



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

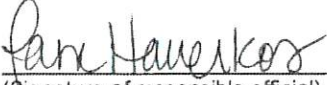
DEC 27 2024

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 Emergency Management Agency		4011
(Local government entity)		(Unit)
	Pam Haverkos	Director
(Signature of responsible official)	(Name)	(Title)
		11/20/24
		(Date)

Section B: Records Commission

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




Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	1/6/2025
Signature	Title	Date

Section D: Auditor of State

Signature	Date
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**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**

Records Retention Schedule

Emergency Management Agency

4011

(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
4011-01	Annual Budget Preparation Paperwork – Preparation documents used to create annual budget	3 years	Paper/Electronic		<input type="checkbox"/>
4011-03	Contact Database – Includes spreadsheets and lists of names and contact information for county/local officials, local businesses, schools, utilities and other important contacts	Continually updated	Paper/Electronic		<input type="checkbox"/>
4011-04	Contracts - Legal agreements with individuals, organizations, or entities to procure goods and/or services	6 years after completion	Paper/Electronic		<input type="checkbox"/>
4011-05	Emergency Activation Incident – Major	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
4011-06	Emergency Activation Incident – Minor	3 years	Paper/Electronic		<input type="checkbox"/>
4011-07	Emergency Plans – Includes All Hazard Mitigation Plan, Emergency Operation Plans, Emergency Action Plans, Continuity of Operations Plans, and related records	Maintain current plan plus preceding plan	Paper/Electronic		<input type="checkbox"/>
4011-08	Emergency Preparedness Exercises – Includes table top, functional and full-scale exercises. Documentation includes dates, locations, class rosters, manuals, after action reports and related records	5 years	Paper/Electronic		<input type="checkbox"/>
4011-09	Grant Records – Includes Disaster Documentation, full bid/proposal package (including unsuccessful bids), and other related records	3 years after official closeout by the granting institution (Federal and State Grants – Grant Requirements Supersede)	Paper/Electronic		<input type="checkbox"/>
4011-10	Hazardous Materials Records – Documentation relating to hazardous material/chemical spills	Permanent	Paper/Electronic		<input type="checkbox"/>
4011-11	Local Emergency Planning Committee Meeting Minutes – Includes Member Information	7 years	Paper/Electronic		<input type="checkbox"/>

Records Retention Schedule

Emergency Management Agency

4011

(Local government entity)

(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
4011-12	Payroll Worksheets – May include Time Input Worksheets, Time Cards, Payroll Timesheets, Leave Requests	Local copy 3 years Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
4011-13	Publications and Handbooks	Until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
4011-14	SERC (State Emergency Response Commission) Tier II Reports	7 years	Paper/Electronic		<input type="checkbox"/>
4011-15	Volunteer Personnel Records – May include Applications, Release of Liability, Background Checks, Oath, Resumes, Certificates, training records, etc.	6 years after volunteer departs service	Paper/Electronic		<input type="checkbox"/>
4011-16	Volunteer Service Files – May include time sheets, work logs, attendance records, incident correspondence, etc.	3 years If tied to a grant, maintain with Grant Record	Paper/Electronic		<input type="checkbox"/>