leave forms, Overtime forms, Attendance forms	3 years after end of Fiscal year Audited	Paper	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.
1300-2	Risk Management	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-2A	Risk Management	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-2B	Risk Management	Permanent	Microfilm	
1300-3	Transfers	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-3A	Transfers	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	JUN 24 2004
1300-3B	Transfers	Permanent	Microfilm	

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

FROM: Office of Management & Budget  
(political subdivision name)

Administrative Office 1300  
(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
1300-4	Amended Certificate - Certificate of estimated resource	5 years after end of Fiscal year Audit	Paper	<b>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.</b>
1300-5	Trust Funds - Sewer District	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-5A	Trust Funds - Sewer District	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-5B	Trust Funds - Sewer District	Permanent	Microfilm	
1300-6	Sewer District Audit Work Papers	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-6A	Sewer District Audit Work Papers	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-6B	Sewer District Audit Work Papers	Permanent	Microfilm	
1300-7	Financial Reports - Sewer District	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-7A	Financial Reports - Sewer District	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-7B	Financial Reports-Sewer District	Permanent	Microfilm	
1300-8	Appropriation - Budget	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-8A	Appropriation - Budget	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-8B	Appropriation- Budget	Permanent	Microfilm	

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*\*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
1300-9	Pay Ins- backup documents not retained by the Auditor's Office; Includes copy of Pay In Receipt to Treasurer	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-9A	Pay Ins- backup documents not retained by the Auditor's Office; Includes copy of Pay In Receipt to Treasurer	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-9B	Pay Ins- backup documents not retained by the Auditor's Office; Includes copy of Pay In Receipt to Treasurer	Permanent	Microfilm	
1300-10	Purchase Orders-Capital Projects Copies to include backup documents not retained by Auditor's Office	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
1300-10A	Purchase Orders-Capital Projects Copies to include backup documents not retained by Auditor's Office	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
1300-10B	Purchase Orders-Capital Projects Copies to include backup documents not retained by Auditor's Office	Permanent	Microfilm	
1300-11	Invoices	1 Year from Audit	Paper	

**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.**