



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

OHIO HISTORY CONNECTION

DEC 06 2018

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)

 John Kiskaden Director 11-19-18
 (Signature of responsible official) (Name) (Title) (Date)

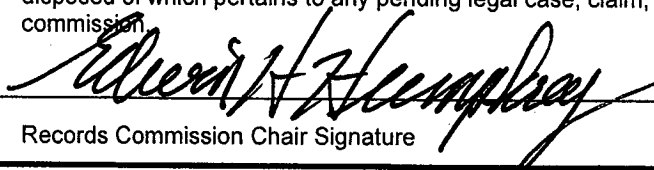
Section B: Records Commission

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

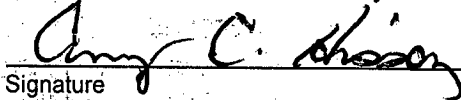
289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

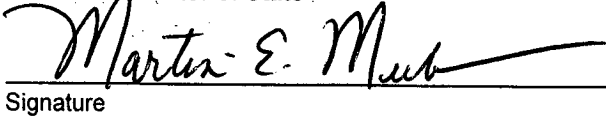
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred,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

 12/4/18
 Records Commission Chair Signature Date

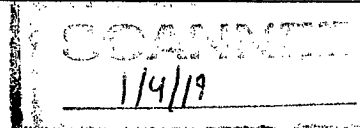
Section C: Ohio Historical Society - State Archives

 Govt. Rec. Archivist 12/12/18
 Signature Title Date

Section D: Auditor of State

 12-27-18
 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 | 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. | |
| 4010-13 | Pay Ins to Treasury Records | 3 years, provided audit | Paper/Electronic | | |
| 4010-15 | Personnel Files - Copies | 90 days – Original kept at Human Resources | Paper/Electronic | | |
| 4010-16 | Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations | Permanent until superseded or replaced | Paper/Electronic | | <input type="checkbox"/> |

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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"/> |
| 4010-24 | DPSS Master Street Address Guide (MSAG) | Continually updated | 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.**