



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

JUN 21 2023

STATE AND LOCAL  
GOVERNMENT RECORDS

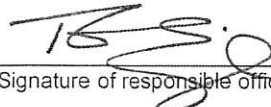
## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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.)

Human Resources 1011  
 (Local government entity) (Unit)

 6/1/23  
 (Signature of responsible official) (Date)  
 Thomas Eigel County Administrator  
 (Name) (Title)

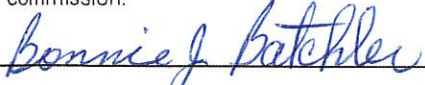
### Section B: Records Commission

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:  
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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.

 6-13-2023  
 Records Commission Chair Signature Date

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

Government Records Archivist 6/22/2023  
 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

## Human Resources

1011

(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
1011-001	<b>Personnel Files:</b> Employment applications, records of discipline, records of commendation, training records and other pertinent employment records	20 years after termination	Paper/Electronic		<input type="checkbox"/>
1011-002	<b>Position Descriptions:</b> Documents detailing the classification, needed experience, education, physical requirements and duties by position title	Official copy maintained in personnel file. Local copy maintained three years after superseded	Paper/Electronic		<input type="checkbox"/>
1011-003	<b>Job Postings:</b> Job openings posted for recruitment purposes	Maintained in County's accounting system per Auditor's retention schedule (01-137)	Electronic		<input type="checkbox"/>
1011-004	<b>Table of Organization:</b> Forms or documents depicting the organizational structure of each department under the jurisdiction of the BCC	60 years	Paper/Microfilm		<input type="checkbox"/>
1011-005	<b>Payroll Records:</b> Records pertaining to employee wages and compensation	Maintained in County's accounting system per Auditor's retention schedule (01-10A/B)	Electronic		<input type="checkbox"/>
1011-006	<b>Leave Requests:</b> Records of employee requests for leave and validation for leave	Maintained in County's accounting system per Auditor's retention schedule (01-32)	Electronic		<input type="checkbox"/>
1011-007	<b>Attendance Records:</b> Records pertaining to employee attendance	Maintained in County's accounting system per Auditor's retention schedule (01-11, 01-32)	Electronic		<input type="checkbox"/>
1011-008	<b>Employment Applications:</b> Applications for employment by unsuccessful candidates	Maintained in County's accounting system per Auditor's retention schedule (01-24)	Electronic		<input type="checkbox"/>
1011-009	<b>EEO Data Sheets:</b> Voluntary forms completed by employees upon being hired	2 years from end of fiscal year	Paper/Electronic		<input type="checkbox"/>

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1011-10	<b>Personnel Policies &amp; Procedures:</b> Policies and Procedures approved by the BCC	Official copy maintained permanently in Commissioner's Journals. Local copy maintained three years after superseded.	Paper/Electronic		<input type="checkbox"/>
1011-011	<b>Contracts (Insurance):</b> Original contracts signed by the BCC detailing insurance coverage provided	8 years after completion	Paper/Electronic		<input type="checkbox"/>
<del>1011-014</del>	<del><b>Bureau of Worker's Compensation Records:</b> All non-medical documentation of employee on-duty injuries</del>	<del>Maintained in county's accounting system per Auditor's retention schedule (01-115)</del>	<del>Electronic</del>		<del><input type="checkbox"/></del>
1011-016	<b>Personnel Medical Records:</b> Any medical files relating to employees, sorted by employee	10 years after termination	Paper/Electronic		<input type="checkbox"/>
1011-018	<b>Lesson Training Plans:</b> Outlines and formats of training provided in-house	5 years	Paper/Electronic		<input type="checkbox"/>
1011-019	<b>PERPP Forms (Public Employment Risk Reduction Program)</b> Documenting accident statistics	5 years after audit	Paper/Electronic		<input type="checkbox"/>
1011-020	<b>Employee Benefit Selection Records:</b> Current and former employee's historical insurance records	Maintained in county's accounting system per Auditor's retention schedule (01-142) Paper copy of records prior to 2011 maintained until 6 years after termination	Paper/Electronic		<input type="checkbox"/>
1011-021	<b>Injury Reports-Non BWC:</b> Reports of injury not reported to the Bureau of Worker's Compensation.	2 years	Paper/Electronic		<input type="checkbox"/>
1011-022	<b>Tuition Reimbursement Contracts:</b> Successful applications for tuition reimbursement and the contracts outlining repayment periods signed by employee	8 years after completion	Paper/Electronic		<input type="checkbox"/>

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1011-023	<b>Tuition Reimbursement Applications--Unsuccessful:</b> Unsuccessful applications for Tuition Reimbursement	2 years	Paper/Electronic		<input type="checkbox"/>
1011-024	<b>Unfair Labor Practices:</b> Documentation pertaining to Unfair Labor Practice charges	5 years after resolution	Paper/Electronic		<input type="checkbox"/>
1011-025A	<b>E.E.O. - 1 Reports:</b> Report to E.E.O. Commission on information provided in voluntary data collection sheets	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
1011-025B	<b>E.E.O. - 1 Reports:</b> Report to E.E.O. Commission on information provided in voluntary data collection sheets	Permanent	Paper/Microfilm		<input type="checkbox"/>
1011-026	<b>Random Drug/Alcohol Testing Records:</b> Alcohol test results with a result of 0.2 or greater; Records of employees verified positive drug test results; Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results.)	5 years	Paper/Electronic		<input type="checkbox"/>
1011-027	<b>Random Drug/Alcohol Testing Records:</b> Records of information obtained from previous employers under § 40.25 concerning drug and alcohol test results of employees	5 years	Paper/Electronic		<input type="checkbox"/>
1011-028	<b>Random Drug/Alcohol Testing Records:</b> Records of the inspection, maintenance, and calibration of EBT's	2 years	Paper/Electronic		<input type="checkbox"/>
1011-029	<b>Random Drug/Alcohol Testing Records:</b> Negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02	1 year	Paper/Electronic		<input type="checkbox"/>

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1011-030	<b>HIPAA Documentation Records:</b> Policy and procedural documentation, notices of privacy practices, consents, authorizations, patient requests for access, amendment or accountings of PHI disclosures, complaints, processes for training and other standard forms	6 years	Paper/Electronic		<input type="checkbox"/>
1011-031	<b>HIPAA Documentation:</b> Records of PHI disclosure for non-TPO (Treatment, Payment, and Health Care Options) purposes	6 years after the request date	Paper/Electronic		<input type="checkbox"/>
<del>1011-032</del>	<del><b>Bureau of Worker's Compensation Retrospective and Group Claim Files</b></del>	<del>10 years</del>	<del>Paper/Electronic</del>		<del><input type="checkbox"/></del>
1011-033	<b>COBRA Forms:</b> Includes COBRA Notification of Eligibility	Prior to 2017, maintained 6 years. Beginning in 2017, maintained electronically by third-party vendor.	Paper/Electronic		<input type="checkbox"/>
1011-034	19 Forms	Maintained in County's accounting system per Auditor's retention schedule (01-111)	Electronic		<input type="checkbox"/>
1011-035	<b>DAMIS Report:</b> Annual Drug and Alcohol Monitoring and Information System report	5 years	Paper/Electronic		<input type="checkbox"/>
1011-036	<b>Material Safety Data Sheets (MSDS)</b>	30 years	Paper/Electronic		<input type="checkbox"/>
1011-037	<b>Safety Records:</b> Includes reports of various safety inspections and related records	10 years	Paper/Electronic		<input type="checkbox"/>
1011-038	<b>Pre-Employment Records:</b> Includes background checks, drug test results and physical records	<b>Successful Applicants –</b> Maintained as part of Personnel Medical File  <b>Unsuccessful Applicants - 2 years</b>	Paper/Electronic		<input type="checkbox"/>

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1011-039	<b>Applicant Selection Records:</b> Includes scoring sheets and interview forms	2 years	Paper/Electronic		<input type="checkbox"/>
1011-040	<b>Summary Plan Description:</b> Includes Medical plan details	3 years after plan closed	Paper/Electronic		<input type="checkbox"/>
1011-041	<b>Investigative and Pre-Disciplinary Records – Records</b> used as exhibits supporting a disciplinary action	If no disciplinary action warranted, maintain 1 year  If action taken, disciplinary record placed in personnel file	Paper/Electronic		<input type="checkbox"/>
1011-042	<b>Investigative Notes – Informal</b> interview/personal notes created during a disciplinary investigation	Maintain until official disciplinary proceedings are complete	Paper/Electronic		<input type="checkbox"/>
1011-043	<b>Internal Complaints and Investigations involving EEO –</b> Includes notes, interviews and other investigation records used to determine if an EEO violation occurred	If unfounded, maintain 1 year  If violation occurred, maintain for 5 years	Paper/Electronic		<input type="checkbox"/>
1011-044	<b>Annual Physical Voucher (PCP Form) –</b> Documentation that confirms employees & their spouses received an annual physical and are eligible for a medical premium discount.	Maintained until end of current year, then destroyed.  No RC-3 required	Paper/Electronic		<input type="checkbox"/>