



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 County General Health District 9900
 (Local government entity) (Unit)

Julianne Nesbit Julianne Nesbit Health Commissioner 12-2-2019
 (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.

Alvina H. Humphrey 12/9/19
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amy Hanson Govt. Rec. Archivist 12/18/19
 Signature Title Date

Section D: Auditor of State

Martin E. Mue 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 County General Health District

9900

(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
	<u>Plumbing Division</u>				
9900-1	Backflow Records	5 years	Paper/Electronic		<input type="checkbox"/>
9900-4	Plumbing Bonds	1 year after cancellation	Paper/Electronic		<input type="checkbox"/>
9900-5	Plumbing Installation Records – <i>Records pertaining to the installation of permitted plumbing jobs including plumbing applications, permits and inspections</i>	Permanent	Electronic/ Microfilm		<input type="checkbox"/>
9900-6	Plumbing Installer Registrations	2 Years	Paper/Electronic		<input type="checkbox"/>
	<u>Water & Waste Division</u>				
9900-10	Septic System Installation Files	1 year after system abandoned or application expires	Paper/Electronic		<input type="checkbox"/>
9900-12	Septic Installer Bonds	1 year after cancellation	Paper/Electronic		<input type="checkbox"/>
9900-13	Septic Installer Registrations	2 years	Paper/Electronic		<input type="checkbox"/>
9900-14	Septic System Assessment and Maintenance Records – <i>Information pertaining to the assessment/inspection and maintenance of onsite septic systems OAC 3701-29-09(K)</i>	7 years	Paper/Electronic		<input type="checkbox"/>
9900-16	Infectious Waste Annual Inspections	5 years	Paper/Electronic		<input type="checkbox"/>
9900-17	Loan Inspections – Homeowner requested septic inspection records	7 years	Paper/Electronic		<input type="checkbox"/>
9900-18	Nuisance Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-20	Private Water System Installation Files – <i>Records pertaining to the installation of permitted private water systems including applications, permits, tests and inspections</i>	1 year after system abandoned or application expires	Paper/Electronic		<input type="checkbox"/>
9900-21	Private Water System Transmittals	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-22	Solid Waste Facility Inspections	5 years	Paper/Electronic		<input type="checkbox"/>
9900-23	Septic Hauler Registrations	2 years	Paper/Electronic		<input type="checkbox"/>
9900-27	Subdivision and Lot Review Records – <i>Information pertaining to a proposed subdivision and/or existing lot review including maps of existing and proposed lots</i>	5 years	Paper/Electronic		<input type="checkbox"/>

Records Retention Schedule

Clermont County General Health District

9900

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description <u>Water & Waste Division</u>	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
9900-28	Truck Inspections (S. Waste, Septage, P. Water)	2 years	Paper/Electronic		<input type="checkbox"/>
9900-159	Septic Rehab Files – <i>Applications, income qualifications, property mortgage, contracts, bids and other records pertaining to septic systems installed using septic rehab funds</i>	5 years from the date mortgage is released	Paper/Electronic		<input type="checkbox"/>
9900-160	Solid Waste Site Hazardous Waste Records	Permanent	Electronic/Paper/ Microfilm		<input checked="" type="checkbox"/>
9900-161	Water Truck Registrations	2 years	Paper/Electronic		<input type="checkbox"/>
9900-163	Environmental Studies and Projects	Permanent	Electronic/Paper/ Microfilm		<input checked="" type="checkbox"/>
	<u>Environmental Health Division Food Service</u>				
9900-29	Food Facility Applications and Transmittals	6 months after ODH/ODA audit	Paper/Electronic		<input type="checkbox"/>
9900-37	Food Facility Inspections, Complaints, and Food Borne Illness Investigations	5 years	Paper/Electronic		<input type="checkbox"/>
9900-38	Food Facility Plans	Maintain current plans for 1 year after licensed facility closes	Paper/Electronic		<input type="checkbox"/>
	<u>School Program</u>				
9900-54	School Environment Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
	<u>RV/Camp Park Program</u>				
9900-57	Park/Camp Applications, Transmittals	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-60	Park/Camp Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-61	Temporary Park/Camp Plans	1 year after facility closure	Paper/Electronic		<input type="checkbox"/>
	<u>Resident Camp Program</u>				
9900-70	Resident Camp Applications	2 years	Paper/Electronic		<input type="checkbox"/>
9900-71	Resident Camp Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>

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Clermont County General Health District

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	<u>Environmental Health Division</u>				
	<u>Swimming Pool/Spa Program</u>				
9900-73	Pool/Spa Applications, Transmittals	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-76	Pool/Spa Inspection Reports, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
	<u>Rabies Program</u>				
9900-78	Animal Bite Case Files	3 years	Paper/Electronic		<input type="checkbox"/>
	<u>Manufactured Home Park</u>				
9900-85	MHP Inspections	5 years	Paper/Electronic		<input type="checkbox"/>
	<u>Tattoo Program</u>				
9900-86	Tattoo/Body Piercing Facility Applications	2 years	Paper/Electronic		<input type="checkbox"/>
9900-87	Tattoo/Body Piercing Facility Inspections, Complaints	5 years	Paper/Electronic		<input type="checkbox"/>
9900-171	Tattoo/Body Piercing Facility Plans	Maintain current plans for 1 year after licensed facility closes	Paper/Electronic		<input type="checkbox"/>
	<u>Nursing Division</u>				
9900-89	Bureau for Children with Medical Handicaps Records	Until child reaches age 24	Paper/Electronic		<input type="checkbox"/>
9900-91	Patient Health Records Not Otherwise Specified	6 years after last contact	Paper/Electronic		<input type="checkbox"/>
9900-92	Communicable Disease Records	6 years after last contact	Paper/Electronic		<input type="checkbox"/>
9900-95	Child Immunization Records (Immunizations Administered to patients age 18 and younger)	Until child reaches age 24	Paper/Electronic (As of 2019, electronic only)		<input type="checkbox"/>
9900-172	Adult Immunization Records (Immunizations Administered to Patients age 19 and Older)	10 years	Paper/Electronic (As of 2019, electronic only)		<input type="checkbox"/>

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(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
	<u>Nursing Division</u>				
9900-98	Medicare/Medicaid Billing Records	6 years	Paper/Electronic		<input type="checkbox"/>
9900-99	Orders/Receipts for Drug Biologicals	3 years	Paper/Electronic		<input type="checkbox"/>
9900-101	Public Health Nurse Referrals	6 years after last contact	Paper/Electronic		<input type="checkbox"/>
9900-106	TB Test Records – Negative Results	6 years	Paper/Electronic		<input type="checkbox"/>
9900-108	TB Case Records	Until patient reaches age 100 years	Paper/Electronic		<input type="checkbox"/>
9900-173	Vaccine Reports	6 years	Paper/Electronic		<input type="checkbox"/>
9900-109	Vision, Hearing, Lead and other Screening Records	6 years	Paper/Electronic		<input type="checkbox"/>
9900-110	Vision and Hearing Specialty Clinic Client Records	Until child reaches age 21	Paper/Electronic		<input type="checkbox"/>
9900-157	Flu Shot Records	6 years	Paper/Electronic		<input type="checkbox"/>
9900-174	Nursing Program Files Not Otherwise Specified	2 years	Paper/Electronic		<input type="checkbox"/>
9900-162	Community Health Assessments	Permanent	Electronic/Paper/ Microfilm		<input type="checkbox"/>
9900-165	WIC Client Files	5 years from last visit	Paper/Electronic		<input type="checkbox"/>
9900-182	Car Seat Records	28 years	Paper/Electronic		<input type="checkbox"/>
	<u>Administrative/ General Forms</u>				
9900-111	Accident Reports	3 years	Paper/Electronic		<input type="checkbox"/>
9900-113	Affidavits for Birth and Death Certificates	Permanent	Paper		<input checked="" type="checkbox"/>
9900-114	Agreements and Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
9900-175	Agreements and Contracts Associated with Grants	4 years after final grant report or 1 year after expiration of contract if not audited	Paper/Electronic		<input type="checkbox"/>

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	<u>Administrative/ General Forms</u>				
9900-115	Annual Budgets	3 years	Paper/Electronic		<input type="checkbox"/>
9900-118	Birth/Death Certificate Applications and Logs	3 years after ODH Audit	Paper/Electronic		<input type="checkbox"/>
9900-120	Applications for Employment (not hired)	6 months	Paper/Electronic		<input type="checkbox"/>
9900-122	Audit Reports	5 years	Paper/Electronic		<input type="checkbox"/>
9900-123	Birth Certificates	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9900-127	Cash Receipts	6 months after audit	Paper/Electronic		<input type="checkbox"/>
9900-129	Fee Establishment Cost Methodology for Non-ODH Audited Programs	Until Fee is Revised	Paper/Electronic		<input type="checkbox"/>
9900-176	Fee Establishment Cost Methodology for ODH Audited Programs	6 months after ODH audit	Paper		<input type="checkbox"/>
9900-130	Daily Activity Reports	5 years	Electronic		<input type="checkbox"/>
9900-131	Death Certificates	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9900-132	Equipment Inventories	Until new replaces	Paper/Electronic		<input type="checkbox"/>
9900-134	Grant Records	4 years after final report	Paper/Electronic		<input type="checkbox"/>
9900-135	Insurance Policies	Permanent	Paper/Electronic		<input type="checkbox"/>
9900-137	Legal Opinions	Until Superseded	Paper/Electronic		<input type="checkbox"/>
9900-138	Minority Outreach Program Records	3 years	Paper/Electronic		<input type="checkbox"/>
9900-139	Minutes of the Board of Health	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9900-140	Minutes of the District Advisory	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9900-146	Personnel Files – Includes applications, position descriptions, personnel actions, evaluations, disciplinary records, training records and other employment records not related to service time	20 years after employee termination	Paper/Electronic		<input type="checkbox"/>

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	<u>Administrative/ General Forms</u>				
9900-148	Local Board of Health Regulations	Until Superseded	Paper/Electronic		<input type="checkbox"/>
9900-150	Stillbirth Certificates	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9900-153	Vital Statistics Reports	6 months after ODH audit	Paper/Electronic		<input type="checkbox"/>
9900-158	Monthly Financial Reports	2 years after audit	Paper/Electronic		<input type="checkbox"/>
9900-164	Vehicle Records	Until Sold	Paper/Electronic		<input type="checkbox"/>
9900-166	Child Fatality Investigation Records	3 years after death	Paper/Electronic		<input type="checkbox"/>
9900-168	Beach Sample Records	1 year	Paper/Electronic		<input type="checkbox"/>
9900-169	Vital Statistics Certificate of Service	1 year	Paper/Electronic		<input type="checkbox"/>
9900-170	Septage Hauler Bonds	1 year after cancellation	Paper/Electronic		<input type="checkbox"/>
9900-177	Community Training Records	5 years	Paper/Electronic		<input type="checkbox"/>
9900-178	Burial Permits	5 years	Paper/Electronic		<input type="checkbox"/>
9900-179	Fetal Death Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
9900-180	Employee Driver History	2 years	Paper/Electronic		<input type="checkbox"/>
9900-181	Participant Release Forms	20 years	Paper/Electronic		<input type="checkbox"/>
9900-183	Expense Records	Maintained in County's accounting system per Auditor's schedule. Local copy maintained until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

This record was reviewed
 and approved by the records
 manager and has been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.23 O.R.C.