



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 13 2016

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Clermont County Soil & Water Conservation District  
 (local government entity) \_\_\_\_\_ (unit)

John McManus John McManus Administrator 3/10/2016  
 (signature of responsible official) (name) (title) (date)

### Section B: Records Commission

Clermont County Records Commission 513-735-8660  
 (telephone number)  
 Records Commission  
 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.

Rolf L. Red 6-08-16  
 Records Commission Chair Signature Date

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

Amanda D. Lindle Local Government Records Archivist 6/25/16  
 Signature Title Date

### Section D: Auditor of State

Martin E. Meib 6-30-16  
 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**

COPIED  
 7/7/16

## Section E: Records Retention Schedule

### Clermont County Soil and Water Conservation District

(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>APPLICATION AGREEMENT FORMS</b>				
7500-01	Cooperative Conservation Agreement (OSWCC Form 30)	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-02	Group Request (OSWCC Form 31)	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-03	Canoe Use & Liability Forms	1 year from return of equipment	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>DISTRICT ELECTIONS AND REORGANIZATIONS</b>				
7500-04	Election Procedure	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-05	Absentee Ballot Request Forms	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-06	Supervisor Handbook	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-07	Election Results	Permanent	Paper, electronic or microfilm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-08	Supervisors – Current & Past	Permanent	Paper, electronic or microfilm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-09	Oath of Office	10 years after leaving office	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-10	Reorganization Notices	Five years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-11	OSWCC Voter Registry – District Copy	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>LEGISLATIVE AND LEGAL RECORDS</b>				
7500-12	Legal Opinions	Once obsolete, superseded or replaced, retain 5 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-13	Laws (e.g., SB 160, HB 88, etc.) Reference copies including Sunshine Laws, Ohio Ethics Laws	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-14	Resolutions - Copies	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>

(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
7500-15	Exemption Notice – State of Ohio	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-16	Legal Notices	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-17	Meeting Notices	Until no longer of administrative value	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-18	Public Records Requests	2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-19	Records Retention & Disposition Documents	Copies: Retain until superseded, originals maintained by Records Center permanently  Originals: Maintain permanently	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-20	Archived Records Inventory	Until superseded, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-21	Litigation Records – Records related to legal claims against the District and subsequent legal actions and court proceedings	5 years after case is closed and appeals are exhausted	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>MEMORANDUM OF UNDERSTANDING</b>				
7500-22	Local MOUs	Once obsolete or superseded, retain 2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-23	County Commissioners MOUs	Once obsolete or superseded, retain 2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-24	State MOUs	Once obsolete or superseded, retain 2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-25	Federal MOUs	Once obsolete or superseded, retain 2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-26	OEQ/Solid Waste District MOUs	Once obsolete or superseded, retain 2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>DISTRICT BOARD MINUTES</b>				
7500-28	Minutes – District Board Meetings	Permanent		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the current report has been released pursuant to Sec. 117.26 O.R.C.

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7500-29	Meeting Notes – Transient notes, drafts, and audio/video recordings taken during Board of Supervisors meetings.	Until data is transcribed to hard copy and approved	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-30	Official Record	Permanent	Paper, electronic or microfilm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-31	Policies	Once superseded, retain one copy 5 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-32	Board Meeting Agendas	2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFFICIAL RECORDS AND DOCUMENTS</b>					
7500-33	District Charter	Permanent	Paper/Electronic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7500-34	Historical Documents Relative to the Formation of the District	Permanent	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-35	Surety Bonds	2 years after expiration, provided all claims are settled and audits complete	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-36	District Inventory Records	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-37	District Policies	Once superseded, retain 5 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-38	Office Lease	5 years after expiration	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-39	Insurance Policies and Records	10 years after expiration, provided all claims settled and appeals exhausted	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-40	Licenses & Permits	1 year after expiration	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-41	Tax Exemption No. / Fed. ID	Until superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-42	Ohio Soil and Water Conservation Commission (OSWCC) Records	Until no longer of administrative value	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-43	Ohio Federation of Soil and Water Conservation Districts (OFSWCD) Records	Until no longer of administrative value	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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	<b>PLANS OF OPERATION</b>				
7500-44	Long Range Plan	Until Superseded	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-45	Annual Plan of Work	Once superseded, retain 2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>BUDGET AND FINANCE</b>				
7500-46	Annual Budget	3 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-47	Budget Preparation Documents	2 Years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-48	Financial Statements (OSWCC Form 11)	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-49	Annual Cash Basis Report	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>SPECIAL (COUNTY) FUND</b>				
7500-50	<b>Financial Records and Reports –</b> Records and reports pertaining to financial transactions including Account Receipts Reports, Adjustment of Expense Records, Appropriation Adjustments, Bank Deposit Receipts, Cancelled Checks, Cash Books & Journals, Check Registers, Expense Records, Invoices, Monthly Expenditures Report, Pay-Ins to Treasury Records, Payroll Vouchers, Pension/Medicare Posting, Petty Cash Records, Receipts & Receipt Books, Vendor Forms, Vouchers, Warrants, etc.	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-51	Cell phone / mobile data records	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-52	Travel expense reports / requests for reimbursement	3 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-53	<b>Benefit Cost Summary Report –</b> Report listing transfer of departmental funds for insurance expenses and a summary of insurance benefits by employee	1 Year	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-54	Fuel Usage Records	3 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-55	Amended Official Certificate of Estimated Resources	Until superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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	<b>DISTRICT FUND – FINANCIAL RECORDS AND REPORTS</b>				
7500-56	District Vouchers	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-57	Bank Records	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-58	Credit Card Records	5 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>AUDIT REPORTS</b>				
7500-59	Internal Audits	5 years after audit	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-60	State Audits	5 years after audit	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>CORRESPONDENCE</b>				
7500-61	Intermediate Correspondence – Email, fax or paper correspondence with significant administrative, legal and or fiscal value.	Refer to retention schedule for corresponding record title	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-62	Permanent Correspondence – Email, fax or paper correspondence with permanent or historical value. Refer to corresponding record title	Retain one copy off-line with any attachments and file with appropriate record title	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-63	Written Drainage Complaints – Complaints received from the Public via email or mail	2 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>OPERATION AND MAINTENANCE RECORDS</b>				
7500-64	Equipment – Files documenting ownership, warranties, routine maintenance and repair of District owned or leased equipment	Life of equipment or until removed from inventory	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-65	Vehicles – Records related to the repair and maintenance of District owned vehicles	3 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>CONTRACTS</b>				
7500-66	Bids – original – successful	8 years after completion of contract	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-67	Bids – unsuccessful/not awarded	2 years after letting of contract	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-68	Contracts/Agreements – For goods or services	8 years after completion	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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<b>INFORMATION AND EDUCATION</b>					
7500-69	Conservation / Educator Awards and Supervisor Hall of Fame	Permanent	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-70	Press releases	Until no longer of administrative value. Appraise for historical value.	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/> (Historical)
7500-71	Materials and resources compiled or created for speeches, presentations, public relations events, educational opportunities and/or training exercises.	Until superseded or obsolete. Appraise for historical value.	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/> (Historical)
7500-72	Brochures and promotional material created to inform the public of services and functions	Until superseded or obsolete. Appraise for historical value.	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/> (Historical)
7500-73	Social media posts and records – Primary (information posted that is considered to be an original record)	Refer to schedule for corresponding record series	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-74	Social media posts and records – Secondary (copies of records, does not include original information)	Until no longer of administrative value.	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-75	Social media account records (May include information on account ID, user names, password information, authorized users or content editors lists, date account was established or terminated, etc.)	1 year after account terminated, provided no action pending	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-76	Surveys & Questionnaires	Until no longer of administrative value	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-77	Clermont SWCD Newsletters	Permanent	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>OPERATIONS</b>					
7500-78	Project Plans, Drawings and Files – files documenting the engineering and or technical assistance given, including written plans, calculations, maps and photos	Retain all relevant project plans, files and drawings permanently	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-79	Blue Prints, Drawings, Aerial Photos, Maps – pictorial records not listed on SWCD retention schedule	Non historical records – retain until information is superseded, obsolete or replaced. Appraise for historical value	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/> (Historical)

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7500-80	<b>Manuals and Handbooks</b> – documents related to activities and operations of the District.	Until superseded, obsolete or replaced. Appraise for historical value	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-81	<b>Grant Files</b> – Federal, State or other grants along with supporting financial records and documents.	Maintain records as required by granting agency. If retention is unspecified, retain records five years, provided all audits have been conducted, audit reports released and all litigation, claims or audit findings have been resolved.	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-82	<b>Watershed Action Plans</b>	Until superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONNEL</b>					
7500-83	<b>Personnel Files</b> – Documentation of service throughout the duration of an individual's employment. Includes Workers Comp, Job Descriptions, Medicare, Health, Life, Unemployment, Timesheets, Evaluations, Reprimands, W-4, Medical, Background Checks, Proof of Insurance, Driving Record, Drug Test, Military Records, Benefit Information, PERS, Applications/Resume, etc.	60 years after termination	Paper, electronic and/or microfilm	<input type="checkbox"/>	<input type="checkbox"/>
7500-84	<b>Job Descriptions</b>	Until obsolete, superseded or replaced	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-85	<b>Accident Reports and Files</b>	6 years, provided no action pending. Maintain one copy of employee injury report in personnel file	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-86	<b>Accrual/Usage Reports</b> – Reports of vacation, sick, compensatory and personal time balance by employee (SWIMS / OSWCC Form 24)	3 years, provided audited	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-87	<b>Leave Requests</b> – Requests by employees for sick, vacation and/or compensatory time	Maintained in County's Accounting system per Auditor's schedule	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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7500-88	<b>Applications for Employment –</b> Unsuccessful / Not Hired	1 year, after receipt	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-89	<b>Employee identification badges</b>	Confiscate upon termination of employment, then destroy	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-90	<b>Employee Family and Medical Leave Act Records</b>	3 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-91	<b>Job Postings</b>	Until no longer of administrative value	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-92	<b>Time Sheets</b> – Records of hours worked and leave used by employees. To be completed using SWIMS time sheet, OSWCC Form 20 or equivalent.	6 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-93	<b>Organizational Charts</b>	Until superseded	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-94	<b>Workers Compensation Claims</b>	10 years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>RECORDS AND REPORTS</b>				
7500-95	<b>Statistical, agency or consultant produced reports and/or feasibility studies</b> – Created to assess functions, projects and programs	Five years	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-96	<b>Annual meeting programs</b>	Permanent	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-97	<b>Annual Reports</b>	Permanent	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>OTHER</b>				
7500-98	<b>Easement Documentation</b> – Files documenting easements (conservation, farmland preservation, etc.) purchased by or donated to the District. Easements can be perpetual or expire after a certain time.	Permanent	Paper/Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7500-99	<b>Pollution Abatement</b> – Investigative reports and associated information	Five years after audit	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>
7500-100	<b>Calendars</b> – Desk and appointment calendars used to keep track of meetings and events	3 months after end of calendar year	Paper/Electronic	<input type="checkbox"/>	<input type="checkbox"/>