

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: Clermont County Records Commission Telephone Number (513) 732-7300

101 East Main Street Batavia 45103 Clermont  
 (address) (city) (zip code) (county)

(2) FROM: Clermont County TASC 4112  
 (political subdivision name) (unit)

Dee Hargitt Dee Hargitt Director 3-30-04  
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 6-17-04 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Mary E. Walker 6-17-04  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Pam J. Swift 6-24-04  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mueh 7-15-04  
 For the Ohio Auditor of State Date

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
4112-01	Client Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
4112-01A	Client Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
4112-01B	Client Files	Permanent	Microfilm	
4112-02	Equipment Inventory	3 Years	Paper	
4112-03	TASC Advisory Board Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
4112-03A	TASC Advisory Board Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Media	
4112-03B	TASC Advisory Board Minutes	Permanent	Microfilm	
4112-04	Group Sign-In Sheets/Log	3 Years	Paper	
4112-05	Blank Forms	Until Obsolete	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Clermont County TASC

4112

(political subdivision name)

(unit)

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
4112-06	Client Handout Literature	Until Obsolete	Paper	
4112-07	Vehicle Mileage Log	Until vehicle sold	Paper	
4112-08	TASC Advisory Board Agenda	2 Years	Paper	
4112-09	Client Statistical Reports	5 Years	Paper	
4112-10	Breathalyzer Calibration Log	5 Years	Paper	
4112-11	Contracts, Memorandums of Understanding	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
4112-11A	Contracts, Memorandums of Understanding	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
4112-11B	Contracts, Memorandums of Understanding	15 Years after expiration	Microfilm	
4112-12	Packing Slips	2 Years	Paper	
4112-13	Appointment Calendars	3 months after year end	Paper	
4112-14	Grant Files & Financial Records	5 years provided Audited	Paper	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.
4112-15	Job Descriptions	Until superceded	Paper	
4112-16	Continuing Education Certificates (In TASC Policy Manual)	5 Years	Paper	
4112-17	Correspondence, Executive	5 Years	Paper	
4112-18	Correspondence, General	2 Years	Paper	
4112-19	Time Sheets, Leave Requests (Originals at TASC)	3 Years after audit	Paper	
4112-20	TASC Policy Manual	5 Years	Paper	
4112-21	Pay for Performance Sheets (Originals at Personnel Dept.)	Until no longer of administrative value, fiscal or legal value	Paper	
4112-22	Advisory Board Meeting Notices	1 Year	Paper	
4112-23	Travel Expense Reports	3 Years provided audited	Paper	
4112-24	Drug Screen Logs	5 Years	Paper	