



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)

See instructions before completing this form.

Section A: Local Government Unit

Clermont County Law Library
 (local government entity)

Kim Crowthers Kim Crowthers Director 5/30/24
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Clermont County Records Commission 513-735-8660
 (telephone number)
 Records Commission
 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:
msnyder@clermontcountyohio.gov

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. Batcher 6-4-24
 Records Commission Chair Signature Date

Section C: Ohio History Connection- State Archives

Government Records Archivist 6/21/2024
 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

RECORDS RETENTION SCHEDULE (RC-2)

Clermont County Law Library

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2117-01	Board Meeting Minutes – Official record of proceedings of the Clermont County Law Library Resources Board.	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
2117-02	Board Agendas/Meeting Packets – Includes agenda, bills, financial summaries, and other information related to business coming before the Board.	2 years	Paper/Electronic		<input type="checkbox"/>
2117-03	Library Catalog/Index – Catalogs and/or inventory lists of all legal resources in the law library. Includes OPAC online patron access catalog and patron list.	Until obsolete or superseded (No RC-3 required)	Electronic		<input type="checkbox"/>
2117-04	Informational Publications – Publications about the Law Library and being a Notary Public	Until obsolete or superseded (No RC-3 required)	Paper/Electronic		<input type="checkbox"/>
2117-05	Notary Public Processing Log – Log of all Notary Public applicants. Includes names, dates tested, commission status and other pertinent information.	6 years	Electronic		<input type="checkbox"/>
2117-06	Notary Applications: Successful Includes application and tests of all successful Notary Public applicants	Maintain until commission granted by Secretary of State (No RC-3 required)	Paper/Electronic		<input type="checkbox"/>
2117-07	Notary Applications: Incomplete/Abandoned – Applications that were submitted but did not progress or were ineligible.	1 year	Paper/Electronic		<input type="checkbox"/>
2117-08	Notary Public Education Materials – Educational materials presented to Notary Public candidates. Includes manuals, presentations, tests, and certificates.	Until obsolete or superseded (No RC-3 required)	Paper/Electronic		<input type="checkbox"/>

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2117-09	Purchase Requests – Requests from County departments to the Law Library for the purchase of legal resources	1 year	Paper/Electronic		<input type="checkbox"/>
2117-10	Backups for Law Library Computers/Systems	30 days	Electronic		<input type="checkbox"/>
2117-11	Online Lexis/Westlaw Users List	3 years	Electronic / <i>PAPER</i>		<input type="checkbox"/>

The Clermont County Law Library will use the Clermont County General Records Retention Schedule for records not specifically addressed on this Schedule.