



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

JUN 08 2018

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 Board of County Commissioners 1010  
 (Local government entity) (Unit)

*Edwin H. Humphrey* Edwin H. Humphrey President 5/29/18  
 (Signature of responsible official) (Name) (Title) (Date)

**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (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:

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.

*Edwin H. Humphrey* 6/6/18  
 Records Commission Chair Signature Date

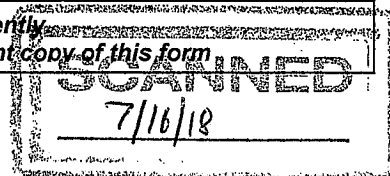
**Section C: Ohio History Connection - State Archives**

*Amy C. Blum* Gov. Recs. Archivist 6/19/18  
 Signature Title Date

**Section D: Auditor of State**

*Martin E. Mueh* 7-5-18  
 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

Board of County Commissioners

1010

(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
1010-01	Account Statements (in connection with bond issues)	Until superseded (only most current copy maintained)	Paper/Electronic		<input type="checkbox"/>
1010-02	Airport Files	Permanent	Paper/Microfilm		<input type="checkbox"/>
1010-03A	Annexation Files	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-03B	Annexation Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-04A	Annual Information Statements	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-04B	Annual Information Statements	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-05A	Annual Reports	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-05B	Annual Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-06	Apiary Inspection Expense Reports and related files	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-07A	Appointments to Boards/Commissions	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-07B	Appointments to Boards/Commissions	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-08	Appointment of Outside Legal Counsel (Joint Petition to Common Pleas Court)	Until audited (original maintained by Prosecuting Attorney)	Paper/Electronic		<input type="checkbox"/>
1010-09A	Appraisal Reports	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-09B	Appraisal Reports	Permanent	Paper/Microfilm		<input type="checkbox"/>
1010-10	Audit Reports	5 years	Paper/Electronic		<input type="checkbox"/>

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1010-11	Bids - Unsuccessful	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
1010-12	Bids - Successful	Maintained permanently as part of Journal (1010-35). Paper copy maintained by department as part of contract	Microfilm		<input type="checkbox"/>
1010-13	Bills - (computer printout prepared by Auditor)	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-14A	Bonds/Notes/Official Statements	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-14B	Bonds/Notes/Official Statements	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-16	Budget - Annual Appropriations	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input type="checkbox"/>
1010-17	BCC Calendar/Schedule – Includes meeting notices and announcements for the public/media	1 year following end of fiscal year	Paper/Electronic		<input type="checkbox"/>
1010-19	Clermont Cares Records – Includes complaints and responses	3 years	Paper/Electronic		<input type="checkbox"/>
1010-20	Capital Projects - Contract documents, change orders, close out and related planning information	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-22	Department Head Meeting Minutes and Department Weekly Reports	1 year	Paper/Electronic		<input type="checkbox"/>
1010-24A	Department Special Programs/Projects – Includes proposals, plans, reports, position papers, and other records providing history of new initiatives, programs, departments	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-24B	Department Special Programs/Projects – Includes proposals, plans, reports, position papers, and other records providing history of new initiatives, programs, departments	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input checked="" type="checkbox"/>

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1010-28A	Easements	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-28B	Easements	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-30A	Regular Session Minutes (Informal Work Sessions ended in 2012)	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-30B	Regular Session Minutes (Informal Work Sessions ceased in 2012)	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input type="checkbox"/>
1010-31	Grant Records – Includes applications and agreements	Maintained permanently as part of Journal (1010-35). Copy maintained by originating department per funding agency requirements	Paper/Microfilm		<input type="checkbox"/>
1010-33	Grant applications - denied	1 year after funding denial	Paper/Electronic		<input type="checkbox"/>
1010-35A	Journals/Index to Journals	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-35B	Journals/Index to Journals	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-36	Liquor Permit Applications	1 year from date received	Paper/Electronic		<input type="checkbox"/>
1010-37	Litigation/Claims/Settlements (In-County Counsel)	Twenty-Six years after verdict is returned (Maintained by the Prosecutor's Office)	Paper		<input type="checkbox"/>
1010-37A	Litigation/Claims/Settlements (In-County Counsel)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-38	Maintenance bonds – Includes bonds for Sidewalks, Water/Sewer and Street Improvements	Until release and acceptance of improvements	Paper/Electronic		<input type="checkbox"/>

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1010-40	Marriage License Fees distribution records	Maintained permanently as part of Journal (1010-35)	Paper/Electronic		<input type="checkbox"/>
1010-41	Minutes/Agendas/Meeting Notices/Announcements (from other agencies)	1 year	Paper/Electronic		<input type="checkbox"/>
1010-42A	Litigation/Claims/Settlements/ Case Files (Outside Counsel)	Twenty-Six years after verdict is returned (Maintained by the Prosecutor's Office)	Paper		<input type="checkbox"/>
1010-42B	Litigation/Claims/Settlements/ Case Files (Outside Counsel)	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-43A	Opinions - Prosecuting Attorney	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-43B	Opinions - Prosecuting Attorney	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-47	Policies/Procedures/Rules/ Regulations/Long-Range Plans	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input type="checkbox"/>
1010-48	Proclamations	1 year from date of issuance	Paper/Electronic		<input type="checkbox"/>
1010-49A	Property Purchases/Sales/Appropriation Cases/Sheriffs Forfeited Properties	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-49B	Property Purchases/Sales/Appropriation Cases/Sheriff's Forfeited Properties	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input type="checkbox"/>
1010-50	Public Defender Monthly Operating Expense Reports	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-51	Legislation - proposed	Until final disposition	Paper/Electronic		<input type="checkbox"/>
1010-52	Public Officials Bonds	10 years after expiration	Paper/Electronic		<input type="checkbox"/>
1010-53	Receipt Book	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-54A	Resolutions	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-54B	Resolutions	Maintained permanently as part of Journal (1010-35)	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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1010-55A	Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-55B	Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-56	Reports, Plans, Studies, etc. from outside agencies (i.e. CCAO, OKI, ODOT)	Until superseded or no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1010-57A	Road/Street/Alley Vacation Records establishment/Transfer/ Acceptance Name Change	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-57B	Road/Street/Alley Vacation Records establishment/Transfer/ Acceptance Name Change	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input checked="" type="checkbox"/>
1010-58	Sheriff's Monthly Meal Reports	1 year	Paper/Electronic		<input type="checkbox"/>
1010-60A	Tax Levy Issues/ Resolutions/ Proceeds/ Reports/ Contracts	Maintain as necessary until no longer of administrative value in electronic format	Electronic		<input type="checkbox"/>
1010-60B	Tax Levy Issues/ Resolutions/ Proceeds/ Reports/ Contracts	Maintained permanently as part of Journal (1010-35)	Paper/Microfilm		<input type="checkbox"/>
1010-62	Travel Requests	Maintained permanently as part of Journal (1010-35)	Paper/Electronic		<input type="checkbox"/>
1010-64	Building Permits/Certificates of Occupancy - county buildings	Maintained permanently as part of Capital Projects (1010- 20)	Electronic		<input type="checkbox"/>
1010-65	Insurance Policies/Plans/Contracts	Permanent	Paper/Microfilm		<input type="checkbox"/>
1010-66	Liability and Health Insurance Acquisition Records/ Renewal Reports	Permanent	Microfilm		<input type="checkbox"/>
1010-68	Contracts – Includes general construction, collective bargaining, public depository, tax abatements, goods and services, etc.	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1010-71	Reports - required by statute to be filed in BCC office	Until audited	Paper/Electronic		<input type="checkbox"/>

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audit report has been  
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