



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

OHIO HISTORY CONNECTION

JUN 29 2015

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
 (Local government entity)

Dog Warden
 (Unit)

7/23/15


 (Signature of responsible official)

STEPHEN RABOLT
 (Name)

County Administrator
 Director
 (Title) 4/14/15
 (Date)

Section B: Records Commission

Clermont County Records Commission
 Records Commission

(513) 735-8660
 (Telephone number)

289 East Main Street
 (Address)

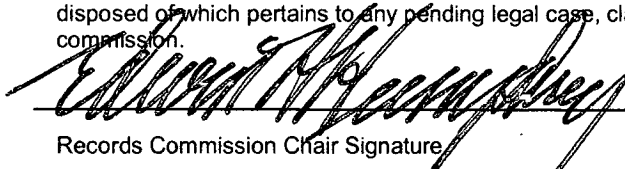
Batavia
 (City)

45103
 (Zip code)

Clermont
 (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.




6/23/15

Records Commission Chair Signature

Date

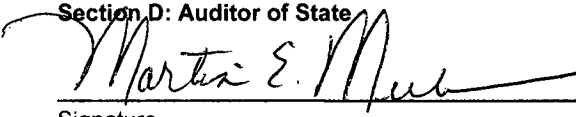
Section C: Ohio History Connection - State Archives


 Signature

Government Records Archivist
 Title

7/2/2015
 Date

Section D: Auditor of State



Signature

7-13-15
 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 Continuation Sheet

Section E: Records Retention Schedule

Clermont County

Dog Warden

(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 |
|---------------------------|--|----------------------------|-------------------|---|--|
| 2015-01 | Animal Cruelty/Neglect – <i>Includes all investigative records/reports pertaining to the cruelty/neglect of animals.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-02 | Citations – <i>Includes citation forms that document and identify individuals issued citations for Chapter 955 ORC violations.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-03 | Claims – <i>Includes filed claims regarding dog bites, vicious and dangerous dogs, livestock claims, claims of damages to animals, and investigative reports relating to animal claims and investigations.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-04 | Intake Records – <i>Includes records used to document and identify all impounded dogs. Includes surrender of stray dog forms, law enforcement pickup forms and any other relevant documents relating to impounded dogs.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-05 | Permission to Search Forms – <i>Includes records authorizing enforcing officers to search premises, vehicles, property, etc.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-06 | Redemption Forms – <i>Includes copies of owner identification documents and other documents relating to the redemption of dogs by their owners.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-07 | Treasurer Reports – <i>Includes the costs assessed against all impounded dogs which are used to create quarterly Treasury reports pursuant to ORC 955.16.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| 2015-08 | Weekly Reports – <i>Report containing weekly statistics of all dogs seized, impounded, redeemed and destroyed as required by ORC 955.12.</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |