



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

OHIO HISTORY CONNECTION

JUN 18 2016

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Clermont County Records Management Division 1017
 (Local government entity) (Unit)

Michelle Snyder Michelle Snyder Records Manager 5-19-16
 (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.

Rolt R. ... 6-8-16
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amanda P. ... Local Government Records Archivist 6/20/16
 Signature Title Date

Section D: Auditor of State

Martin E. ... 6-30-16
 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**

COPIED
 7/7/16

Schedule of Records Retention and Disposition

Records Management Division
1017

(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
1017-01	Annual Budget – Includes Budget Preparation Paperwork	3 years	Paper/Electronic		<input type="checkbox"/>
1017-02	Annual Report	10 years	Paper		<input type="checkbox"/>
1017-03A	Applications For One-Time Records Disposal - (RC-1) Departmental	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"/>
1017-03B	Applications For One-Time Records Disposal - (RC-1) Departmental	Permanent	Paper/Microfilm		<input type="checkbox"/>
1017-04	Authorized Representative Forms	Until superseded	Paper/Electronic		<input type="checkbox"/>
1017-05	Bids (Unsuccessful)	2 Fiscal years after Board Action	Paper/Electronic		<input type="checkbox"/>
1017-06A	Certificate of Records Disposal (RC-3) - Departmental	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"/>
1017-06B	Certificate of Records Disposal (RC-3) - Departmental	Permanent	Paper/Microfilm		<input type="checkbox"/>
1017-08	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1017-09	Daily Inspection Reports	1 month, or until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1017-10	Destruction Packets – Includes destruction receipt, log and destruction confirmation letters	1 year	Paper		<input type="checkbox"/>
1017-11	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>

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Records Management Division

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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
1017-12	Expense Records –Purchase Orders, Requisitions, Invoices, Receipt Documents and Travel Expense Records	3 years	Paper/Electronic		<input type="checkbox"/>
1017-13	Microfilm Logs	Permanent	Paper		<input checked="" type="checkbox"/>
1017-14	Pay Ins to Treasury Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1017-17	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
1017-18	Record Retrievals, Service Requests, Transfers – Paper or email documentation of retrievals and transfers	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1017-19A	Schedule of Records Retention & Disposition (RC-2)	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"/>
1017-19B	Schedule of Records Retention & Disposition (RC-2)	Permanent	Paper/Microfilm		<input type="checkbox"/>
1017-21	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1017-22	Visitor Sign In Sheets	1 year	Paper/Electronic		<input type="checkbox"/>
1017-23	Sheriff Trustee Program Monthly Reports	1 year	Electronic		<input type="checkbox"/>
1017-24	Sheltered Work Program Weekly Data	3 years	Electronic		<input type="checkbox"/>
1017-25	Retrieval Reports – Reports sent to departments listing all outstanding retrievals	Until superseded	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.