



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

OHIO HISTORY CONNECTION

JUN 21 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 Fleet Maintenance Department
 (Local government entity) 8610
(Unit)

 5-3-17

(Signature of responsible official) Wade Grabowski Director (Date)
 (Name) (Title)

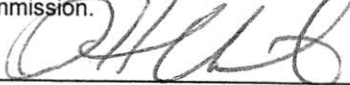
Section B: Records Commission

Clermont County Records Commission
 Records Commission (513) 735-8660
(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.

 6-14-2017

Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 Local Government Records Archivist 7/3/17

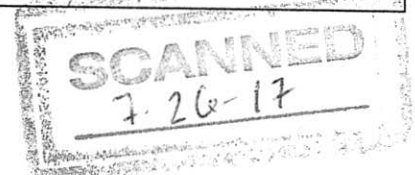
Signature Title Date

Section D: Auditor of State

 7-10-17

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

Clermont County Fleet Maintenance Department

8610

(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
8610-01	Accident Reports —Includes Non-Employee Injury, Employee Injury, and Damage to Vehicle	6 years provided no action pending	Paper/Electronic		<input type="checkbox"/>
8610-02	Annual Budget —Includes Budget Preparation Paperwork	3 years	Paper/Electronic		<input type="checkbox"/>
8610-03	Auction Information	3 years	Paper/Electronic		<input type="checkbox"/>
8610-04	Bids – (Unsuccessful)	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
8610-05	Charge Back Invoices (Copies) —For Departmental Maintenance/Services—Fleet's Accounts Receivables	Until no longer of administrative value Original maintained by Office of Management & Budget per OMB's retention schedule	Paper/Electronic		<input type="checkbox"/>
8610-06	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
8610-07	Fuel Summary Records —Includes fuel pricing, quantities and deliveries	Maintained by Office of Management & Budget per OMB's retention schedule	Electronic		<input type="checkbox"/>
8610-08	Fuel Transaction Records	3 years	Paper/Electronic		<input type="checkbox"/>
8610-09	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
8610-10	Vehicle Maintenance Records —Maintained in Fleet software by Vehicle ID	Permanent	Electronic		<input type="checkbox"/>
8610-11	Vehicle Master Record —Includes Title, Registration, Purchase Information and Recall Notices	Until vehicle is sold	Paper/Electronic		<input type="checkbox"/>