



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

OHIO HISTORY CONNECTION

DEC 16 2016

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

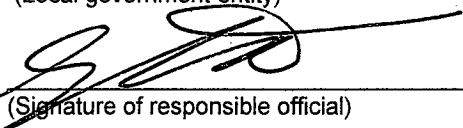
See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)

General Schedule – All County Offices and Agencies

(Local government entity)

(Unit)



Stephen Rabolt
 (Name)

County Administrator
 (Title)

11/8/16
 (Date)

Section B: Records Commission

Clermont County Records Commission
 Records Commission

(513) 735-8660
 (Telephone number)

289 East Main Street
 (Address)

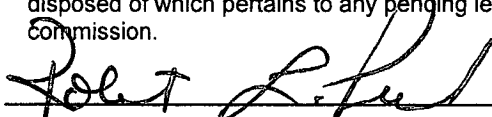
Batavia
 (City)

45103
 (Zip code)

Clermont
 (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.

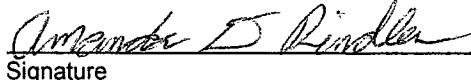


Records Commission Chair Signature

12-14-16

Date

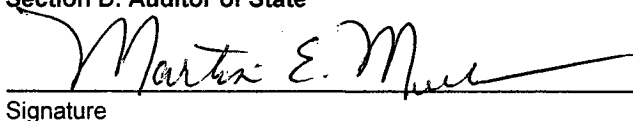
Section C: Ohio Historical Society - State Archives


 Signature

Local Government Records Archivist
 Title

1/14/17
 Date

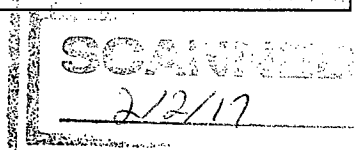
Section D: Auditor of State


 Signature

1-19-17

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

Section E: Records Retention Schedule

General Schedule – All County Offices and Agencies

(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 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------|------------------------------------------------|----------------------------------|
| G1017-01 | AUDIT TRAIL FILES - Data generated during the creation of a database during the processing cycle | 28 days (daily backup retention cycle), or transfer to disk. | Electronic | | <input type="checkbox"/> |
| G1017-02 | BLANK FORMS - Obsolete, unessential or superseded forms | Destroy immediately | Paper/Electronic | | <input type="checkbox"/> |
| G1017-03 | COPIES - Internal copies of official records, used for reference | Destroy immediately | Paper/Electronic | | <input type="checkbox"/> |
| G1017-04 | BULLETINS, POSTERS AND NOTICES - Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations | Destroy immediately | Paper/Electronic | | <input type="checkbox"/> |
| G1017-05 | CORRESPONDENCE—EXECUTIVE Documents the Administration of the office and may contain information concerning agency policies, fiscal and personnel matters | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| G1017-06 | CORRESPONDENCE—GENERAL Documents the operations of the office and may include non-routine requests for information which may pertain to interpretations. (Informative and does not attempt to influence policy) | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| G1017-07 | CORRESPONDENCE—PERSONAL Any paper or electronic document received and not defined as business related | Destroy immediately | Paper/Electronic | | <input type="checkbox"/> |
| G1017-08 | CORRESPONDENCE—ROUTINE/TRANSITORY Requests for routine information, drafts, memos, meeting notices and other documents which serve to convey information of temporary importance | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| G1017-09 | DEPARTMENTAL POLICIES & PROCEDURES - Adopted and/or implemented, substantial reports & policies | Permanent | Paper/Microfilm | | <input type="checkbox"/> |

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(Local government entity)

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------|------------------------------------------------|----------------------------------|
| G1017-10 | ELECTRONIC FORMS AND MEDIA – Office copies of computer forms, disks, tapes, cards, etc., used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form, microfilm, microfiche, or online | Destroy immediately | All Varieties | | <input type="checkbox"/> |
| G1017-11 | MINUTES OF AGENCY STAFF MEETINGS – Documents internal policy decisions | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| G1017-12 | MONTHLY and WEEKLY REPORTS – Documents status of on-going projects and issues; advise supervisors of various events and issues | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| G1017-13 | SYSTEM BACKUP FILES – To restore system in case of disaster or destruction | Daily backup - 28 days Month-end - 1 year Year-end – 13 months | Tapes/Electronic | | <input type="checkbox"/> |
| G1017-14 | TAPE RECORDINGS AND/OR SHORTHAND NOTES - Verbatim recordings of meetings later summarized in other written official proceedings or minutes | Destroy after the approval of the official records. | Tapes | | <input type="checkbox"/> |
| G1017-15 | DRAFTS/TRANSIENT RECORDS – Drafts, working documents, memos, phone messages, meeting notices, and other documents that have temporary value | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| G1017-16 | RECOVERY MEDIA – Records relating to the protection and reestablishment of computer operating systems, data processing services, equipment and data (back up files) in case of a disaster. One copy to be stored off-site | Until updated, superseded, or obsolete | All Media | | <input type="checkbox"/> |

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|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| G1017-17 | <p>EMAIL <u>Transitory</u>—Temporary value</p> <p><u>Intermediate</u>—Documents operations of office, requests for non- routine information, etc.</p> <p><u>Long Term or Permanent</u>— Documents Administration of office, information regarding policies, personnel, fiscal matters, etc.</p> | <p>Until no longer of administrative value</p> <p>1 year, or retain according to department's schedule</p> <p>Retain according to department's schedule in format other than email</p> | Electronic | | <input type="checkbox"/> |
| G1017-18 | EXPENSE RECORDS – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records | <p>2 years after Fiscal year, provided audited.</p> <p>Copy maintained in County's accounting system per Auditor's retention schedule</p> | Paper/Electronic | <p>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.</p> | <input type="checkbox"/> |
| G1017-19 | PAYROLL WORKSHEETS – Timesheets, Time Cards, Leave Requests, Individual Payroll Deduction Reports, OBES Reports | <p>2 years</p> <p>Maintained in County's accounting system per Auditor's retention schedule</p> | Paper/Electronic | | <input type="checkbox"/> |
| G1017-20 | ELECTRONIC MAIL INFORMATION SYSTEMS/E-MAIL ARCHIVES | <p>3 years</p> <p><u>Exchange Dumpster</u> – Once the user manually deletes their e-mails from the Deleted Items Folder, the system will purge them on a revolving 14-30 day increment basis as deemed appropriate by the Information Systems Department</p> | Electronic | | <input type="checkbox"/> |
| G1017-21 | PROCUREMENT CARD RECORDS – Receipts, Purchasing Logs, Individual Billing Statements and Department Billing Statements | <p>5 years</p> <p>Copies maintained in County's accounting system per Auditor's retention schedule</p> | Paper/Electronic | | <input type="checkbox"/> |

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| G1017-22 | SOCIAL MEDIA RECORDS— Transitory and/or Duplicate records including posts to Twitter, Facebook, YouTube and Other Related Applications | Until updated, superseded or obsolete | Electronic | | <input type="checkbox"/> |
| G1017-23 | COUNTY AUCTION RECORDS – All records related to the County Auction Process | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| G1017-24 | ANNUAL INVENTORY – Departmental Inventory of all materials, machinery, tools and other supplies under each county office or department per O.R.C. 305.18 | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| G1017-25 | HEALTH INSURANCE FORMS – Current and former employee's historical insurance forms | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| G1017-26 | PUBLIC RECORDS REQUESTS – ORC 149.43 - Requests to inspect and review public records to include logs | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| G1017-27 | VOICE MAIL RECORDS – Messages for recipients received via telephone which can also be stored and accessed in the Countywide Email System | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| G1017-28 | VIDEO SURVEILLANCE FILES | 12 Calendar Days – If Court action or other incident, offload and maintain until all actions are complete | Electronic | | <input type="checkbox"/> |
| G1017-29 | EMPLOYMENT APPLICATIONS— UNSUCCESSFUL CANDIDATES | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| G1017-30 | DISASTER RECOVERY/ BUSINESS CONTINUITY PLANS | Until superseded | Paper/Electronic | | <input type="checkbox"/> |

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| G1017-31 | TEXT MESSAGES — Sent or received on <u>County or Personal</u> cell phones <u>and</u> documenting County business | Retain according to content – see G1017-05 through G1017-08 | Electronic | | <input type="checkbox"/> |
| G1017-32 | VISITOR LOG/SIGN-IN SHEET | 1 year | Paper/Electronic | | <input type="checkbox"/> |

*Media Type - Electronic Record is any combination of text, graphics, data, audio, pictorial, or other information representative in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

*Electronic Mail (e-mail) is a *format* in which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series that the content most closely fits.

THIS GENERAL SCHEDULE HAS BEEN APPROVED BY THE CLERMONT COUNTY RECORDS COMMISSION FOR USE BY ALL COUNTY OFFICES AND AGENCIES.

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY SPECIFIC OFFICE, AGENCY, OR DEPARTMENTAL SCHEDULE ALREADY APPROVED BY THE RECORDS COMMISSION.

WHEN USING THIS GENERAL SCHEDULE, A CERTIFICATE OF RECORDS DISPOSAL (RC-3) IS NOT REQUIRED BY THE RECORDS COMMISSION.