



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 Facilities Maintenance 1013
 (Local government entity) (Unit)

Wade Grabowski Wade Grabowski Director 10/30/17
 (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.

[Signature] 12-6-2017
 Records Commission Chair Signature Date

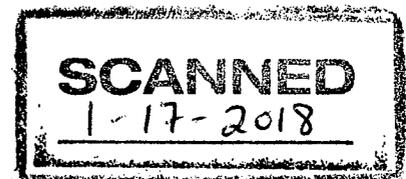
Section C: Ohio History Connection - State Archives

Amy C. Alton Gvt. Records Archivist 12/18/2017
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh 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

Facilities Maintenance

1013

(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
1013-01	Access Control Data – Includes records relating to card access system and daily transactions	Data overwritten as storage space depleted; minimum 15 days	Paper/Electronic		<input type="checkbox"/>
1013-02	Bids – Unsuccessful	2 years after Board Action	Paper/Electronic		<input type="checkbox"/>
1013-03	Blueprints	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
1013-04	Budget Preparation Records	3 years	Paper/Electronic		<input type="checkbox"/>
1013-05	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1013-06	Daily Activity Sheets	2 years	Paper/Electronic		<input type="checkbox"/>
1013-07	Injury Reports – Copies of injury reports of county personnel	Until no longer of administrative value. Official record maintained by HR	Paper/Electronic		<input type="checkbox"/>
1013-08	Inspection Reports – Includes semi-annual fire inspection completed by Fire Marshall, monthly fire inspections completed by staff, and other equipment/facility/safety inspections completed by vendors or staff	10 years	Paper/Electronic		<input type="checkbox"/>
1013-09	Leases – Supporting Documentation – Original lease maintained by BCC or appropriate elected official's office	5 years after expiration, 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.

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Facilities Maintenance**1013**

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1013-10	Manuals and Handbooks – Equipment and/or safety manuals or related records	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
1013-11	Occupancy Permits	Until superseded with change in occupancy or building sold/demolished	Paper/Electronic		<input type="checkbox"/>
1013-12	Plats and Maps	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
1013-13	Project Records – Includes records pertaining to the construction, maintenance, repair or alteration of county property. May include copies of bids, contracts, correspondence, warranty information, and closeout documents	Until property sold/demolished	Paper/Electronic		<input type="checkbox"/>
1013-14	Work Order Requests	Maintained in County's accounting system per Auditor's retention schedule	Electronic		<input type="checkbox"/>