

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

## OHIO HISTORY CONNECTION

JUN 1 3 2024

"RECORDS RETENTION SCHEDULE (RC-2) - Part 9RDS

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit					
Clermont County Building Inspection Depa (Local government entity)	ırtment	nt 4012 (Unit)			
(Signature of responsible official)	Bruce Crase (Name)	Chief Building Officer (Title)	5/21/2024 (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  I hereby certify that our records commission listed on this form and any continuation should from being destroyed, transferred, or other of which pertains to any pending legal cases.	on met in an open meeting, as leets. I further certify that our	s required by Section 121.22 OR commission will make every efforthese schedules and that no r	C, and approved the schedules ort to prevent these records seri		
ponnie f bakkler		6-	4-24		
Records Commission Chair Signature			Date		
Section C: Ohio History Connection - S	tate Archives				
		nment Records Archivis	st 6/21/2024		
Signature	Title		Date		
Section D: Auditor of State					
Signature			Date		
Please Note:	The State Archives retains	RC-2 forms permanently.			

## Schedule of Records Retention and Disposition

Clermont County Build	ding Inspection Department	4012
(Local government entity)		/Lin#\

(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		
4012-02	Activity Report-Annual	20 years	Electronic		
4012-03	Audit Reports – Federal, State or Internal	5 years	Paper/Electronic		
4012-04	Blds - Successful	See General Schedule	Paper/Electronic		
4012-05	Bids - Unsuccessful	See General Schedule	Paper/Electronic		О
4012-06	Budget – Annual Appropriations	See General Schedule	Paper/Electronic		
4012-07	Building Code Books	Until updated; 1 copy permanent for reference	Paper/Electronic		
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.	Permanent	Electronic		
4012-09	(ShareFile)  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		
4012-10	Claims and Litigation – Original to Prosecuting Attorney	Copy maintained until issue is settled or dismissed	Paper/Electronic		

## Schedule of Records Retention and Disposition

<u>Clermont County Building Inspection Department</u> (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
4012-11A	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		
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		
4012-12	Contracts and Agreements	See General Schedule	Paper/Electronic		
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		☑′
4012-16	Inspection Call Logs	Until no longer of administrative value (No RC-3 required)	Paper/Electronic		
4012-17	Minutes of Boards-Residential, Airport/Flood/WMSC – Includes Agenda, Meeting Notes, and Board Appointments	Permanent	Paper/Electronic		M
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		
4012-19	Regulations (Airport, Flood and WMSC)	Until superseded; retain 1 copy permanently for referral	Paper/Electronic		
4012-20	State/Federal Reports – Includes monthly US Census Reports and State 1% and 3% Reports	5 years	Paper/Electronic		