



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th 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 Office of Environmental Quality 8522
 (Local government entity) (Unit)


 (Signature of responsible official) Hannah Lubbers Director 6/2/2020
 (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:

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.


 Records Commission Chair Signature 6/23/20
 Date

Section C: Ohio Historical Society - State Archives

 Local Government Records Archivist 7/6/20
 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**

Schedule of Records Retention and Disposition

Office of Environmental Quality

8522

(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
8522-01	Agreements/Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
8522-02	Annual Budgets	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8522-03	Annual Reports – Statistical data included with the BCC's Annual Report. Includes number of programs implemented, number of monitoring stations, and statistics on litter clean up.	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8522-04	Applications for Employment	1 year after receipt	Paper/Electronic		<input type="checkbox"/>
8522-05	Bids – Successful	8 years after completion	Paper/Electronic		<input type="checkbox"/>
8522-06	Bids – Unsuccessful	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
8522-08	Chemical Analysis – Sample logs, analysis and data evaluations	10 years (EPA Guidelines)	Paper/Electronic		<input type="checkbox"/>
8522-09	Correspondence	Maintain per General Schedule requirements	Paper/Electronic		<input type="checkbox"/>
8522-10	Equipment Inventories – Listing by item, quantity and value of all equipment	3 years after removal of item from ownership	Paper/Electronic		<input type="checkbox"/>
8522-11	Grant Records – Individual Grant Records, fiscal reports, etc	3 years after final report	Paper/Electronic		<input type="checkbox"/>
8522-13	Maps – Locations of natural and man-made waterways, chemical and biological sample collection locations, flow monitoring locations, and areas indicating environmental impacts	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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8522-14	East Fork Water Quality Collaborative – Includes presentation data and summary of current and proposed East Fork Watershed activities	Permanent	Electronic		<input checked="" type="checkbox"/>
8522-15	Ongoing Project Files	5 years after completion	Paper/Electronic		<input type="checkbox"/>
8522-16	Payroll Records – Includes timesheets and leave records	Maintained in County's accounting system per Auditor's retention schedule	Electronic		<input type="checkbox"/>
8522-18	Expense Records – Invoices, POs, Requisitions, Receipt documents, Travel expense records, etc.	Maintained in County's accounting system per Auditor's retention schedule	Electronic		<input type="checkbox"/>
8522-19	Regulatory Agency Files – Reports, correspondence with Regulatory Agencies, for all Water Quality and Solid Waste Activities	3 years	Paper/Electronic		<input type="checkbox"/>
8522-21	Water Quality Complaint Reports – Contains Water Pollution complaints with location of complaint, narrative of complaint as well as investigator's reports and related correspondence	5 years	Paper/Electronic		<input type="checkbox"/>
8522-22	Water Quality Reports – Summary of water quality statistics and information about completed projects. <i>NOT the same as Water Resources' Annual Water Quality Report (drinking water)</i>	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8522-23	CECOS Records	Permanent <i>Electronic files maintained/ migrated until of no further value in electronic format</i>	Paper/Microfilm		<input checked="" type="checkbox"/>
8522-24	Industrial Waste Pre Treatment (IWPT) Records	4 years	Paper/Electronic		<input type="checkbox"/>
8522-25	Local Limits	10 years	Paper/Electronic		<input type="checkbox"/>
8522-26	General Lab Data – Includes sludge disposal, use, storage or treatment records	5 years	Paper/Electronic		<input type="checkbox"/>