



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

OHIO HISTORY CONNECTION

JUN 13 2024

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 Board of County Commissioners 1010
 (Local government entity) (Unit)

David Painter David Painter President *14 MAY 2024*
 (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 *6-4-24*
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 Signature Title Date
 Government Records Archivist 6/21/2024

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**

Records Retention Schedule

Board of County Commissioners

1010

(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
1010-01	Account Statements (In connection with bond issues)	Until superseded (only most current copy maintained)	Paper/Electronic		<input type="checkbox"/>
1010-02	Airport Files	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
1010-03	Annexation Files	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
1010-05	Annual Reports -- Created by the Office of Public Information on behalf of the BCC	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
1010-06	Apiary Inspection Expense Reports and related files	Until audited	Paper/Electronic	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	<input type="checkbox"/>
1010-07	Appointments to Boards/Commissions	Maintained permanently as part of Journal/Minutes 1010-35 Database of current appointments - continually updated	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-08	Appointment of Outside Legal Counsel (Joint Petition to Common Pleas Court)	1 year	Paper/Electronic		<input type="checkbox"/>
1010-09	Appraisal Reports	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
1010-10	Audit Reports	3 years	Paper/Electronic		<input type="checkbox"/>
1010-11	Bids - Unsuccessful	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
1010-12	Bids - Successful	Maintained permanently as part of Journal/Minutes 1010-35. Original maintained by department as part of contract	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-13	Bills - (computer printout prepared by Auditor)	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>

Records Retention Schedule

Board of County Commissioners 1010

(Local government entity)

(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
1010-14	Bonds/Notes/Official Statements	BCC Revenue and Project bonds – Permanent Other Departments/Agencies – Approval in Minutes, supporting documents maintained by Department/Agency	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-16	Budget - Annual Appropriations	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-17	BCC Calendar/Schedule – Includes meeting notices and announcements for the public/media	1 year	Paper/Electronic		<input type="checkbox"/>
1010-19	Clermont Cares Records – Includes complaints and responses	1 year (Complaints that do not become "Cares" cases are maintained until resolved)	Paper/Electronic		<input type="checkbox"/>
1010-20	Capital Projects - Contract documents, change orders, close out and related planning information	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
1010-22	Department Head Meeting Minutes	1 year	Paper/Electronic		<input type="checkbox"/>
1010-24	Department Special Programs/Projects Presentations– Includes proposals, presentations, plans, reports, position papers, and other records providing history of new initiatives, programs, departments	1 year (Presentation/Project noted in Minutes (1010-35))	Paper/Electronic		<input type="checkbox"/>
1010-28	Easements	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-31	Grant Records - Successful – Includes applications and agreements	Maintained permanently as part of Journal/Minutes 1010-35. Original maintained by originating department per funding agency requirements	Paper/Microfilm		<input type="checkbox"/>
1010-33	Grant Applications – Unsuccessful (BCC only)	See General Schedule	Paper/Electronic		<input type="checkbox"/>

Records Retention Schedule

Board of County Commissioners

1010

(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
1010-35	Minutes of Regular Session / Journal of the BCC – Official Record of the Board of County Commissioners. Includes Minutes of Sessions, and other official records as indicated throughout this schedule. (Informal Work Sessions ceased in 2012)	Permanent	Minutes - Paper/ Electronic/Microfilm Other Journal Records – Electronic/Microfilm		<input checked="" type="checkbox"/>
1010-36	Liquor Permit Applications	1 year from date received	Paper/Electronic		<input type="checkbox"/>
1010-37	Litigation/Claims/Settlements (In-County and Outside Counsel)	12 years	Paper/Electronic		<input type="checkbox"/>
1010-38	Maintenance bonds – Includes bonds for Sidewalks, Water/Sewer and Street Improvements	Approval recorded in Minutes 1010-35	Paper/Electronic		<input type="checkbox"/>
1010-40	Marriage License Fees distribution records	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-43	Opinions - Prosecuting Attorney	12 years	Paper/Electronic/		<input type="checkbox"/>
1010-47	BCC Policies/Procedures/Rules/ Regulations/Long-Range Plans	3 years after superseded	Paper/Electronic/		<input type="checkbox"/>
1010-48	Proclamations	1 year from date of issuance	Paper/Electronic		<input type="checkbox"/>
1010-49	Property Purchases/Sales	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-50	Public Defender Monthly Operating Expense Reports	1 year	Paper/Electronic		<input type="checkbox"/>
1010-52	Public Officials Bonds	10 years after expiration	Paper/Electronic		<input type="checkbox"/>
1010-53	Receipt Book	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1010-54	Resolutions	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>

Records Retention Schedule

Board of County Commissioners

1010

(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
1010-55	Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Report acknowledged in Minutes (1010-35), and maintained by Engineer	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-56	Reports, Plans, Studies, etc. from outside agencies (i.e. CCAO, OKI, ODOT)	Until superseded or no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1010-57	Road/Street/Alley Vacation Records establishment/Transfer/Acceptance Name Change	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-60	Tax Levy Issues/ Resolutions/ Proceeds/ Reports/ Contracts	Maintained permanently as part of Journal/Minutes 1010-35	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-62	Travel Requests	Approval only recorded in Minutes 1010-35	Paper/Electronic		<input type="checkbox"/>
1010-66	Liability and Health Insurance Acquisition Records/ Renewal Reports	Until superseded. Approval maintained in Minutes 1010-35	Paper/Electronic		<input type="checkbox"/>
1010-68	Contracts – Includes general construction, collective bargaining, public depository, tax abatements, goods and services, etc.	Contracts requiring approval at BCC Session: Maintained permanently as part of Journal/Minutes 1010-35. Original returned to department. Contracts not requiring approval at BCC Session: Returned to originating department and maintained per departmental or General Retention Schedule	Paper/Electronic/ Microfilm		<input type="checkbox"/>
1010-71	Reports - Required by statute to be filed in BCC office	3 years	Paper/Electronic		<input type="checkbox"/>
1010-72	Applications for Boards/Commissions – May include applications, letters of interest and resumes for successful and unsuccessful applicants	1 year from receipt	Paper/Electronic		<input type="checkbox"/>
1010-84	History Files – Includes communication with agencies/offices/private entities that has long-term or historic value	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>

Records Retention Schedule

Board of County Commissioners

1010

(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
1010-85	Agenda Database – Contains all supporting documentation for items presented to the Commissioners during Session. This includes, motions, topic papers, quotes, contracts, and other related records. These records may or may not be approved during Session.	20 years – File attachments Permanent – Details screen	Electronic		<input type="checkbox"/>
1010-86	Petitions – Petitions signed by the Public to Commissioners	3 years	Paper/Electronic		<input type="checkbox"/>



CLERMONT
COUNTY OHIO

BOARD OF COUNTY COMMISSIONERS
CLAIRE B. CORCORAN • BONNIE BACTHLER • DAVID L. PAINTER

RECORDS MANAGEMENT DIVISION

June 5, 2024

Ohio History Connection
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211

OHIO HISTORY CONNECTION

JUN 13 2024

STATE AND LOCAL
GOVERNMENT RECORDS

Re: Schedules of Records Retention and Disposition

Enclosed you will find four Records Retention Schedules. These were recently approved at Clermont County's June 4, 2024 Records Commission Meeting.

Upon your approval, please forward these documents to the Auditor of State.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Snyder".

Michelle Snyder
Clermont County Records Manager
Secretary for the Clermont County Records Commission
msnyder@clermontcountyohio.gov