



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

JUL 01 2019

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 Community Improvement Corporation 9510  
 (Local government entity) (Unit)

*Andy Kuchta* Andy Kuchta Director 4-24-19  
 (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.

*Edward H. Humphrey* 6/26/19  
 Records Commission Chair Signature Date

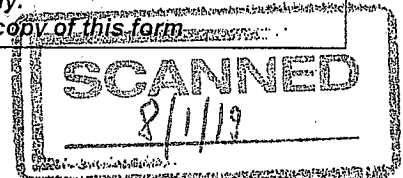
**Section C: Ohio Historical Society - State Archives**

*Amy Gibson* Govt. Rec. Archivist 7/9/19  
 Signature Title Date

**Section D: Auditor of State**

*Martin E. Mueh* 7-22-63  
 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

Clermont County Community Improvement Corporation

9510

(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
9510-01	Agreements	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9510-02	Audits	10 years	Paper/Electronic		<input type="checkbox"/>
9510-03A	Conflict of Interest Policy Statements	Maintain until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9510-03B	Conflict of Interest Policy Statements	Permanent	Paper/Microfilm		<input type="checkbox"/>
9510-04	Financial Records – Budgets, Payables, Purchasing and Receivables	3 Years, provided audited	Paper/Electronic	<b>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.</b>	<input type="checkbox"/>
9510-05A	Incorporation Records-Article of Incorporation and Bylaws – Includes Continued Existence Statement	Maintain until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9510-05B	Incorporation Records-Article of Incorporation and Bylaws – Includes Continued Existence Statement	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9510-06A	Meeting Records – Agendas, Minutes and Resolutions	Maintain until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9510-06B	Meeting Records – Agendas, Minutes and Resolutions	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9510-07	Public Notice Records – Notice of Meetings	3 years	Paper/Electronic		<input type="checkbox"/>
9510-08A	Annual Financial Report (ORC 1724.05)	Maintain until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9510-08B	Annual Financial Report (ORC 1724.05)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9510-09	Project Files	10 years after completion	Paper/Electronic		<input type="checkbox"/>
9510-10	Ohio Charitable Reporting Statement of Exemption	Permanent	Paper/Microfilm		<input type="checkbox"/>