

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: Office of Management & Budget-Customer Service 8520-8524
 (Political subdivision name) (Unit)

[Signature] Julie Scheetz Controller 8/18/08
 (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 8-22-08 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Robert L. Neal 8-22-08
 Signature Date

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

Kathy W. [Signature] 8/28/08
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 10-3-08
 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
98-1	General Application for Permit & plan (water & sewer tap records)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	AUG 23 2008
98-1A	General Application for Permit & plan (water & sewer tap records)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-1B	General Application for Permit & plan (water & sewer tap records)	Permanent	Microfilm	
98-2	Applications for Water & Sewer Service	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
98-2A	Applications for Water & Sewer Service	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
98-2B	Applications for Water & Sewer Service	Permanent	Microfilm	

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

FROM: Office of Management & Budget-Customer Service
(Political subdivision name)

8520-8524
(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
98-3	Billing Adjustments	Until End of Fiscal Year Audit	Paper/Electronic	
98-4	Cash Receipts	2 Years or maintain paper until imaged and quality control checked prior to paper destruction	Paper/Electronic	
98-5	Customer Transaction	Until End of Fiscal Year Audit	Paper/Electronic	
98-6	Daily Posting Summary	Until End of Fiscal Year Audit	Paper/Electronic	
98-7	Daily Receipt Record	4 Years after End of Fiscal Year Audit	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.
98-8	Work Orders	Until End of Fiscal Year Audit	Paper/Electronic	
98-9	Billing Summaries	Until End of Fiscal Year Audit	Paper/Electronic	
98-10	Account Transaction Record	1 Year after Fiscal Year Audit	Paper/Electronic	
98-11	Certification Records (Copy & Computer printout)	Until Certification Expires Original at the Auditors	Paper/Electronic	
98-12	Bankruptcy Records	Until End of Fiscal Year Audit, after lien is paid or kept until discharged	Paper/Electronic	