



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

OHIO HISTORY CONNECTION

JUN 12 2025

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 Facilities Maintenance 1013
 (Local government entity) (Unit)

CT Turner Chris Turner Assistant Director 5-12-25
 (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.

Clare B. Concom 6/9/2025
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Fred Perini State Archivist 6-17-2025
 Signature Title Date

Section D: Auditor of State

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

Clermont County Facilities Management

1013

(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
1013-01	Blueprints	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
1013-02	Contracts	6 years after completion	Paper/Electronic		<input type="checkbox"/>
1013-03	Daily Activity Sheets	2 years	Paper/Electronic		<input type="checkbox"/>
1013-04	Inspection Reports – Includes fire inspections, backflow inspections, elevator inspections, and other equipment/facility/safety inspections completed by vendors or staff	3 years	Paper/Electronic		<input type="checkbox"/>
1013-05	Manuals and Handbooks – Equipment and/or safety manuals or related records	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
1013-06	Occupancy Permits	Until superseded with change in occupancy or building sold/demolished	Paper/Electronic		<input type="checkbox"/>
1013-07	Plats and Maps	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1013-08	Project Records – Includes records pertaining to the construction, maintenance, repair, or alteration of county property.	Until property sold/demolished	Paper/Electronic		<input type="checkbox"/>
1013-09	Work Order Requests	Maintained in County's accounting system per Auditor's retention schedule	Electronic		<input type="checkbox"/>