

Schedule of Records Retention and Disposition

Clermont County Building Inspection Department
(Local government entity)4012
(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
4012-01	Activity Reports-Monthly	1 year	Electronic		<input type="checkbox"/>
4012-02	Activity Report-Annual	20 years	Electronic		<input type="checkbox"/>
4012-03	Audit Reports – Federal, State or Internal	5 years	Paper/Electronic		<input type="checkbox"/>
4012-04	Bids - Successful	See General Schedule	Paper/Electronic		<input type="checkbox"/>
4012-05	Bids - Unsuccessful	See General Schedule	Paper/Electronic		<input type="checkbox"/>
4012-06	Budget – Annual Appropriations	See General Schedule	Paper/Electronic		<input type="checkbox"/>
4012-07	Building Code Books	Until updated; 1 copy permanent for reference	Paper/Electronic		<input type="checkbox"/>
4012-08	Building Permit Master File –Application, Permit, Certificate of Completion, Certificate of Occupancy (EnerGov system) -Site Plan, Zoning Permit, and any correspondence including Prosecutor opinions or adjudication orders, and appeals hearing results. (ShareFile)	Permanent	Electronic		<input type="checkbox"/>
4012-09	Building Plans and Specifications – Residential/Non- Residential: Includes site plan and blueprints. Site plan to be removed and added to the Building Permit Master File	Until structure is completed and has passed final inspection	Paper/Electronic		<input type="checkbox"/>
4012-10	Claims and Litigation – Original to Prosecuting Attorney	Copy maintained until issue is settled or dismissed	Paper/Electronic		<input type="checkbox"/>

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4012-11A	Complaint Cases – Prior to 2018 – Includes complainant's documentation as submitted to the county and any correspondence including Prosecutor opinions and resolution letters. (Prior to use of EnerGov)	1 year after resolution	Paper/Electronic		<input type="checkbox"/>
4012-11B	Complaint Cases – 2018 and Beyond – Includes complainant's documentation as submitted to the county and any correspondence including Prosecutor opinions and resolution letters. (Records in EnerGov system)	Permanent	Electronic		<input type="checkbox"/>
4012-12	Contracts and Agreements	See General Schedule	Paper/Electronic		<input type="checkbox"/>
4012-13	Flood Plain Development Master File – Arranged alphabetically by address. Contains application, permit, certificate of completion, Prosecutor opinions and all required FEMA information.	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
4012-16	Inspection Call Logs	Until no longer of administrative value (No RC-3 required)	Paper/Electronic		<input type="checkbox"/>
4012-17	Minutes of Boards-Residential, Airport/Flood/WMSC – Includes Agenda, Meeting Notes, and Board Appointments	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
4012-18	Personnel Files – Consists of certifications and training records	After termination, send to HR to be maintained per HR's retention schedule	Paper/Electronic		<input type="checkbox"/>
4012-19	Regulations (Airport, Flood and WMSC)	Until superseded; retain 1 copy permanently for referral	Paper/Electronic		<input type="checkbox"/>
4012-20	State/Federal Reports – Includes monthly US Census Reports and State 1% and 3% Reports	5 years	Paper/Electronic		<input type="checkbox"/>