



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 Water Resources Department - Administrative 8521, 8523, 8530, 8550  
 (Local government entity) (Unit)

Lyle M. Bloom Lyle Bloom Director of Utilities 4-17-18  
 (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:

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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.

Edward H. [Signature] 6/16/18  
 Records Commission Chair Signature Date

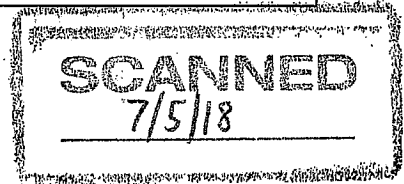
**Section C: Ohio History Connection - State Archives**

Angie C. Shroy Govt. Rec. Archivist 6/15/18  
 Signature Title Date

**Section D: Auditor of State**

Martin E. Mub 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

Clermont County Water Resources Department – Administrative 8521, 8523, 8530, 8550  
 (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
8523-01	Bids (Unsuccessful)	Retain 3 Fiscal Years After Letting of Contract, Provided Audited	Paper/Electronic		<input type="checkbox"/>
8523-02	Complaints	Retain 2 Years After End of Fiscal Year Then Destroy, Provided Settled	Paper/Electronic		<input type="checkbox"/>
8523-04	Job Descriptions	Retain Until Superseded	Paper/Electronic		<input type="checkbox"/>
8523-05	Expense Records –Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
8523-06	Treatment Plant Permits	Retain Until Superseded	Paper/Electronic		<input type="checkbox"/>
8523-07A	Certifications Record	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"/>
8523-07B	Certifications Record	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-10A	Policies & Programs (Master Plan)	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"/>
8523-10B	Policies & Programs (Master Plan)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-11	Lift Station Records	5 Years	Paper/Electronic		<input type="checkbox"/>
8523-12	Regulatory Agency Files	3 Years	Paper/Electronic		<input type="checkbox"/>
8523-13	Safety & Loss Prevention Reports	3 Years	Paper/Electronic		<input type="checkbox"/>
8523-14	Safety Committee Records	3 Years	Paper/Electronic		<input type="checkbox"/>
8523-15	Safety Training Records	3 Years	Paper/Electronic		<input type="checkbox"/>

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8523-16A	Sewer & Water Improvement Plans – Data, Surveys, Blueprints, Reports and Tracings	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"/>
8523-16B	Sewer & Water Improvement Plans– Data, Surveys, Blueprints, Reports and Tracings	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-17	Sewer & Water Improvement Plans – Petitions, Resolutions, Cost Estimates	5 years after construction is complete	Paper		<input type="checkbox"/>
8523-18	Daily/Monthly Logs, Monthly Operating Reports, Violations/Correction Orders	10 years	Paper/Electronic		<input type="checkbox"/>
8523-19A	Water Usage 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"/>
8523-19B	Water Usage Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-20A	Wellfield 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"/>
8523-20B	Wellfield Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-21	Backflow Preventer Tests (Inspection Reports)	2 Years	Paper/Electronic		<input type="checkbox"/>
8523-23	Budget Files	5 years	Paper/Electronic		<input type="checkbox"/>
8523-27	Fire Hydrant Records – Installation, Repair, Location, Maintenance, Inspection and Replacement Records	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-29A	Limited Tap-In	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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8523-29B	Limited Tap-In	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-31	Payroll Worksheets –Employee Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	Timesheets and Overtime Records maintained 3 Years onsite  Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
8523-32	Sewer Tapper Installer Bonds	3 years after expiration or cancellation	Paper/Electronic		<input type="checkbox"/>
8523-33	Agreements/Contracts – Not related to Water/Sewer connections or construction	8 years after completion	Paper/Electronic		<input type="checkbox"/>
8523-34	Sludge Hauling and Disposal Records	20 years	Paper		<input type="checkbox"/>
8523-35	Locate Records	2 years	Paper/Electronic		<input type="checkbox"/>
8523-36	Annual Water Quality Report	10 years	Paper/Electronic		<input type="checkbox"/>
8523-37	Lead and Copper Data	12 years	Paper/Electronic		<input 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.**