



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

Date Reviewed: _____
 Form Scanned: _____

MAY 22 2013

OHIO HISTORICAL SOCIETY

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.)

Clermont County Records Commission Board _____ (Unit)
 (Local government entity)

Barb Brown Barb Brown Records Commission Secretary 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.

Edward J. Humphrey 5/04/13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

G. Latta electronic Records Assistant 05/30/2013
 Signature Title Date

Section D: Auditor of State

Martin E. Muehl 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

Clermont County Records Commission Board

(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 |
|---------------------------|--|--|-------------------------------|---|--|
| 01-01 | Applications for One-Time Records Disposal | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 01-01A | Applications for One-Time Records Disposal | 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"/> |
| 01-01B | Applications for One-Time Records Disposal | Permanent | Microfilm | | <input type="checkbox"/> |
| 01-02 | Certificate of Records Disposal RC-3 | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 01-02A | Certificate of Records Disposal RC-3 | 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"/> |
| 01-02B | Certificate of Records Disposal RC-3 | Permanent | Microfilm | | <input type="checkbox"/> |
| 01-03 | Contracts - Microfilm Service Bureaus | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 01-03A | Contracts - Microfilm Service Bureaus | 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"/> |
| 01-03B | Contracts- Microfilm Service Bureaus | Permanent | Microfilm | | <input type="checkbox"/> |
| 01-04 | Meeting Notes | 1 year | Paper | | <input type="checkbox"/> |
| 01-05 | Microfilm Logs | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |

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Clermont County Records Commission Board

(Local government entity)

(Unit)

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|---------------------------|---|--|-------------------------------|---|--|
| 01-05A | Microfilm Logs | 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"/> |
| 01-5B | Microfilm Logs | Permanent | Microfilm | | <input type="checkbox"/> |
| 01-06 | Minutes | Maintain paper until microfilmed and quality control checked, prior to paper destruction | Paper | | <input type="checkbox"/> |
| 01-06A | Minutes | 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"/> |
| 01-06B | Minutes | Permanent | Microfilm | | <input checked="" type="checkbox"/> |
| 01-07 | Tape Recordings of Minutes | Until hard copy transcribed and approved | Tapes | | <input type="checkbox"/> |
| 01-08 | Schedules of Records Retention and Disposition (RC-2) Approved RC-2 | Permanent | Paper | | <input type="checkbox"/> |
| 01-08 | Schedules of Records Retention and Disposition (RC-2) Unapproved RC-2 | Retain Until Approved | Paper | | <input type="checkbox"/> |