



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

DEC 16 2016

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 General Health District 9900  
 (Local government entity) (Unit)

*Julianne Nesbit* Julianne Nesbit Health Commissioner 8/31/16  
 (Signature of responsible official) (Name) (Title) (Date)

**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

289 East Main Street 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.

*Robert L. Frazier* \_\_\_\_\_ 12-14-16  
 Records Commission Chair Signature Date

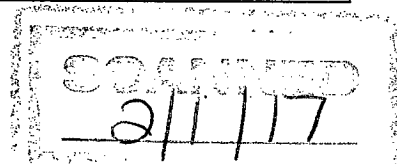
**Section C: Ohio History Connection - State Archives**

*Amanda P. Bender* Local Government Records Archivist 1/4/17  
 Signature Title Date

**Section D: Auditor of State**

*Martin E. Murr* \_\_\_\_\_ 1-19-17  
 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 Continuation Sheet

**Section E: Records Retention Schedule**

**Clermont County General Health District**

**9900**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Plumbing Division</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
9900-1	Backflow Records	2 years	Paper/Electronic		<input type="checkbox"/>
9900-4	Plumbing Bonds	1 year after cancellation	Paper/Electronic		<input type="checkbox"/>
9900-5	Plumbing Installation Records – Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-5A	Plumbing Installation Records – Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-5B	Plumbing Installation Records – Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections	Permanent	Microfilm		<input type="checkbox"/>
9900-6	Plumbing Installer Registrations	2 Years	Paper/Electronic		<input type="checkbox"/>
	<b><u>Water &amp; Waste Division</u></b>				
9900-10	Septic System Installation Files	1 year after system abandoned or application expires	Paper/Electronic		<input type="checkbox"/>
9900-12	Septic Installer Bonds	1 year after cancellation	Paper/Electronic		<input type="checkbox"/>
9900-13	Septic Installer Registrations	2 years	Paper/Electronic		<input type="checkbox"/>
9900-14	Septic System Assessments	1 year after system abandoned	Paper/Electronic		<input type="checkbox"/>
9900-16	Infectious Waste Annual Inspections	5 years	Paper/Electronic		<input type="checkbox"/>
9900-17	Loan Inspections	5 years	Paper/Electronic		<input type="checkbox"/>
9900-18	Nuisance Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-20	Private Water System Installation Files – Records pertaining to the installation of permitted private water systems including applications, permits, tests and inspections	1 year after system abandoned or application expires	Paper/Electronic		<input type="checkbox"/>
9900-21	Private Water System Transmittals	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-22	Solid Waste Facility Inspections	5 years	Paper/Electronic		<input type="checkbox"/>
9900-23	Septic Hauler Registrations	2 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District

9900

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Water &amp; Waste Division</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
9900-27	<b>Subdivision and Lot Review Records</b> – <i>Information pertaining to a proposed subdivision and/or existing lot review including maps of existing and proposed lots</i>	5 years	Paper/Electronic		<input type="checkbox"/>
9900-28	<b>Truck Inspections (S. Waste, Septage, P. Water)</b>	2 years	Paper/Electronic		<input type="checkbox"/>
9900-159	<b>Septic Rehab Files –</b> <i>Applications, income qualifications, property mortgage, contracts, bids and other records pertaining to septic systems installed using septic rehab funds</i>	5 years from the date mortgage is released	Paper/Electronic		<input type="checkbox"/>
9900-160	<b>Solid Waste Site Hazardous Waste Records</b>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-160A	<b>Solid Waste Site Hazardous Waste Records</b>	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-160B	<b>Solid Waste Site Hazardous Waste Records</b>	Permanent	Microfilm		<input type="checkbox"/>
9900-161	<b>Water Truck Registrations</b>	2 years	Paper/Electronic		<input type="checkbox"/>
9900-163	<b>Environmental Studies and Projects</b>	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-163A	<b>Environmental Studies and Projects</b>	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-163B	<b>Environmental Studies and Projects</b>	Permanent	Microfilm		<input checked="" type="checkbox"/>
	<b><u>Environmental Health Division Food Service</u></b>				
9900-29	<b>Food Facility Applications and Transmittals</b>	6 months after ODH/ODA audit	Paper/Electronic		<input type="checkbox"/>
9900-37	<b>Food Facility Inspections, Complaints, and Food Borne Illness Investigations</b>	5 years	Paper/Electronic		<input type="checkbox"/>
9900-38	<b>Food Facility Plans</b>	Maintain current plans for 1 year after licensed facility closes	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District

9900

(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
	<b><u>Environmental Health Division</u></b>				
	<b><u>YWCA Childcare Program</u></b>				
9900-53	In-home Inspection Reports	1 year	Paper/Electronic		<input type="checkbox"/>
	<b><u>School Program</u></b>				
9900-54	School Environment Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
	<b><u>RV/Camp Park Program</u></b>				
9900-57	Park/Camp Applications, Transmittals	6 months after ODH audit	Paper/Electronic	<b>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.</b>	<input type="checkbox"/>
9900-60	Park/Camp Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-61	Temporary Park/Camp Plans	1 year after facility closure	Paper/Electronic		<input type="checkbox"/>
	<b><u>Marina Program</u></b>				
9900-64	Marina Applications, Transmittals	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-67	Marina Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
	<b><u>Resident Camp Program</u></b>				
9900-70	Resident Camp Applications	2 years	Paper/Electronic		<input type="checkbox"/>
9900-71	Resident Camp Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
	<b><u>Swimming Pool/Spa Program</u></b>				
9900-73	Pool/Spa Applications, Transmittals	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-76	Pool/Spa Inspection Reports, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
	<b><u>Rabies Program</u></b>				
9900-78	Animal Bite Case Files	3 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District

9900

(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
	<b><u>Environmental Health Division</u></b>				
	<b><u>Manufactured Home Park</u></b>				
9900-82	MHP Applications, Transmittals	6 Months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-85	MHP Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-167	Manufactured Home Installation Records	2 year after installation	Paper/Electronic		<input type="checkbox"/>
	<b><u>Tattoo Program</u></b>				
9900-86	Tattoo/Body Piercing Facility Applications	2 years	Paper/Electronic		<input type="checkbox"/>
9900-87	Tattoo/Body Piercing Facility Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-171	Tattoo/Body Piercing Facility Plans	Maintain current plans for 1 year after licensed facility closes	Paper/Electronic		<input type="checkbox"/>
	<b><u>Nursing Division</u></b>				
9900-89	Bureau for Children with Medical Handicaps Records	Until child reaches age 24	Paper/Electronic		<input type="checkbox"/>
9900-91	Patient Health Records Not Otherwise Specified	6 years after last contact	Paper/Electronic		<input type="checkbox"/>
9900-92	Communicable Disease Records	6 years after last contact	Paper/Electronic		<input type="checkbox"/>
9900-95	Child Immunization Records (Immunizations Administered to patients age 18 and younger)	Until child reaches age 24	Paper/Electronic		<input type="checkbox"/>
9900-172	Adult Immunization Records (Immunizations Administered to Patients age 19 and Older)	10 years	Paper/Electronic		<input type="checkbox"/>
9900-98	Medicare/Medicaid Billing Records	6 years	Paper/Electronic		<input type="checkbox"/>
9900-99	Orders/Receipts for Drug Biologicals	3 years	Paper/Electronic		<input type="checkbox"/>
9900-101	Public Health Nurse Referrals	6 years after last contact	Paper/Electronic		<input type="checkbox"/>
9900-106	TB Test Records – Negative Results	6 years	Paper/Electronic		<input type="checkbox"/>
9900-108	TB Case Records	Until patient reaches age 100 years	Paper/Electronic		<input type="checkbox"/>
9900-173	Vaccine Reports	6 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Clermont County General Health District**
**9900**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Nursing Division</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
9900-109	Vision, Hearing, Lead and other Screening Records	6 years	Paper/Electronic		<input type="checkbox"/>
9900-110	Vision and Hearing Specialty Clinic Client Records	Until child reaches age 21	Paper/Electronic		<input type="checkbox"/>
9900-157	Flu Shot Records	6 years	Paper/Electronic		<input type="checkbox"/>
9900-174	Nursing Program Files Not Otherwise Specified	2 years	Paper/Electronic		<input type="checkbox"/>
9900-162	Community Health Assessments	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-162A	Community Health Assessments	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-162B	Community Health Assessments	Permanent	Microfilm		<input type="checkbox"/>
9900-165	WIC Client Files	5 years from last visit	Paper/Electronic		<input type="checkbox"/>
9900-182	Car Seat Records	28 years	Paper/Electronic		<input type="checkbox"/>
	<b><u>Administrative/ General Forms</u></b>				
9900-111	Accident Reports	3 years	Paper/Electronic		<input type="checkbox"/>
9900-113	Affidavits for Birth and Death Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-113A	Affidavits for Birth and Death Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-113B	Affidavits for Birth and Death Certificates	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-114	Agreements and Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Clermont County General Health District

9900

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Administrative/ General Forms</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
9900-175	Agreements and Contracts Associated with Grants	4 years after final grant report or 1 year after expiration of contract if not audited	Paper/Electronic		<input type="checkbox"/>
9900-115	Annual Budgets	3 years	Paper/Electronic		<input type="checkbox"/>
9900-116	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-116A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-116B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-117	Application for State Subsidy	3 years	Paper/Electronic		<input type="checkbox"/>
9900-118	Birth/Death Certificate Applications and Logs	3 years after ODH Audit	Paper/Electronic		<input type="checkbox"/>
9900-120	Applications for Employment (not hired)	6 months	Paper/Electronic		<input type="checkbox"/>
9900-122	Audit Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-122A	Audit Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-122B	Audit Reports	Permanent	Microfilm		<input type="checkbox"/>
9900-123	Birth Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-123A	Birth Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-123B	Birth Certificates	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-127	Cash Receipts	6 months after audit	Paper/Electronic		<input type="checkbox"/>
9900-128	Correspondence Files	1 year	Paper/Electronic		<input type="checkbox"/>

**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.**

## Schedule of Records Retention and Disposition Continuation Sheet

**Clermont County General Health District**

**9900**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Administrative/</u></b> <b><u>General Forms</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
9900-129	Fee Establishment Cost Methodology for Non-ODH Audited Programs	Until Fee is Revised	Paper/Electronic		<input type="checkbox"/>
9900-176	Fee Establishment Cost Methodology for ODH Audited Programs	6 months after ODH audit	Paper		<input type="checkbox"/>
9900-130	Daily Activity Reports	5 years	Paper/Electronic		<input type="checkbox"/>
9900-131	Death Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-131A	Death Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-131B	Death Certificates	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-132	Equipment Inventories	Until new replaces	Paper/Electronic		<input type="checkbox"/>
9900-133	Employee Planners	Until no longer of value	Paper/Electronic		<input type="checkbox"/>
9900-134	Grant Records	4 years after final report	Paper/Electronic		<input type="checkbox"/>
9900-135	Insurance Policies	Permanent	Paper/Electronic		<input type="checkbox"/>
9900-136	Leave Records	2 years	Paper/Electronic		<input type="checkbox"/>
9900-137	Legal Opinions	Until Superseded	Paper/Electronic		<input type="checkbox"/>
9900-138	Minority Outreach Program Records	3 years	Paper/Electronic		<input type="checkbox"/>
9900-139	Minutes of the Board of Health	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-139A	Minutes of the Board of Health	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-139B	Minutes of the Board of Health	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-140	Minutes of the District Advisory	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-140A	Minutes of the District Advisory	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>



## Schedule of Records Retention and Disposition Continuation Sheet

**Clermont County General Health District**
**9900**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Administrative/ General Forms</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
9900-140B	Minutes of the District Advisory	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-144	Payroll Records	6 months after audit	Paper/Electronic	<b>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.</b>	<input type="checkbox"/>
9900-145	Pay Ins	5 years after fiscal end if audited	Paper/Electronic		<input type="checkbox"/>
9900-146	Personnel Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-146A	Personnel Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-146B	Personnel Files	60 years after employee termination	Microfilm		<input type="checkbox"/>
9900-147	Purchase Orders	Records maintained at Auditor's Office	Paper/Electronic		<input type="checkbox"/>
9900-148	Local Board of Health Regulations	Until Superseded	Paper/Electronic		<input type="checkbox"/>
9900-149	Requisitions	Records maintained at Auditor's Office	Paper/Electronic		<input type="checkbox"/>
9900-150	Stillbirth Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-150A	Stillbirth Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-150B	Stillbirth Certificates	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-153	Vital Statistics Reports	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-158	Monthly Financial Reports	2 years after audit	Paper/Electronic		<input type="checkbox"/>
9900-164	Vehicle Records	Until Sold	Paper/Electronic		<input type="checkbox"/>
9900-166	Child Fatality Investigation Records	3 years after death	Paper/Electronic		<input type="checkbox"/>
9900-168	Beach Sample Records	1 year	Paper/Electronic		<input type="checkbox"/>
9900-169	Vital Statistics Certificate of Service	1 year	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

**Clermont County General Health District**

**9900**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <b><u>Administrative/</u></b> <b><u>General Forms</u></b>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
9900-170	Septage Hauler Bonds	1 year after cancellation	Paper/Electronic		<input type="checkbox"/>
9900-177	Community Training Records	5 years	Paper/Electronic		<input type="checkbox"/>
9900-178	Burial Permits	5 years	Paper/Electronic		<input type="checkbox"/>
9900-179	Fetal Death Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
9900-179A	Fetal Death Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
9900-179B	Fetal Death Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
9900-180	Employee Driver History	2 years	Paper/Electronic		<input type="checkbox"/>
9900-181	Participant Release Forms	20 years	Paper/Electronic		<input type="checkbox"/>