



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

OHIO HISTORY CONNECTION

JUN 16 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 (To complete this form online, use "tab" key to jump from box to box.)

Board of County Commissioners/The Telecommunications Division 8630
 (Local government entity) (Unit)

Karin Quitter Karin Quitter Program Manager 4-25-22
 (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:

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

Amey Gubek 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

Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.***Clermont County TTD****8630**

(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 |
|---------------------------|---|--|-------------------|---|--|
| 8630-01 | Annual Budget Budget Preparation Paperwork | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 8630-02 | Annual Reports Unit Plans of Work (UPW) Annual Plans of Work (APW) | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 8630-03 | Bids - (Unsuccessful) Proposals – (Unsuccessful) Request for Qualifications (RFQ) Request for Bid (RFB) | 2 years after Board Action | Paper/Electronic | | <input type="checkbox"/> |
| 8630-04 | Charge Back Invoices (Copies) - For departmental telephone maintenance/services (TTD's accounts receivables). Records used to document requests for technical assistance and responses to these requests as well as to collect information on the user of computer equipment for program delivery, security, or other purposes | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 8630-05 | Computer Usage Files - Electronic files or automated logs created to monitor computer systems usage including but not limited to log-in files, system usage files, data entry logs, Internet access and records of individual computer program usage | Until no longer of administrative value to agency | Electronic | | <input type="checkbox"/> |
| 8630-06 | Contracts | 8 years after completion – copies maintained in County's accounting system per Auditor's retention schedule | Paper/Electronic | | <input type="checkbox"/> |
| 8630-07 | Data Processing Disaster Preparedness and Recovery Plans - Records relating to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster - Current plan only | Until superseded by a revised plan | Paper/Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Clermont County TTD

8630

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|------------------------|---|---|-------------------|---|----------------------------------|
| 8630-08 | Data Processing Operating Procedures - Procedures for the operation of computer equipment, production control, tape library, system backup, applications and other aspects of data processing operations | Until superseded, obsolete or upgraded | Paper/Electronic | | <input type="checkbox"/> |
| 8630-09 | Data Processing Policies - Records of data processing policies including those covering access and security, system development, data retention and disposition and data ownership - Current plan only | Until superseded, obsolete or replaced. | Paper/Electronic | | <input type="checkbox"/> |
| 8630-10 | Electronic & Manual Records, Copies - Used to calculate costs occurred and bill departments for services | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 8630-11 | Electronic Mail - Email | Retain according to content | Paper/Electronic | | <input type="checkbox"/> |
| 8630-12 | 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"/> |
| 8630-13 | Call Usage Reports - Summary reports and other records created to document usage for reporting or other purposes. | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| 8630-14 | Pay Ins to Treasury Records | 3 years, provided audited | Paper/Electronic | Audited means: the years encompassed by the records have been audited by the | <input type="checkbox"/> |
| 8630-15 | Payroll Worksheets – Employee Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports | Maintained in County's accounting system per Auditor's retention schedule | Paper/Electronic | Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C | <input type="checkbox"/> |
| 8630-16 | Personnel Files | Maintained by Human Resources per Human Resources' retention schedule | Paper/Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------|---|--|
| 8630-18 | PBX Backup Files – Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. | Daily Backup – 1 day Monthly Backup – 30 days | Paper/Electronic | | <input type="checkbox"/> |
| 8630-19 | Telephone Call Detail Records (Telemate) | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 8630-20 | Uniform Records | 3 years, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 8630-21 | Call Data System Files (Telemate) | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| 8630-22 | Avaya Aura Messaging System Files | Daily – 1 day Monthly – 30 days Quarterly – 90 days | Electronic | | <input type="checkbox"/> |
| 8630-23 | Electronic Subscriptions/Data Processing Service Plans | Until superseded or obsolete | 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