



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

OHIO HISTORY CONNECTION

DEC 11 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

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Coroner's Office 4100
 (Local government entity) (Unit)

Dr. Brian Treon Coroner 11/17/17
 (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:

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.

12-6-2017
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amy C. Hoagy Ext. Records Archivist 12/15/17
 Signature Title Date

Section D: Auditor of State

12-28-17
 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 Coroner's Office

4100

(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
4100-01A	Case Files – Source documents and records for each case investigated. Includes autopsy reports, investigation reports, Coroner's verdicts, copies of certificates of death, correspondence, working notes, etc. (ORC 313.09)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4100-01B	Case Files – Source documents and records for each case investigated. Includes autopsy reports, investigation reports, Coroner's verdicts, copies of certificates of death, correspondence, working notes, etc. (ORC 313.09)	Permanent	Paper/Microfilm		<input type="checkbox"/>
4100-02	Case File Supporting Documents - Working papers and preparation documents used to create Case Files. Includes instrumental data, chain-of-custody documents, toxicology reports, etc.	5 years	Paper/Electronic		<input type="checkbox"/>
4100-03A	Death Reports – Includes Law Enforcement Reports, EMS Reports and Coroner's Death Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4100-03B	Death Reports – Includes Law Enforcement Reports, EMS Reports and Coroner's Death Reports	Maintained permanently as part of the Case File	Paper/Microfilm		<input type="checkbox"/>
4100-04A	Inquests - Record of Coroner's inquiry into cases of homicide, accidental or sudden death.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4100-04B	Inquests - Record of Coroner's inquiry into cases of homicide, accidental or sudden death.	Maintained permanently as part of the Case File	Paper/Microfilm		<input type="checkbox"/>
4100-05A	Photographs – Photographs taken in the course of an investigation.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4100-05B	Photographs – Photographs taken in the course of an investigation.	Maintained permanently as part of the Case File	Paper/Microfilm		<input type="checkbox"/>

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4100-06	Property Records - Record of personal property found on decedents.	Two years after disposal of all property	Paper/Electronic		<input type="checkbox"/>
4100-07A	Records of Chemical Tests - Record of all chemical tests and other tests performed each fiscal year, the public agency, hospital or person for whom the test was performed and the cost incurred for each test. (ORC 313.21)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4100-07B	Records of Chemical Tests - Record of all chemical tests and other tests performed each fiscal year, the public agency, hospital or person for whom the test was performed and the cost incurred for each test. (ORC 313.21)	Maintained permanently as part of the Case File	Paper/Microfilm		<input type="checkbox"/>
4100-08A	Accidental Drug Overdose Report – An annual report for Law Enforcement and the Drug Coalition	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4100-08B	Accidental Drug Overdose Report – An annual report for Law Enforcement and the Drug Coalition	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>