



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

OHIO HISTORY CONNECTION

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.)

Clermont County Land Reutilization Corp

(Local government entity)

(Unit)

Desmond Maaytah
 (Signature of responsible official)

Desmond Maaytah

(Name)

EXECUTIVE DIRECTOR
 (Title)

5/22/23
 (Date)

Section B: Records Commission

Clermont County Records Commission

Records Commission

(513) 735-8660

(Telephone number)

2425 Clermont Center Drive

(Address)

Batavia

(City)

45103

(Zip code)

Clermont

(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

Records Commission Chair Signature

6-13-2023

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

Section E: Records Retention Schedule

Land Reutilization Corp

(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
1040-01	Audit Reports	5 years	Paper/Electric		<input type="checkbox"/>
1040-02	Bylaws and Regulations – Operational policies and standards governing the organization	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1040-03	Conflict of Interest Policy Statements – Signed annually by Board Members	10 years	Paper/Electronic		<input type="checkbox"/>
1040-04	Corporation Records – Articles of incorporation, corporation's stated purpose and objectives, etc.	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1040-05	Meeting Minutes – Official records of the proceedings of the Land Bank, including Resolutions and Motions	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1040-06	Project Files – Non-Ownership Documentation of Land Bank projects on properties not owned by the Lank Bank. Includes contracts and improvement records such as demolitions, general site work, beautification, etc.	8 years after project complete	Paper/Electronic		<input type="checkbox"/>
1040-07	Property Parcel List – Working document, containing lists of parcels that the Lank Bank may be researching for reclamation, rehabilitation, and/or reutilization.	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
1040-08	Real Property Records – Ownership Property that the Lank Bank owns for rehabilitation and/or reutilization. Includes appraisals, leases, purchase agreements, fund transfers, deeds plans, site improvement documents, tax records and any other documents related to the acquisition/sale of real property.	10 years after ownership relinquished	Paper/Electronic		<input type="checkbox"/>