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

OHIO HISTORY CONNECTION
DEC 10 2025
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 ***(To complete this form online, use "tab" key to jump from box to box.)***

Information Systems Department			1301
(Local government entity)			(Unit)
Chris Davis	Chris Davis	Director	11/17/2025
(Signature of responsible official)	(Name)	(Title)	(Date)

Section B: Records Commission

Clermont County Records Commission			(513) 735-8660
Records Commission			(Telephone number)
2425 Clermont Center Drive	Batavia	45103	Clermont
(Address)	(City)	(Zip code)	(County)

To have this form returned to the Records Commission electronically, include an email address: msnyder@clermontcountyohio.gov

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.

Claire B. Corcoran 12/3/2025

Records Commission Chair Signature — Date

Section C: Ohio History Connection- State Archives

Connie Conner Digitally signed by Connie Conner Date: 2026.02.02 12:28:49 -05'00' — Government Records Archivist

Signature — Title — Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2026.02.13 10:14:05 -05'00'

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

Section E: RECORDS RETENTION SCHEDULE (RC-2)

Clermont County ISD (Local government entity)

1301 (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
1301-01	**Access Control Data** – Data relating to card access system and daily transactions, including audit logs. County-wide system includes Courts.	**90 days** *No RC-3 required*	**Electronic**		☐
1301-02	**Annual Budget** - Budget Preparation Paperwork	**See General Schedule**	**Paper/Electronic**		☐
1301-03	**Bids – Unsuccessful** – Includes unsuccessful proposals, RFQ, RFB	**See General Schedule**	**Paper/Electronic**		☐
1301-04	**Computer Usage/Audit Trail Files** - Electronic files or automated logs created to monitor computer systems usage including but not limited to log-in files, system usage files, data entry logs, Internet access and records of individual computer program usage. Includes data generated during creation of a master file during a processing cycle.	**Automatically overwritten every 2 weeks** *No RC-3 required*	**Electronic**		☐
1301-05	**Contracts**	**6 years after completion**	**Paper/Electronic**		☐
1301-06	**Data Documentation/Data Dictionary Records** - Records created during development or modification of a system. May include data element dictionary, file layout, code book or table, and other records used to explain the meaning, purpose, structure, logical relationships, and origin of the data elements	**15 months after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format** *No RC-3 required*	**Paper/Electronic**		☐
1301-07	**Deleted Emails** – Emails removed from individual mailboxes or organizational email systems, either manually by users or automatically through system settings.	**ISD does NOT perform a backup of emails deleted from user's Deleted items folder.** ***Deleted emails may exist in an Active Email Backup (1301-08) for up to two weeks***	**Electronic**		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2)

Clermont County ISD (Local government entity)

1301 (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
1301-08	**Email Backups** – Backup of active email for disaster recovery purposes or accidental deletion.	**2 weeks**	**Electronic**		☐
1301-09	**Expense Records**	**See General Schedule**	**Paper/Electronic**		☐
1301-10	**Help Desk Logs and Reports -** Records used to document requests for technical assistance and responses to these requests as well as to collect information on the user of computer equipment for program delivery, security, or other purposes	**3 years**	**Paper/Electronic**		☐
1301-11	**Inactive Email Accounts and User Directories** (Only those accounts managed by ISD) **Separated Employee email accounts & user directories** **Separated Department Head and Elected Official email accounts & user directories**	**3 years** **5 years**	**Electronic**		☐
1301-12	**Microsoft Teams Chat -** Includes internal and external correspondence.	**120 days default retention** (some departments may have shorter retentions – see departmental schedules) *No RC-3 required*	**Electronic**		☐
1301-13	**Network Usage Reports -** Summary reports and other records created to document computer usage for reporting or other purposes.	**Until no longer of administrative value to agency** *No RC-3 required*	**Paper/Electronic**		☐
1301-14	**RED BOOK** – Includes Operational Plans and Procedures, such as Disaster Recovery Plans, Operating Procedures, Data Processing Policies, Data System Specifications, Strategic/Development Plans, and Technical Program documentation	**Until superseded or obsolete** *No RC-3 required*	**Paper/Electronic**		☐
1301-15	**Subscriptions and Service Plans –** Electronic subscriptions and data processing service plans	**Until superseded or obsolete** *No RC-3 required*	**Electronic**		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2)

Clermont County ISD (Local government entity) 1301 (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
1301-16	**System Backup Files -** Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	**Daily backup - 28 days** **Month-End - 13 months** *No RC-3 required*	**Tapes/Electronic**		☐
1301-17	**Video Surveillance Files –** ISD managed system, does not include Courts	**15 calendar days – If court action or other** incident, offload and **maintain until all actions are complete.** *No RC-3 required*	**Electronic**		☐
TELECOMMUNICATION RECORDS					
1301-18	**Charge Back Invoices (copies) –** For departmental telephone maintenance and services.	**2 years**	**Paper/Electronic**		☐
1301-19	**Call Usage and Detail Records –** Summary reports and other records created to document usage for reporting and other purposes.	**90 Days** *No RC-3 required*	**Paper/Electronic**		☐
1301-20	**PBX Backup Files –** Copies of master files or database, application software, logs, directories and other records needed to restore a system.	**Daily backup – 1 day** **Monthly backup – 30 days** *No RC-3 required*	**Electronic**		☐