Ohio History Connection State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

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.)***

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

Michelle Snyder — Michelle Snyder — Records Commission Secretary — 11-17-25
(Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

Clermont County Records Commission
Records Commission
(513) 735-8660
(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 Historical Society - State Archives

Connie Conner Digitally signed by Connie Conner Date: 2026.02.02 12:26:51 -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 14:07:49 -05'00'
Signature — Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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	Permanent	Paper/Electronic/ Microfilm		☐
01-02	Certificate of Records Disposal RC-3	Permanent	Paper/Electronic/ Microfilm		☐
01-03	Microfilm Logs	Permanent	Paper/Electronic		☑
01-04	Minutes	Permanent	Paper/Electronic/ Microfilm		☑
01-05	Schedules of Records Retention and Disposition (RC-2)	Permanent	Paper/Electronic/ Microfilm		☐