



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 10 2022

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 Records Management Division 1017  
 (Local government entity) (Unit)

*Michelle Snyder* Michelle Snyder Records Manager 5/20/2022  
 (Signature of responsible official) (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: [msnyder@clermontcountyohio.gov](mailto:msnyder@clermontcountyohio.gov)

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.

*Bonnie J. Batchler* 6-6-2022  
 Records Commission Chair Signature Date

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

*Shirley Gumbach* Government Records Archivist 6/16/2022  
 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**

## Records Retention Schedule

Records Management Division

1017

(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
1017-02	Annual Report	10 years	Paper		<input type="checkbox"/>
1017-03	Applications For One-Time Records Disposal - (RC-1) Departmental	Permanent	Paper/Microfilm		<input type="checkbox"/>
1017-04	Authorized Representative Forms	Until superseded	Paper/Electronic		<input type="checkbox"/>
1017-06	Certificate of Records Disposal (RC-3) - Departmental	Permanent	Paper/Microfilm		<input type="checkbox"/>
1017-10	Destruction Packets – Includes destruction receipt, log and destruction confirmation letters	1 year	Paper		<input type="checkbox"/>
1017-13	Microfilm Logs	Permanent	Paper		<input checked="" type="checkbox"/>
1017-17	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
1017-18	Record Retrievals, Service Requests, Transfers – Paper or email documentation of retrievals and transfers	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1017-19	Schedule of Records Retention & Disposition (RC-2)	Permanent	Paper/Microfilm		<input type="checkbox"/>
1017-25	Retrieval Reports – Reports sent to departments listing all outstanding retrievals	Until superseded	Electronic		<input type="checkbox"/>



CLERMONT  
COUNTY OHIO

BOARD OF COUNTY COMMISSIONERS  
CLAIRE B. CORCORAN • BONNIE BACHTLER • DAVID L. PAINTER

RECORDS MANAGEMENT DIVISION

June 6, 2022

Ohio History Connection  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211

Re: Schedules of Records Retention and Disposition

Enclosed you will find five amended Records Retention Schedules. These were recently approved at Clermont County's June 6, 2022 Records Commission Meeting.

Upon your approval, please forward these documents to the Auditor of State.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Snyder".

Michelle Snyder  
Clermont County Records Manager  
Secretary for the Clermont County Records Commission  
msnyder@clermontcountyohio.gov

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