



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

Clermont County Emergency Management Agency 4011
 (Local government entity) (Unit)

Pam Haverkos Pam Haverkos Director 11/15/19
 (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.

Edward H. Stump 12/9/19
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amy Chasing Govt. Rec. Archivist 12/15/19
 Signature Title Date

Section D: Auditor of State

Martin E. Murr 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

Emergency Management Agency

4011

(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
4011-01	Annual Budget Preparation Paperwork – Preparation documents used to create annual budget	3 years	Paper/Electronic		<input type="checkbox"/>
4011-02	Citizen Corps Council Minutes	3 years	Paper/Electronic		<input type="checkbox"/>
4011-03	Contact Database – Includes spreadsheets and lists of names and contact information for county/local officials, local businesses, schools, utilities and other important contacts	Continually updated	Paper/Electronic		<input type="checkbox"/>
4011-04	Contracts – Legal agreements with individuals, organizations, or entities to procure goods and/or services	8 years after completion	Paper/Electronic		<input type="checkbox"/>
4011-05A	Emergency Activation Incident – Major	Maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
4011-05B	Emergency Activation Incident – Major	Permanent	Paper/Microfilm		<input type="checkbox"/>
4011-06	Emergency Activation Incident – Minor	3 years	Paper/Electronic		<input type="checkbox"/>
4011-07	Emergency Plans – Includes All Hazard Mitigation Plan, Emergency Operation Plans, Emergency Action Plans, Continuity of Operations Plans, and related records	Maintain current plan plus preceding plan	Paper/Electronic		<input type="checkbox"/>
4011-08	Emergency Preparedness Exercises – Includes table top, functional and full-scale exercises. Documentation includes dates, locations, class rosters, manuals, after action reports and related records	5 years	Paper/Electronic		<input type="checkbox"/>
4011-09	Grant Records – Includes Disaster Documentation, full bid/proposal package (including unsuccessful bids), and other related records	3 years after official closeout by the granting institution (Federal and State Grants – Grant Requirements Supersede)	Paper/Electronic		<input type="checkbox"/>
4011-10	Hazardous Materials Records – Documentation relating to hazardous material/chemical spills	Permanent	Paper/Electronic		<input type="checkbox"/>

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Emergency Management Agency

4011

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4011-11	Local Emergency Planning Committee Meeting Minutes – Includes Member information	7 years	Paper/Electronic		<input type="checkbox"/>
4011-12	Payroll Worksheets – May include Time Input Worksheets, Time Cards, Payroll Timesheets, Leave Requests	Local copy 3 years Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
4011-13	Publications and Handbooks	Until superseded or replaced	Paper/Electronic		<input type="checkbox"/>
4011-14	SERC (State Emergency Response Commission) Tier II Reports	7 years	Paper/Electronic		<input type="checkbox"/>