



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 30 2020

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.)

Clermont County Water Resources Department – Engineering Division 8521  
 (Local government entity) (Unit)

*Lyle Bloom* Lyle Bloom Director 06-02-2020  
 (Signature of responsible official) (Name) (Title) (Date)

**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

2425 Clermont Center Dr. Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
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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.

*Edwin A. Humphrey* 6/23/20  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

*Ann B. Smith* Local Government Records Archivist 7/16/20  
 Signature Title Date

**Section D: Auditor of State**

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**

## Records Retention Schedule

Clermont County Sewer District – Engineering Division

8521

(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
8521-01	Water Contracts for all Water Connections	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8521-02	Sewer Contracts for all Sewer Connections	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8521-03	Water/Sewer Main Installations – Includes local approvals easements, record plats, acceptance & releases of maintenance bonds & correspondence in individual files recorded by project name	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8521-04	Commercial Water/Sewer Connections – Includes local & state approvals, easements, record plats, bonds & correspondence in individual files recorded by project name	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8521-05	Construction As – Built – Of water/sewer main installations listed by project; includes county projects as assigned	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8521-06	Water/Sewer Construction Projects – Includes bids, correspondence, easements, final assessments, contract and change orders, pay estimates, grant loan agreements, retainage accounts listed by project	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8521-07	Construction Engineering Correspondence – Includes email correspondence relating to permanent construction projects.	10 years after completion of project	Electronic		<input type="checkbox"/>