



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

OHIO HISTORY CONNECTION

JUN 30 2020

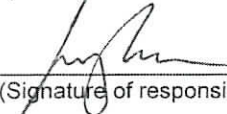
STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Clermont County Transportation Improvement District
 (Local government entity) _____ (Unit)

 _____
 (Signature of responsible official) Jeremy Evans CCTID Secretary-Treasurer 04-15-2020
 (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:

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.

 _____ 6/23/20
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 _____ Local Government Records Archivist 7/6/20
 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**

Schedule of Records Retention and Disposition

Clermont County Transportation Improvement District

(Local government entity)

(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
TID-01	Agendas and Meeting Packets	2 years	Paper/Electronic		<input type="checkbox"/>
TID-02	Annual Audit Report and Annual Financial Report	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
TID-03	Bids - Successful	Maintained as part of Engineer's Road or Bridge File	Paper/Electronic		<input type="checkbox"/>
TID-04	Bids - Unsuccessful	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
TID-05	Bond Transcripts	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
TID-06	Bridge Files	Official record maintained by the Engineer per the Engineer's retention schedule	Paper/Microfilm		<input type="checkbox"/>
TID-07	Budgets and Working Papers	Official Budget record maintained as part of TID Minutes Local copy and Budget working papers maintained 5 years	Paper/Electronic		<input type="checkbox"/>
TID-08	Contracts/Agreements	If related to construction project, maintained as part of Engineer's Road or Bridge File Non-construction agreements maintained 8 years after completion	Paper/Electronic		<input type="checkbox"/>
TID-09	Easements	Official record maintained by the Engineer per the Engineer's retention schedule	Paper/Microfilm		<input type="checkbox"/>

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(Local government entity)

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TID-10	Financial Records – Includes Receipts/Disbursement Ledger, Invoices, Checks, Check Register, Bank Statements, Monthly Financial Statements and related records	5 years, provided audited	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	
TID-11	Grant Records – Includes State and Federal Grant agreements, reports, awards, and related records	Maintain per grant requirements. If none, maintain 5 years after final receipt	Paper/Electronic		<input type="checkbox"/>
TID-12	Intergovernmental Agreement/ Memorandum of Understanding – Local Contribution Agreements	If related to construction project, maintained as part of Engineer's Road or Bridge File Non-construction agreements maintained 8 years after completion	Paper/Electronic		<input type="checkbox"/>
TID-13	Insurance Policies	5 years after expiration, provided all claims settled and appeals exhausted	Paper/Electronic		<input type="checkbox"/>
TID-14	IRS 1099 Forms	7 years	Paper/Electronic		<input type="checkbox"/>
TID-15	Letters of Interest/ Requests for Qualifications	2 years	Paper/Electronic		<input type="checkbox"/>
TID-16	Official Board Records – Includes Minutes, Resolutions, Bylaws, Board Appointments, Policies and related records	Permanent	Paper/Microfilm		<input type="checkbox"/>
TID-17	Prevailing Wage	2 years after completion of contract	Paper/Electronic		<input type="checkbox"/>
TID-18	Property Appraisals and Acquisition Records	Permanent	Paper/Microfilm		<input type="checkbox"/>
TID-19	Road Files	Official record maintained by the Engineer per the Engineer's retention schedule	Paper/Microfilm		<input type="checkbox"/>