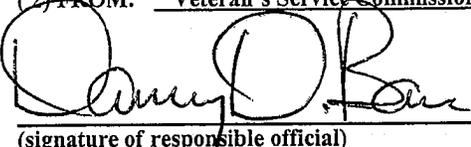


## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number (513) 732-8660

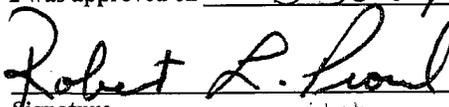
289 East Main Street Batavia 45103 Clermont  
 (address) (city) (zip code) (county)

(2) FROM: Veteran's Service Commission 6220  
 (political subdivision name) (unit)

 Dan Bare Director 3-27-07  
 (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 3-30-07 as reflected by the minutes kept by this commission.

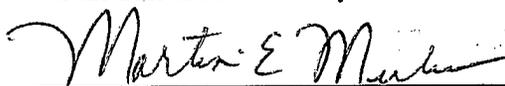
Chairman, Records Commission:

 3-30-07  
 Signature Date

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

Pam J. Swift 4-11-2007  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 4-24-07  
 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
6220-01	Annual Budgets	5 years	Paper/Electronic	
6220-02	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
6220-02A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
6220-02B	Annual Reports	Permanent	Microfilm	
6220-03	Applications for Employment	2 years	Paper/Electronic	
6220-04	Bids - Successful	15 years after expiration of contract	Paper/Electronic	
6220-05	Bids - Unsuccessful	2 years after letting of contract	Paper/Electronic	
6220-06	Case Files - Financial Assistance - Assistance Applications, copies of documentation supporting eligibility	3 years after date of application	Paper/Electronic	APR 11 2007

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

FROM: Veteran's Service Commission  
(political subdivision name)

6220  
(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
6220-07	Case Files – Service Officers – Department of Veteran's Affairs/Federal – copies of forms, documentation and correspondence used to process DVA/Federal claims	Retain until file is inactive then retain for five years (five years of no activity qualifies the record as inactive)	Paper/Electronic	
6220-08	Contracts	15 years after expiration	Paper/Electronic	
6220-09	Correspondence	1 year	Paper/Electronic	
6220-010	DD214 Veteran's Separation Document	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
6220-010A	DD214 Veteran's Separation Document	Migrate or maintain as necessary until no longer of administrative , fiscal or legal value in electronic format	Paper/Electronic	
6220-10B	DD214 Veteran's Separation Document	Permanent	Microfilm	
6220-11	Department of Veteran's Affairs Manuals	Retain until no longer of Administrative Value	Paper/Electronic	
6220-12	Electronic Mail – E-mail	Retain according to content	Paper/Electronic	
6220-13	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years after Fiscal year, provided audited Original maintained at Auditor's Office	Paper/Electronic	
6220-14	Index to Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
6220-14A	Index to Case Files	Migrate or maintain as necessary until no longer of administrative , fiscal or legal value in electronic format	Paper/Electronic	
6220-14B	Index to Case Files	Permanent	Microfilm	
6220-15	Minutes – Record of Veteran's Service Commission Meetings	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
6220-15A	Minutes – Record of Veteran's Service Commission Meetings	Migrate or maintain as necessary until no longer of administrative , fiscal or legal value in electronic format	Paper/Electronic	

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

FROM: Veteran's Service Commission  
(political subdivision name)

6220  
(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
6220-15B	Minutes – Record of Veteran's Service Commission Meetings	Permanent	Microfilm	
6220-16	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic	
6220-17	Personnel Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
6220-17A	Personnel Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Paper/Electronic	
6220-17B	Personnel Files	Permanent	Microfilm	