



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

Clermont County Office of Management and Budget 1300
 (Local government entity) (Unit)

Mary Rains Mary Rains Director 11/26/18
 (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.

Edmond H. Humphrey 12/4/18
 Records Commission Chair Signature Date

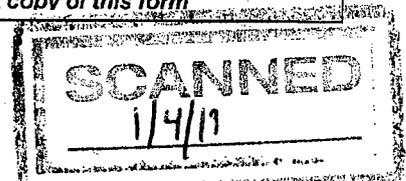
Section C: Ohio History Connection - State Archives

Amy C. Shady Govt. Rec. Archivist 12/12/18
 Signature Title Date

Section D: Auditor of State

Martin E. Nash 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

Clermont County Office of Management and Budget

1300

(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
1300-01	Amended Certificate: Certificate of estimated resources	Official record maintained by Auditor. Local copy maintained until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1300-02	Appropriation - Budget	Official record maintained permanently in Commissioner's Journal. Local copy maintained until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1300-03	Budget Work Papers: Includes budget forms and documentation submitted by county agencies and departments	7 years	Electronic		<input type="checkbox"/>
1300-04A	Capital Project Files: Includes invoices, pay estimates, total project expenditures, retainage and funding documentation	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
1300-04B	Capital Project Files: Includes invoices, pay estimates, total project expenditures, retainage and funding documentation	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
1300-05	Departmental and Fund Budgetary History: Includes reference information used by OMB	Until the fund is rescinded	Paper/Electronic		<input type="checkbox"/>
1300-06A	Financial Statements	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
1300-06B	Financial Statements	Permanent	Paper/Microfilm		<input type="checkbox"/>
1300-07	Internal/External Billing Invoices	5 years after audit	Paper/Electronic		<input type="checkbox"/>
1300-08	Pay-Ins	3 years	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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1300-09	Prevailing Wage: Maintained by contract	2 years after completion of contract	Paper/Electronic		<input type="checkbox"/>
1300-10	Residential Improvement District – Annual Activity	5 years after district expires	Paper/Electronic		<input type="checkbox"/>
1300-11	Sales Tax Revenue History	10 years	Paper/Electronic		<input type="checkbox"/>
1300-12	Special Analysis Files: Includes special projects/requested analysis performed by OMB and reports created	7 years	Paper/Electronic		<input type="checkbox"/>
1300-13A	Transfers: Documentation of appropriation and cash transfers by county agencies and departments	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
1300-13B	Transfers: Documentation of appropriation and cash transfers by county agencies and departments	Permanent	Paper/Microfilm		<input type="checkbox"/>
	RISK MANAGEMENT				
1300-14	Accident Reports (Vehicle): Bodily Injury and Non-Bodily Injury	Bodily Injury – If Civil Case File is created, records transferred to Prosecutor. Otherwise, maintained by OMB for 7 years Non-Bodily Injury – 3 years after settled	Paper/Electronic		<input type="checkbox"/>
1300-15	Building Damage Reports	3 years after settled	Paper/Electronic		<input type="checkbox"/>
1300-16	Incident Loss Reports	3 years after settled	Paper/Electronic		<input type="checkbox"/>
1300-17	Insurance Policies	50 years	Paper/Microfilm		<input type="checkbox"/>

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1300-18	Non-Employee Accident Reports: Bodily Injury and Non-Bodily Injury	Bodily Injury – If Civil Case File is created, records transferred to Prosecutor. Otherwise, maintained by OMB for 7 years Non-Bodily Injury – 3 years after settled	Paper/Electronic		<input type="checkbox"/>