



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

OHIO HISTORY CONNECTION

DEC 12 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

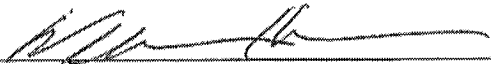
RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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 Transportation Connection 7016
 (Local government entity) (Unit)

 William Harris Director 27 Nov 2019
 (Signature of responsible official) (Name) (Title) (Date)


Section B: Records Commission

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

2425 Clermont Center Drive 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.

 12/9/19
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 Govt. Rec. Archivist 12/19/19
 Signature Title Date

Section D: Auditor of State

 1-6-20
 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

Records Retention Schedule

Clermont Transportation Connection

7016

(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
7016-01	Accident Reports - Reports of personal or property damage involving a county vehicle	6 years	Paper/Electronic		<input type="checkbox"/>
7016-02	Contracts/Agreements - Legal agreements with individuals, organizations, or entities to procure goods and/or services	8 years after completion	Paper/Electronic		<input type="checkbox"/>
7016-03	Daily Trip Logs-- Data pertaining to CTC Daily Trips	Paper records maintained for 4 years Electronic records maintained indefinitely in system	Paper/Electronic		<input type="checkbox"/>
7016-04	Fuel Consumption Usage - Records Documenting fuel consumed for transit services	4 years	Paper/Electronic		<input type="checkbox"/>
7016-05	Grants Records - Includes, Elderly & Disabled, Federal Operating, State Operating and Federal/State Capital	Maintain as required by grant. If no requirement, maintain 5 years after completion	Paper/Electronic		<input type="checkbox"/>
7016-06	Management & Operations Reports - Reports generated for operational analysis purposes	10 years	Paper/Electronic		<input type="checkbox"/>
7016-08A	Statistical Reports - Reports that identify operational statistics submitted in Federal System. May include Fiscal reports.	Maintain until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
7016-08B	Statistical Reports - Reports that identify operational statistics submitted in Federal System. May include Fiscal reports.	Permanent	Paper/Microfilm		<input type="checkbox"/>
7016-09A	Triennial Federal Audit - A Required Federal Audit for Transit Authorities	Maintain until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
7016-09B	Triennial Federal Audit - A Required Federal Audit for Transit Authorities	Permanent	Paper/Microfilm		<input type="checkbox"/>
7016-10	Vehicle Maintenance Records	Until vehicle is sold or disposed	Paper/Electronic		<input type="checkbox"/>