



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

SEP - 2 2014

**For State Archives - LGRP Use Only**

Date Reviewed: \_\_\_\_\_

Form Scanned: \_\_\_\_\_

STATE AND LOCAL  
 GOVERNMENT RECORDS  
**RECORDS RETENTION SCHEDULE (RC-2) – Part 1**

See instructions before completing this form. Must be submitted with PART 2

9-26-14

**Section A: Local Government Unit** (To complete this form online, use "tab" key to jump from box to box.)

Clermont County Port Authority 9500  
 (Local government entity) (Unit)

 Andy Kuchta Director 8-20-14  
 (Signature of responsible official) (Name) (Title) (Date)

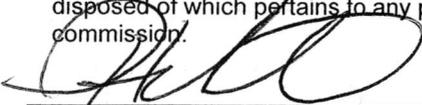
**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

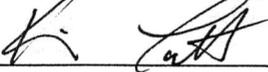
289 East Main Street Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
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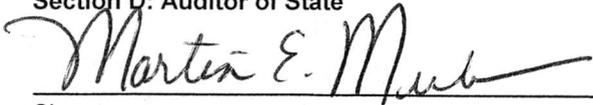
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 8-27-14  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

 Government Records Archivist 9/4/2014  
 Signature Title Date

**Section D: Auditor of State**

 9-17-14  
 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

Port Authority

9500

(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
9500-01	Agreements	15 Years after expiration	Paper/Electronic		<input type="checkbox"/>
9500-02	Audits	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9500-02A	Audits	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"/>
9500-02B	Audits	Permanent	Microfilm		<input checked="" type="checkbox"/>
9500-03	Bonds	20 Years After Issue Called or Redeemed	Paper/Electronic		<input type="checkbox"/>
9500-04	Conflict of Interest Policy Statements	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9500-04A	Conflict of Interest Policy Statements	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"/>
9500-04B	Conflict of Interest Policy Statements	Permanent	Microfilm		<input type="checkbox"/>
9500-05	Financial Records – Budgets, Payables, Purchasing and Receivables	3 Years, Provided Audited	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.*

## Schedule of Records Retention and Disposition Continuation Sheet

**Port Authority**
**9500**

(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
9500-06	Incorporation Records-Article of Incorporation and Bylaws	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9500-06A	Incorporation Records-Article of Incorporation and Bylaws	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"/>
9500-06B	Incorporation Records-Article of Incorporation and Bylaws	Permanent	Microfilm		<input checked="" type="checkbox"/>
9500-07	Meeting Records – Agendas, Minutes and Resolutions	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9500-07A	Meeting Records – Agendas, Minutes and Resolutions	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"/>
9500-07B	Meeting Records – Agendas, Minutes and Resolutions	Permanent	Microfilm		<input checked="" type="checkbox"/>
9500-08	Public Official Bonds	6 Years After Expiration	Paper/Electronic		<input type="checkbox"/>
9500-09	Public Notice Records – Notice of Meetings	3 Years	Paper/Electronic		<input type="checkbox"/>