



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

OHIO HISTORY CONNECTION

DEC 11 2017

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

Clermont County Community Alternative Sentencing Center (CASC) 4300
 (Local government entity) (Unit)

Thomas Egel Interim (A) 10-24-17
 (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.

12-6-2017
 Records Commission Chair Signature Date

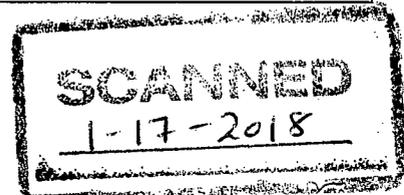
Section C: Ohio History Connection - State Archives

Govt. Records Archivist 12/15/2017
 Signature Title Date

Section D: Auditor of State

12-28-17
 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

Clermont County CASC

4300

(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
4300-01	Annual Budget	3 years	Paper/Electronic		<input type="checkbox"/>
4300-02	Audit Reports: County contributed funds	Maintained by the BCC per the BCC's retention schedule	Paper/Electronic		<input type="checkbox"/>
4300-03	Case Files/Client Charts: Includes referrals, assessments, progress reports, drug screen results, transition records, discharge forms, and other related records	Maintained per contract requirements by third-party contracted to manage CASC program	Paper/Electronic		<input type="checkbox"/>
4300-04	Client Handout Literature	Until superseded/obsolete. Maintained by third-party contracted to manage CASC program	Paper/Electronic		<input type="checkbox"/>
4300-05	CASC Protocols/Policies: Includes Intake Policies, Physicians Approved Protocol and other related records	Until superseded/obsolete Maintained by third-party contracted to manage CASC program	Paper/Electronic		<input type="checkbox"/>
4300-06	Grant Records: Includes grants awarded directly to the BCC and sub grants	Unsuccessful applications – 1 year Successful applications– Maintain as required by grant. If none specified, maintain 5 years provided audited	Paper/Electronic		<input type="checkbox"/>
4300-07	Program Meeting Agendas	2 years	Paper/Electronic		<input type="checkbox"/>

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Clermont County CASC

4300

(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
4300-08	Program Curriculum	Until superseded/obsolete Maintained by third-party contracted to manage CASC program	Paper/Electronic		<input type="checkbox"/>
4300-09	Reports— Includes admission and discharge statistics, census reports, staffing reports, quarterly reports and other related reports.	3 years, provided audited	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.