



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

DEC 16 2016

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 Port Authority 9500  
 (Local government entity) (Unit)

Andy Kuchta Director 11-21-16  
 (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:  
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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.

Robert L. Pouch 12-14-16  
 Records Commission Chair Signature Date

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

Amanda D. Rindler Local Government Records Archivist 1/14/17  
 Signature Title Date

**Section D: Auditor of State**

Martin E. Muehl 1-19-17  
 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**

SEARCHED  
 2/2/17

## Schedule of Records Retention and Disposition Continuation Sheet

## Section E: Records Retention Schedule

Port Authority

9500

(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
9500-01	Agreements	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9500-02	Audits	10 years	Paper/Electronic		<input type="checkbox"/>
9500-03	Bonds	20 Years After Issue Called or Redeemed	Paper/Electronic		<input type="checkbox"/>
9500-04A	Conflict of Interest Policy Statements	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9500-04B	Conflict of Interest Policy Statements	Permanent	Paper/Microfilm		<input type="checkbox"/>
9500-05	Financial Records – Budgets, Payables, Purchasing and Receivables	3 Years, Provided Audited	Paper/Electronic		<input type="checkbox"/>
9500-06A	Incorporation Records-Article of Incorporation and Bylaws	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9500-06B	Incorporation Records-Article of Incorporation and Bylaws	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9500-07A	Meeting Records – Agendas, Minutes and Resolutions	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9500-07B	Meeting Records – Agendas, Minutes and Resolutions	Permanent	Paper/Microfilm		<input checked="" 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.**

## Schedule of Records Retention and Disposition Continuation Sheet

**Port Authority****9500**

(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
9500-08	Public Official Bonds	6 Years After Expiration	Paper/Electronic		<input type="checkbox"/>
9500-09	Public Notice Records – Notice of Meetings	3 Years	Paper/Electronic		<input type="checkbox"/>
9500-10A	Annual Report (ORC 4582.58)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
9500-10B	Annual Report (ORC 4582.58)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9500-11	Project Files	10 years after completion	Paper/Electronic		<input checked="" type="checkbox"/>