



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

Clermont County Veteran's Service Commission 6220
 (Local government entity) (Unit)

[Signature] Roger (Wayne) Lung Interim Director 5-26-2023
 (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 6-13-2023
 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

Clermont County Veteran's Service Commission

6220

(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
6220-01	Annual Budget	3 years	Paper/Electronic		<input type="checkbox"/>
6220-02	Annual Report – Statistical report sent to Governor's Office of Veteran's Affairs	10 years	Paper/Electronic		<input type="checkbox"/>
6220-05	Case Files–Financial Assistance: Assistance Applications, documentation supporting eligibility. Maintained in database.	60 years	Electronic		<input type="checkbox"/>
6220-06	Case Files–Service Officers – Department of Veteran's Affairs/Federal –Forms, documentation and correspondence used to process DVA/Federal claims. Includes grocery vouchers. Maintained in database.	60 years	Electronic		<input type="checkbox"/>
6220-07	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
6220-08	DD214 Veteran's Separation Document	Permanent	Electronic		<input checked="" type="checkbox"/>
6220-09	Index to Case Files–Paper Historical record only from approx. 1917-1970. Paper record no longer created.	Permanent	Paper		<input checked="" type="checkbox"/>
6220-10	Index to Case Files– Electronic – Data maintained as part of database	Permanent	Electronic		<input checked="" type="checkbox"/>
6220-11	Minutes of Veteran's Service Commission Meetings	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
6220-12	Personnel Files – Includes evaluations, disciplinary actions, training records, and related records	10 years after termination	Paper/Electronic		<input type="checkbox"/>

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(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
6220-13	Financial Records – Includes Accounts Payable and Accounts Receivable; Purchase Orders, Requisitions, Invoices, Billing Records/Schedules, Receipt Documents, Bank Records, Canceled Checks, Cash Books, Travel Expense Records, and other financial records	Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
6220-14	Board Files – Includes Appointments, Certifications, etc.	10 years	Paper/Electronic		<input type="checkbox"/>
6220-15	Grocery Receipts – Receipts of groceries purchased by clients using Vouchers	Until reconciled with Voucher and invoice is paid. No RC-3 required	Paper/Electronic		<input type="checkbox"/>