



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 11 2017

STATE AND LOCAL  
 GOVERNMENT RECORDS

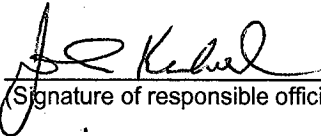
**RECORDS RETENTION SCHEDULE (RC-2) – Part 1**

*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 Department of Public Safety Services 4010  
 (Local government entity) (Unit)

 11-22-17  
 (Signature of responsible official) John Kiskaden Director (Date)  
(Name) (Title)

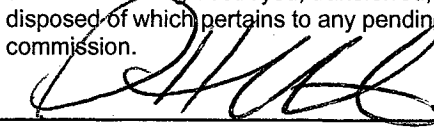
**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

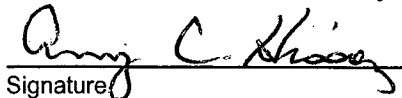
289 East Main Street Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
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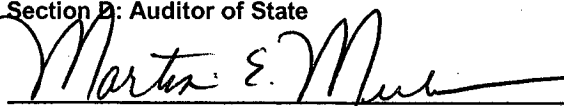
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 12-6-2017  
 Records Commission Chair Signature Date

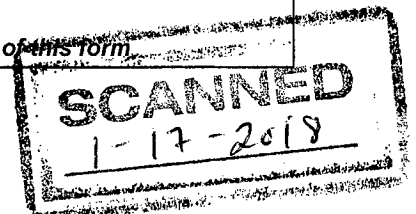
**Section C: Ohio Historical Society - State Archives**

 Govt. Records Archivist 12/14/2017  
 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 Continuation Sheet

**Department of Public Safety Services**

**4010**

(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
4010-01	Annual Budgets Budget Preparation Paperwork	5 years	Paper/Electronic		<input type="checkbox"/>
4010-02	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
4010-02A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
4010-02B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
4010-03	Bids (Unsuccessful)	2 Fiscal years after Board Action	Paper/Electronic		<input type="checkbox"/>
4010-04	911 Call Tapes	90 days erase and reuse provided no action pending	Electronic		<input type="checkbox"/>
4010-05	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
4010-06	Correspondence – Administrative/Operational	2 years	Paper/Electronic		<input type="checkbox"/>
4010-07	Daily Pass On (Shift Report Of Calls) (Summary Of Complaint Cards)	1 year	Paper/Electronic		<input type="checkbox"/>
4010-08	Department Staff Meeting Notes/User Group Meeting Notes	2 years	Paper/Electronic		<input type="checkbox"/>
4010-11	Grant Records	3 years after Final Report is submitted to the granting institution (Federal and State Grants – Grant Requirements Supersede)	Paper/Electronic		<input type="checkbox"/>
4010-13	Pay Ins to Treasury Records	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
4010-15	Personnel Files - Copies	90 days – Original kept at Human Resources	Paper/Electronic		<input type="checkbox"/>
4010-16	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded or replaced	Paper/Electronic		<input 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.**

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**4010**

(Local government entity)

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4010-17	Records Requests - Tape/Information Requests	1 year	Paper/Electronic		<input type="checkbox"/>
4010-18	LEADS (Law Enforcement Automatic Data System) and NCIS (National Crime Information Center) Records Records are exempt from Public Records Requests Per ORC 149.43	1 to 6 years or at the discretion of the Department Head	Paper/Electronic		<input type="checkbox"/>
4010-19	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
4010-21	Computer Aided Dispatch Records - Activity Reports, Supporting Documentation and System Records	7 years	Paper/Electronic		<input type="checkbox"/>
4010-22	Employee Training Records – Documentation of training received to include reports and evaluations	<u>Successful Candidates/Current Employees</u> – Retain with employee Personnel File <u>Unsuccessful Candidates/Previous Employees</u> – 2 years	Paper/Electronic		<input type="checkbox"/>
4010-23	Computer Aided Dispatch (CAD) Records and Mobile Data Computer (MDC) Records – Memos and Notifications	1 year	Paper/Electronic		<input type="checkbox"/>

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