



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

OHIO HISTORY CONNECTION

DEC 14 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.)

Clermont County Job and Family Services 6240
 (Local government entity) (Unit)

Susan Walther Susan Walther Director 11/18/22
 (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 Batchler 12-5-22
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Government Records Archivist 12/22/2022
 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**

Schedule of Records Retention and Disposition

Department of Job and Family Services

6240

(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
	<u>AGENCY ADMINISTRATIVE</u> <u>ALL DIVISIONS</u>				
07-01-AD	Annual Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
07-02-AD	Audit Reports	Permanent	Paper/Electronic		<input type="checkbox"/>
07-03-AD	Bids – Successful - File with contracts, includes requests for proposals. Original to BCC	8 years after completion	Paper/Electronic		<input type="checkbox"/>
07-04-AD	Bids – Unsuccessful	2 years after letting of the contract	Paper/Electronic		<input type="checkbox"/>
07-05-AD	Certified Mail	3 years after audit	Paper/Electronic		<input type="checkbox"/>
07-06-AD	Client Files – Includes all WIOA/JTPA, SYEP, and OMJ files. May contain applications, eligibility, determination, terminations/closings, case notes, vouchers, correspondence, employability plans, sanctions, attendance reports, school and work schedules, change notices, releases, individual service strategy, complaints and grievances.	3 years	Paper/Electronic		<input type="checkbox"/>
07-07-AD	Contracts (ORC 2305.06) – Includes capital projects. Official record maintained by BCC	8 years after completion	Paper/Electronic		<input type="checkbox"/>
07-08-AD	Customer Complaints	1 year after resolution	Paper/Electronic		<input type="checkbox"/>
07-09-AD	Department Policies and Procedures	Permanent	Paper/Electronic		<input type="checkbox"/>
07-10-AD	Federal and State Grant Files – includes supporting Financial Records and Documents	5 years after grant period, or until audited and all litigation, claims resolved, whichever occurs first	Paper/Electronic		<input type="checkbox"/>
07-11-AD	Fiscal Records – Includes ledgers, journals, invoices, payroll, state reports, allocations, worksheets and closeouts	Maintained in State System or in County's accounting system per Auditor's retention schedule Local copies 5 years	Paper/Electronic		<input type="checkbox"/>
07-12-AD	Fiscal Reports – Reports created for internal use	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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07-13-AD	Management and Operations Reports including State/Federal	5 years	Paper/Electronic		<input type="checkbox"/>
07-14-AD	Meeting Minutes – Includes Public Hearing minutes	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
07-15-AD	Payroll Records: Needs-Based-Payments (payments made to clients)	Maintained in State System	Paper/Electronic		<input type="checkbox"/>
<u>CHILD SUPPORT ENFORCEMENT-6180</u>					
07-01-CSEA	Child Support Payment Cards	3 years after closure provided case has not reopened and all Non-Administrative Fee Balances have been reduced to zero	Paper/Electronic		<input type="checkbox"/>
07-02-CSEA	CSEA closed paternity files with support orders established	23 years after case closure	Paper/Electronic		<input type="checkbox"/>
07-03-CSEA	CSEA closed paternity files with paternity established only	23 years after case closure	Paper/Electronic		<input type="checkbox"/>
07-05-CSEA	IRS Offset Records - Electronic data generated information acquired on magnetic tape backup and produced as paper form. This includes documentation relative to SETS/ATEK Reports and State and County Reports.	3 years	Paper/Electronic		<input type="checkbox"/>
07-06-CSEA	Bank Reconciliation	7 years	Paper/Electronic		<input type="checkbox"/>
07-07-CSEA	Recoupment Records	3 years after all activities exhausted and paid	Paper/Electronic		<input type="checkbox"/>
07-18-CSEA	Check Registers (register of checks issued)	3 years after audit	Paper/Electronic		<input type="checkbox"/>
07-19-CSEA	Child Support Receipts (carbon copies of originals for Child Support Payments)	Until audited by Auditor of State	Paper/Electronic		<input type="checkbox"/>

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07-22- CSEA	IV-D Files and Non-IV-D Files	3 years after closure provided case has not reopened and all Non-Administrative Fee Balances have been reduced to zero	Paper/Electronic		<input type="checkbox"/>
07-23- CSEA	IV-D Files and Non-IV-D Files with Non-Administrative Fee Balances	Until Non-ADFE balance has been reduced to zero.	Paper/Electronic		<input type="checkbox"/>
07-24- CSEA	Audio Recordings – Taped Recordings of Hearings	60 days then erase and reuse, no RC-3 required	Electronic		<input type="checkbox"/>
07-25- CSEA	Administrative Docket Cards (no longer created)	Permanent	Paper/Microfilm		<input type="checkbox"/>
07-26- CSEA	Visitor Log	5 years	Paper/Electronic		<input type="checkbox"/>
07-27- CSEA	JFS 7019 FTI Tracking Log	5 years	Electronic		<input type="checkbox"/>
07-28- CSEA	7014 FTI Confidentiality Agreement – For Non-CSE SETS Users	5 years	Paper/Electronic		<input type="checkbox"/>
<u>CHILDREN'S PROTECTIVE SERVICES-6244</u>					
07-25-CPS	Adoption Records	Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>
07-28-CPS	Foster Home Files	Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>

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<u>CHILDREN'S PROTECTIVE SERVICES-6244</u>					
07-32-CPS	Case Files (CPS)	Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>
07-35-CPS	Investigation Records (confidential)	Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>
07-38-CPS	Statistical Reports	Maintained in State System, local copies maintained until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
07-39-CPS	Report of Child Abuse and Neglect (written notification should be retained in case records)	Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>
07-41-CPS	Social Worker's Reports	Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>
07-42-CPS	Suspected Abuse of Adult Records	Permanent	Paper/Electronic		<input type="checkbox"/>
07-46-CPS	Kinship Permanency Incentive Program Applications (ORC 5101.802)	Prior to June 2019, records maintained 18 years Beginning in June 2019, records maintained permanently in State's electronic system.	Paper/Electronic		<input type="checkbox"/>

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07-47-CPS	Text Messages – Sent or Received and documenting CPS operations				<input type="checkbox"/>
	A) Transitory – Messages that convey information of temporary importance	Delete when no longer of administrative value	Electronic		<input type="checkbox"/>
	B) Case Related – Non-Critical – Messages that relate to CPS case management, but are not considered critical or evidentiary	Until case is closed	Electronic		<input type="checkbox"/>
	C) Case Related – Critical – Messages that relate to CPS case management and are considered critical and/or evidentiary	Upload to the appropriate Case record in the State's electronic system	Electronic		<input type="checkbox"/>
07-48-CPS	Photos – Taken by CPS employees and relating to specific CPS cases	Upload to the appropriate Case record in the State's electronic system	Electronic		<input type="checkbox"/>
<u>ADULT, CHILD & FAMILY STABILITY</u>					
07-01-ACFS	Child Care Cases	Maintained in State system	Electronic		<input type="checkbox"/>
07-02-ACFS	Child Care Provider Files application, background checks, references, medical statement, contract, certificate, inspection reports, parent/provider agreements and complaints	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-03-ACFS	Disability Financial Assistance/Disability Medical Assistance	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-04-ACFS	Fraud Cases/Investigations	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-05-ACFS	FTI Records Destruction Log	3 years	Paper/Electronic		<input type="checkbox"/>
07-06-ACFS	Medicaid Files	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-07-ACFS	NET, Healthcheck and PRS (Pregnancy Related Services) Materials	Maintained in State system	Paper/Electronic		<input type="checkbox"/>

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07-08-ACFS	ODJFS 2453's (non-active) Hospital Admission Notices	1 year	Paper/Electronic		<input type="checkbox"/>
07-09-ACFS	OWF Files (Ohio Works First)	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-10-ACFS	PRC (Prevention, Retention and Contingency)	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-11-ACFS	SNAP Files	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-12-ACFS	Voter Registration Notices	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
<u>FISCAL DIVISION</u>					
07-01-F	Account Receivable Ledger and Documents	Maintained in State System Local copy until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
07-02-F	Annual Budgets	Permanent	Paper/Electronic		<input type="checkbox"/>
07-03-F	Audit Reports	Permanent	Paper/Electronic		<input type="checkbox"/>
07-04-F	Auditor's Revenue Control Reports	3 years provided audit and no problems	Paper/Electronic		<input type="checkbox"/>
07-05-F	Federal Child Welfare IV-B (ODPW 2009 and ODPW 2010)	3 years after FY, audited	Paper/Electronic		<input type="checkbox"/>
07-06-F	Fiscal Records – Includes ledgers, invoices, POs, cancelled checks, receipts and expenditures, state reports, allocations, worksheets and closeouts, and related financial records	Maintained in State System or in County's accounting system per Auditor's retention schedule Local copies 5 years	Paper/Electronic		<input type="checkbox"/>
07-07-F	Official/Employee's Bond	10 years after expiration, audited	Paper/Electronic		<input type="checkbox"/>
07-08-F	Pay-Ins to Treasury Records	3 FY, audited	Paper/Electronic		<input type="checkbox"/>

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07-09-F	Payroll Records – Includes timesheets, leave requests and other related records	3 years	Paper/Electronic		<input type="checkbox"/>
07-10-F	Random Moment Records -Code Sheet (ODHS 1432) Follow up (ODHS 1433) and IM Observation Form (ODHS 2710) (ODHS 2714)	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-11-F	Title XX Social Services Profile Report	Maintained in State system	Paper/Electronic		<input type="checkbox"/>
07-12-F	Travel Approval/Expense Report	Approvals maintained by BCC and expense records maintained in County's accounting system per Auditor's retention schedule. Local copy until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
<u>FAMILY & CHILDREN FIRST</u>					
07-01-FCF	Family and Children First Client Records	7 years after discharge or until youth is 25, whichever comes first	Paper/Electronic		<input type="checkbox"/>
<u>SOUTHWEST REGIONAL TRAINING CENTER</u>					
07-01-SWORT	Southwest Regional Training Center Records – Includes program content, presenter qualifications, individual participation, and individual evaluation forms	5 years	Electronic		<input type="checkbox"/>
<u>OHIO MEANS JOBS</u>					
07-01-OMJ	OMJ Monthly Reports – Includes tracking of client numbers, CFIS Visit Summaries, Area 12 One-Stop Registrations, Customer receipts and Veteran questionnaires	5 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