



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

OHIO HISTORY CONNECTION

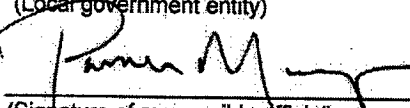
DEC 11 2017

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 Engineer's Office  
 (Local government entity) 3091  
(Unit)

 Patrick Manger Engineer 11-2-17  
 (Signature of responsible official) (Name) (Title) (Date)

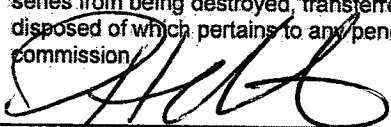
**Section B: Records Commission**

Clermont County Records Commission  
 Records Commission (513) 735-8660  
(Telephone number)

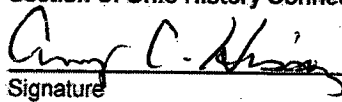
289 East Main Street Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
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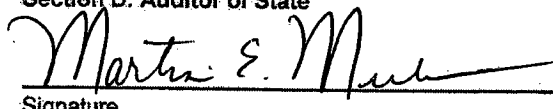
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 12-6-2017  
 Records Commission Chair Signature Date

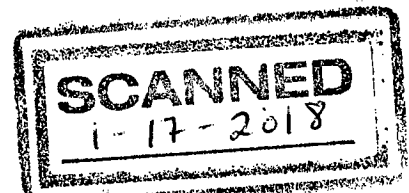
**Section C: Ohio History Connection - State Archives**

 Govt. Records Archivist 12/15/17  
 Signature Title Date

**Section D: Auditor of State**

 12-28-17  
 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

**Engineer's Office****3091**

(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
3091-01	Accident Reports- report of personal or property damages arising from county vehicle or occurring on county property	2 years after end of Fiscal Year	Paper/Electronic		<input type="checkbox"/>
3091-02	Aerial Photographs- original aerial photographs including streams, roads, lakes, bridges, railroads, drainage systems, wooded areas, culverts, ditches, cities, towns, buildings, and other miscellaneous subjects	Maintain as necessary until no longer of administrative, fiscal, or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
3091-02A	Aerial Photographs- original aerial photographs including streams, roads, lakes, bridges, railroads, drainage systems, wooded areas, culverts, ditches, cities, towns, buildings, and other miscellaneous subjects	Permanent	Paper		<input checked="" type="checkbox"/>
3091-03	Annual Budget	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"/>
3091-03A	Annual Budget	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-04	Annual Reports	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"/>
3091-04A	Annual Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-05	Annual Road Reports- annual report to Board of County Commissioners and township trustees about conditions of county roads, bridges, culverts and ditches	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"/>

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**Engineer's Office**

**3091**

(Local government entity)

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3091-05A	Annual Road Reports- annual report to Board of County Commissioners and township trustees about conditions of county roads, bridges, culverts and ditches	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-06	Applications	1 year after receipt	Paper/Electronic		<input type="checkbox"/>
3091-07	Automotive Equipment Records	Until vehicle/equipment is sold	Paper/Electronic		<input type="checkbox"/>
3091-08	Bids (Successful)	8 years after completion; maintained as part of Road, Bridge, Ditch or Culvert Files	Paper/Electronic		<input type="checkbox"/>
3091-09	Bids (Unsuccessful)	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
3091-10	Bridge and Culvert Records- records of bridges or culverts within the county showing name and number of bridge or culvert	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"/>
3091-10A	Bridge and Culvert Records- records of bridges or culverts within the county showing name and number of bridge or culvert	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-11	Bridge Files- original documents relating to the construction and repair of bridges	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"/>
3091-11A	Bridge Files- original documents relating to the construction and repair of bridges	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

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**Engineer's Office****3091**

(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
3091-12	Bridge Inspection Records- record of engineer's annual inspection of bridges	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"/>
3091-12A	Bridge Inspection Records- record of engineer's annual inspection of bridges	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-13	Cash Books and Cash Journals- ledger showing details of daily receipts and expenditures	4 Fiscal Years provided audited	Paper/Electronic		<input type="checkbox"/>
3091-14	Contracts- copies of contracts between county commissioners and individuals and firms for the construction and repair of roads, bridges, culverts and ditches	8 years after completion; maintained as part of Road, Bridge, Ditch or Culvert Files	Paper/Electronic		<input type="checkbox"/>
3091-15	Correspondence- general office correspondence of a routine nature	1 to 5 years, at discretion of office supervisor	Paper/Electronic		<input type="checkbox"/>
3091-16	County Road Mileage Report	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"/>
3091-16A	County Road Mileage Report	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-17	Daily Report of Activities	5 years	Paper/Electronic		<input type="checkbox"/>
3091-18	Daily Report of Foreman	5 years	Paper/Electronic		<input type="checkbox"/>
3091-19	Delivery Tickets- record of delivery of supplies and materials including salt, gasoline, and asphalt	Until Audited	Paper/Electronic		<input type="checkbox"/>

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## Schedule of Records Retention and Disposition Continuation Sheet

**Engineer's Office**

**3091**

(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
3091-20	Ditch Files- original documents relative to the establishment of drainage ditches, including petitions, orders of hearings by county commissioners, orders to view and survey, viewers and surveyors' reports, notices to bidders, bids, contracts, grades, and elevations, plats of ditch, and completed survey	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"/>
3091-20A	Ditch Files- original documents relative to the establishment of drainage ditches, including petitions, orders of hearings by county commissioners, orders to view and survey, viewers and surveyors' reports, notices to bidders, bids, contracts, grades, and elevations, plats of ditch, and completed survey	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-21	Ditch Plats (plans)- plat maps of county and joint county ditches showing route of ditch, land tract boundary lines, owners of land, ditch name and number, and date established	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"/>
3091-21A	Ditch Plats (plans)- plat maps of county and joint county ditches showing route of ditch, land tract boundary lines, owners of land, ditch name and number, and date established	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-22	Driveway Tile Permits	5 years	Paper/Electronic		<input type="checkbox"/>
3091-23	Easements	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"/>
3091-23A	Easements	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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(Local government entity)

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(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
3091-24	Engineering and Construction Plans and Records Plats- line prints and copies consist of Preliminary Discussion General Concept Plans; Preliminary Engineering Plans; Final Engineering and Construction Plans, Sedimentation and Erosion Control Plans; Driveway Construction Plans; Roadway Drainage Improvement Plans; and Record Plats	3 years after record plat is signed	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
3091-25	Equipment File- Requisitions	Until Audited	Paper/Electronic		
3091-26	Estimate Records- copies of Engineer's estimates of assessments against landowners for construction of ditches and roads, and estimates of the cost of construction or repair of roads, bridges, ditches and culverts.	Until project is complete	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
3091-27	Field Notes- condensed records of survey and measurement data from which plats and road, ditch, bridge, and culvert plans are compiled	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		
3091-27A	Field Notes- condensed records of survey and measurement data from which plats and road, ditch, bridge, and culvert plans are compiled	Permanent	Paper/Microfilm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3091-28	Field Work Reports	10 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
3091-29	Final Approved Plans- Line prints consist of Final Engineering and Construction Plans; Sedimentation and Erosion Control Plans; Driveway Construction Plans; and Roadway Drainage Improvement Plans	1 year after final "As Built" Plan is received and approved	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Engineer's Office**

**3091**

(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
3091-30	Final Approved "As Built" Plan- After all proposed improvements have been made and are complete, the Subdivider submits an updated Final Engineering and Construction "as-built" plan to County Engineer	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"/>
3091-30A	Final Approved "As Built" Plan- After all proposed improvements have been made and are complete, the Subdivider submits an updated Final Engineering and Construction "as-built" plan to County Engineer	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-31	Grade Records- record of levels and grades of ditches, sidewalks, and roads	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"/>
3091-31A	Grade Records- record of levels and grades of ditches, sidewalks, and roads	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-32	Index to Bridges- shows name of bridge or culvert, location, date constructed and volume and page number where recorded	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"/>
3091-32A	Index to Bridges- shows name of bridge or culvert, location, date constructed and volume and page number where recorded	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-33	Index to Ditches- shows name and number of ditch, location, date constructed and volume and page number where recorded	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"/>
3091-33A	Index to Ditches- shows name and number of ditch, location, date constructed and volume and page number where recorded	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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(Local government entity)

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(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
3091-34	Index to Field Notes- shows name of bridge or culvert, location, date constructed and volume and page number where recorded	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"/>
3091-34A	Index to Field Notes- shows name of bridge or culvert, location, date constructed and volume and page number where recorded	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-35	Index to Roads- shows township, survey, date of survey, project name and number, surveyor, and volume and page number where recorded	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"/>
3091-35A	Index to Roads- shows township, survey, date of survey, project name and number, surveyor, and volume and page number where recorded	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-36	Index to Surveyor's Notes- indexes survey record showing name and number of survey; date surveyed and surveyor	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"/>
3091-36A	Index to Surveyor's Notes- indexes survey record showing name and number of survey; date surveyed and surveyor	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-37	Inventories	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
3091-38	Inventory of Bridges	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"/>
3091-38A	Inventory of Bridges	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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## Schedule of Records Retention and Disposition Continuation Sheet

**Engineer's Office****3091**

(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
3091-39	Inventory Records of Bridges	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"/>
3091-39A	Inventory Records of Bridges	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-40	Invoices (paid)	Maintained per Auditor's retention schedule- duplicate copies 3 years	Paper/Electronic		<input type="checkbox"/>
3091-41	Job Descriptions	Until superseded or classification abolished	Paper/Electronic		<input type="checkbox"/>
3091-44	Maps and Blueprints- originals with copies of maps and plans for construction or repair of roads, highways, ditches, and bridges	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"/>
3091-44A	Maps and Blueprints- originals with copies of maps and plans for construction or repair of roads, highways, ditches, and bridges	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-45	Master Files- contains contracts, specifications, and records of work completed	8 years after completion	Paper/Electronic		<input type="checkbox"/>
3091-46	Paving Records	5 years	Paper/Electronic		<input type="checkbox"/>
3091-47	Payroll Records- Records entered in the County's accounting system	Maintained per Auditor's retention schedule. Duplicate copies 3 years	Paper/Electronic		<input type="checkbox"/>
3091-50	Personnel Files	60 years after termination	Paper/Microfilm		<input type="checkbox"/>
3091-51	Plats	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"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Engineer's Office****3091**

(Local government entity)

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3091-51A	Plats	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-52	Departmental Manuals and Policies	Once superseded, retain 5 years	Paper/Electronic		<input type="checkbox"/>
3091-53	Purchase Orders and Requisitions	Maintained per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
3091-54	Receipt Books-stubs or copies of originals issued for payments of fees, etc.	4 years, provided audited	Paper/Electronic		<input type="checkbox"/>
3091-55	Receipt Books for Gasoline-stubs or copies of originals issued for payment of gasoline	4 years, provided audited	Paper/Electronic		<input type="checkbox"/>
3091-56	Record of Permits	5 years after last entry recorded	Paper/Electronic		<input type="checkbox"/>
3091-57	Right-of-Way-Permits-applications for permits to open pavement; to perform work on county or township roads without opening pavement; to install utility poles, transmission lines; or to install driveways	5 years after last permit issued	Paper/Electronic		<input type="checkbox"/>
3091-58	Road Files- contains petitions for construction improvement of a road, description of proposed work, copies of bids submitted for the work, cost certification by county engineer, and copies of commissioners' resolutions letting contracts for the work	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"/>
3091-58A	Road Files- contains petitions for construction improvement of a road, description of proposed work, copies of bids submitted for the work, cost certification by county engineer, and copies of commissioners' resolutions letting contracts for the work	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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## Schedule of Records Retention and Disposition Continuation Sheet

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3091-59	Road Inspection Reports	5 years	Paper/Electronic		<input type="checkbox"/>
3091-60	Road Petitions	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"/>
3091-60A	Road Petitions	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-61	Road Plans and Plats- contains profile drawings, plats, and sketches of the construction and improvement of roads in the county	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"/>
3091-61A	Road Plans and Plats- contains profile drawings, plats, and sketches of the construction and improvement of roads in the county	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-62	Road Record- contains a record of proceedings before the county commissioners regarding the establishment, alteration, or a vacation of public roads	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"/>
3091-62A	Road Record- contains a record of proceedings before the county commissioners regarding the establishment, alteration, or a vacation of public roads	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-63	Subdivision Files- lines prints, standard bond paper, and copies include record plat copies, subdivider's agreements, correspondence, design calculations, and plan and plat review comments	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"/>
3091-63A	Subdivision Files- lines prints, standard bond paper, and copies include record plat copies, subdivider's agreements, correspondence, design calculations, and plan and plat review comments	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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**Engineer's Office**

**3091**

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(Unit)

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3091-64	Subdivision Plans	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"/>
3091-64A	Subdivision Plans	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-65	Surveyor's Records- contains record of all surveys made by county surveyor, county engineer, or his deputies	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"/>
3091-65A	Surveyor's Records- contains record of all surveys made by county surveyor, county engineer, or his deputies	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-66	Township Annual Inventory- reports filed by Township stating the township's inventory for the year	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
3091-67	Township Road Files	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"/>
3091-67A	Township Road Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-68	Travel Expense Reports	4 years after end of Fiscal Year, provided audited	Paper/Electronic		<input type="checkbox"/>
3091-69	Virginia Military Surveys	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"/>
3091-69A	Virginia Military Surveys	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-72	Equipment Files- information relating to equipment owned by department	Until no longer owned by department	Paper/Electronic		<input type="checkbox"/>

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3091-73	Road Complaint Forms- forms stating callers name, nature and location of problem and resolution of problem	3 years after end of Fiscal Year	Paper/Electronic		<input type="checkbox"/>
3091-74	Sheriff Overweight Citations- carbon copies of citations issued from County Sheriff for vehicles overweight	1 year after end of Fiscal Year	Paper/Electronic		<input type="checkbox"/>
3091-76	Transfer of Funds- request/approval to transfer funds within the department	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
3091-77	Workers Compensation- claims filed by employee	10 years	Paper/Electronic		<input type="checkbox"/>
3091-78	Zoning- plans and review comments for request for zoning approval	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"/>
3091-78A	Zoning- plans and review comments for request for zoning approval	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
3091-79	Prevailing Wage Reports and information	1 year after project completion	Paper/Electronic		<input type="checkbox"/>
3091-80	Tax Map Office- Tax Maps	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"/>
3091-80A	Tax Map Office- Tax Maps	Permanent	Paper		<input checked="" type="checkbox"/>
3091-81	Contracts-Service and Maintenance Agreements	8 years after completion	Paper/Electronic		<input type="checkbox"/>