



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

DEC 13 2023

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 Office of Public Information 1304
(Local government entity) (Unit)

 Thomas Eigel County Administrator 11-14-23
(Signature of responsible official) (Name) (Title) (Date)

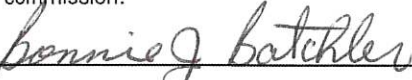
Section B: Records Commission

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@clermontcountyoio.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.

 12-04-2023
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Government Records Archivist 12/14/2023
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*

Records Retention Schedule

Office of Public Information

1304

(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
1304-01	Audio and Video Recording of Regular Session , public hearings and other meetings of the Board of Commissioners	Maintained three years through a contracted third party	Electronic		<input type="checkbox"/>
1304-02	Backup of Audio and Video Recording of Regular Session , public hearings and other meetings of the Board of Commissioners	Maintained until 1010-73 is verified as available through the contracted third party	Electronic		<input type="checkbox"/>
1304-03	Audiovisual, PR, and Training Materials	Three years, appraise for historical value	Audio/Video Tapes and All Other Media		<input checked="" type="checkbox"/> (Historical)
1304-04	Image Files – Visual documentation of a person, place or event	Three years, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
1304-05	Mailing Lists / Marketing Lists - List of individuals and addresses for mail and email distribution	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
1304-06	Press/News Releases	Three years/appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
1304-07	Publications - Brochures and promotional material created by county agencies to inform the public of services and functions.	Three years, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
1304-08	Transitory Video/Audio/Image Files – Unused and no-value digital clips/images from recorded Sessions, Interviews (both internal and external), Events, Annual Reports, and other occasions where video/audio/images are captured.	Until no longer of administrative value	Electronic		<input type="checkbox"/>

Records Retention Schedule

Office of Public Information

1304

(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
1304-09	B-Roll Video/Audio/Image Files – Digital clips/images that are considered supplemental or alternative to the main footage, yet have administrative value and may be used in the future.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
	<u>SOCIAL MEDIA RECORDS</u>				
1304-10	Transitory and/or Duplicate records including posts to Twitter, Facebook, YouTube and Other Related Applications	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
1304-11	Backup and Metadata of all posts to Twitter, Facebook, YouTube and Other Related Applications	Three years	Electronic		<input type="checkbox"/>



RECORDS MANAGEMENT DIVISION

December 5, 2023

Ohio History Connection
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211

OHIO HISTORY CONNECTION

DEC 13 2023

STATE AND LOCAL
GOVERNMENT RECORDS

Re: Schedules of Records Retention and Disposition

Enclosed you will find five Records Retention Schedules. These were recently approved at Clermont County's December 4, 2023 Records Commission Meeting.

Upon your approval, please forward these documents to the Auditor of State.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Snyder".

Michelle Snyder
Clermont County Records Manager
Secretary for the Clermont County Records Commission
msnyder@clermontcountyohio.gov