



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

OHIO HISTORY CONNECTION

JUN 08 2018

STATE AND LOCAL
 GOVERNMENT RECORDS

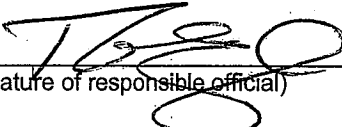
RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Human Resources 1011
 (Local government entity) (Unit)

 Thomas Eigel County Administrator 5-30-18
 (Signature of responsible official) (Name) (Title) (Date)


Section B: Records Commission

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

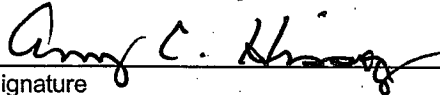
289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

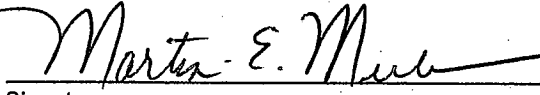
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred,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

 6/6/18
 Records Commission Chair Signature Date

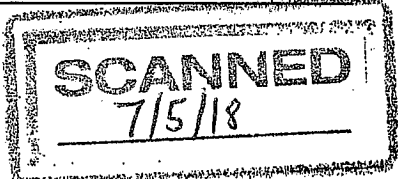
Section C: Ohio History Connection - State Archives

 Govt. Rec. Archivist 6/15/18
 Signature Title Date

Section D: Auditor of State

 6-25-18
 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

Human Resources

1011

(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
1011-001A	Personnel Files: Employment applications, records of discipline, records of commendation, training records and other pertinent employment records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
1011-001B	Personnel Files: Employment applications, records of discipline, records of commendation, training records and other pertinent employment records	20 years after termination	Paper		<input type="checkbox"/>
1011-002	Position Descriptions: Documents detailing the classification, needed experience, education, physical requirements and duties by position title	Official copy maintained in personnel file. Local copy maintained three years after superseded	Paper/Electronic		<input type="checkbox"/>
1011-003	Job Postings: Job openings posted for recruitment purposes	Maintained in County's accounting system per Auditor's retention schedule (01-137)	Electronic		<input type="checkbox"/>
1011-004	Table of Organization: Forms or documents depicting the organizational structure of each department under the jurisdiction of the BCC	60 years	Paper/Microfilm		<input type="checkbox"/>
1011-005	Payroll Records: Records pertaining to employee wages and compensation	Maintained in County's accounting system per Auditor's retention schedule (01-10A/B)	Electronic		<input type="checkbox"/>
1011-006	Leave Requests: Records of employee requests for leave and validation for leave	Maintained in County's accounting system per Auditor's retention schedule (01-32)	Electronic		<input type="checkbox"/>
1011-007	Attendance Records: Records pertaining to employee attendance	Maintained in County's accounting system per Auditor's retention schedule (01-11, 01-32)	Electronic		<input type="checkbox"/>
1011-008	Employment Applications: Applications for employment by unsuccessful candidates	Maintained in County's accounting system per Auditor's retention schedule (01-24)	Electronic		<input type="checkbox"/>
1011-009	EEO Data Sheets: Voluntary forms completed by employees upon being hired	2 years from end of fiscal year	Paper/Electronic		<input type="checkbox"/>

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1011-10	Personnel Policies & Procedures: Policies and Procedures approved by the BCC	Official copy maintained permanently in Commissioner's Journals. Local copy maintained three years after superseded.	Paper/Electronic		<input type="checkbox"/>
1011-011	Contracts (Insurance): Original contracts signed by the BCC detailing insurance coverage provided	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1011-014	Bureau of Worker's Compensation Records: All non-medical documentation of employee on-duty injuries	Maintained in county's accounting system per Auditor's retention schedule (01-115)	Electronic		<input type="checkbox"/>
1011-016	Personnel Medical Records: Any medical files relating to employees, sorted by employee	10 years after termination	Paper/Electronic		<input type="checkbox"/>
1011-018	Lesson Training Plans: Outlines and formats of training provided in-house	5 years	Paper/Electronic		<input type="checkbox"/>
1011-019	PERPP Forms (Public Employment Risk Reduction Program) Documenting accident statistics	5 years after audit	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"/>
1011-020	Employee Benefit Selection Records: Current and former employee's historical insurance records	Maintained in county's accounting system per Auditor's retention schedule (01-142) Local paper copy of records prior to 2011 maintained in Benefits Office until 6 years after termination	Paper/Electronic		<input type="checkbox"/>
1011-021	Injury Reports-Non BWC: Reports of injury not reported to the Bureau of Worker's Compensation.	2 years	Paper/Electronic		<input type="checkbox"/>
1011-022	Tuition Reimbursement Contracts: Contracts outlining repayment periods signed by employee	8 years after completion	Paper/Electronic		<input type="checkbox"/>

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1011-023	Tuition Reimbursement Forms: Applications for Tuition Reimbursement and Contracts for reimbursement.	4 years	Paper/Electronic		<input type="checkbox"/>
1011-024	Unfair Labor Practices: Documentation pertaining to Unfair Labor Practice charges	5 years after resolution	Paper/Electronic		<input type="checkbox"/>
1011-025A	E.E.O. - 1 Reports: Report to E.E.O. Commission on information provided in voluntary data collection sheets	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
1011-025B	E.E.O. - 1 Reports: Report to E.E.O. Commission on information provided in voluntary data collection sheets	Permanent	Paper/Microfilm		<input type="checkbox"/>
1011-026	Random Drug/Alcohol Testing Records: Alcohol test results with a result of 0.2 or greater; Records of employees verified positive drug test results; Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results.)	5 years	Paper/Electronic		<input type="checkbox"/>
1011-027	Random Drug/Alcohol Testing Records: Records of information obtained from previous employers under § 40.25 concerning drug and alcohol test results of employees	5 years	Paper/Electronic		<input type="checkbox"/>
1011-028	Random Drug/Alcohol Testing Records: Records of the inspection, maintenance, and calibration of EBT's	2 years	Paper/Electronic		<input type="checkbox"/>
1011-029	Random Drug/Alcohol Testing Records: Negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02	1 year	Paper/Electronic		<input type="checkbox"/>

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1011-030	HIPAA Documentation Records: Policy and procedural documentation, notices of privacy practices, consents, authorizations, patient requests for access, amendment or accountings of PHI disclosures, complaints, processes for training and other standard forms	6 years	Paper/Electronic		<input type="checkbox"/>
1011-031	HIPAA Documentation: Records of PHI disclosure for non-TPO (Treatment, Payment, and Health Care Options) purposes	6 years after the request date	Paper/Electronic		<input type="checkbox"/>
1011-032	Bureau of Worker's Compensation Retrospective and Group Claim Files	10 years	Paper/Electronic		<input type="checkbox"/>
1011-033	COBRA Forms: Includes COBRA Notification of Eligibility	Prior to 2017, maintained 7 years after termination. Beginning in 2017, maintained electronically by third-party vendor.	Paper/Electronic		<input type="checkbox"/>
1011-034	I9 Forms	Maintained in County's accounting system per Auditor's retention schedule (01-111)	Electronic		<input type="checkbox"/>
1011-035	DAMIS Report: Annual Drug and Alcohol Monitoring and Information System report	5 years	Paper/Electronic		<input type="checkbox"/>
1011-036	Material Safety Data Sheets (MSDS)	30 years	Paper/Electronic		<input type="checkbox"/>
1011-037	Safety Records: Includes reports of various safety inspections and related records	10 years	Paper/Electronic		<input type="checkbox"/>
1011-038	Pre-Employment Records: Includes background checks, drug test results and physical records	Successful Applicants – Maintained as part of Personnel Medical File Unsuccessful Applicants - 2 years	Paper/Electronic		<input type="checkbox"/>

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1011-039	Applicant Selection Records: Includes scoring sheets and interview forms	2 years	Paper/Electronic		<input type="checkbox"/>
1011-040	Summary Plan Description: Includes Medical plan details	3 years after plan closed	Paper/Electronic		<input type="checkbox"/>