



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 Treasurer's Office 1030
 (Local government entity) (Unit)

Jeannie Zurmehly Jeannie Zurmehly Treasurer 11/21/19
 (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.

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

Section C: Ohio Historical Society - State Archives

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

Section D: Auditor of State

Martin E. Mueh 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

Treasurer's Office

1030

(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
1030-01	Abstracts Of Manufactured Or Mobile Home Tax	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-02	Advanced Payment Certificates	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-03	Budget -- Fiscal allocation to department for fiscal year	5 Years	Paper/Electronic		<input type="checkbox"/>
1030-04	Application & Certificate Of Release Of A Business -- Notification to the office that a local business is closing	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-05	Remission of Real Property and Manufactured Home Tax Penalty Applications -- Requests by taxpayers to have late payment penalties waived or refunded	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-06	Returned Checks	2 Years	Paper/Electronic		<input type="checkbox"/>
1030-07	Mortgage Escrow-Additions, Deletions & Computer Listings	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-08	Bank Statements/Cancelled Checks/Bank Deposit Receipts -- Daily and monthly statement from bank containing account information	3 Years after Fiscal Year	Paper/Electronic		<input type="checkbox"/>
1030-09	Bankruptcies	2 years after discharge	Paper/Electronic		<input type="checkbox"/>
1030-10	Bids - Unsuccessful	2 years after bid awarded	Paper/Electronic		<input type="checkbox"/>
1030-11	Board Of Revision Files (copy of Auditor's Original)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1030-12	Certifications	Permanent	Electronic/Paper/ Microfilm		<input type="checkbox"/>
1030-13	Contracts - Legal agreements with individuals, organizations, or entities to procure goods and/or services. Includes successful bid package.	8 years after completion of contract	Paper/Electronic		<input type="checkbox"/>
1030-16	Daily Cash Records (Balance Sheets) -- Documentation of transactions, balance, receipts and disbursements, including Pay-In receipts	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-17	Daily Statements -- Listing of transactions documenting daily receipts and disbursements	3 Years	Paper/Electronic		<input type="checkbox"/>

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1030-18	Equipment Maintenance Records	Life of Equipment	Paper/Electronic		<input type="checkbox"/>
1030-20	Fire Insurance Certificate for Taxpayer Claims	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-21	Forfeitures and Foreclosures	Permanent	Electronic/Paper/ Microfilm		<input type="checkbox"/>
1030-22	Inheritance Tax Records – Records listing the assessment value of a decedent's real and personal property or the court's order for the amount of estate taxes to be paid in the absence of an appraisal	3 Years after Paid	Paper/Electronic		<input type="checkbox"/>
1030-25	Payments Into Treasury and Journal of Warrants Redeemed – Register listing warrants/court order for delinquent tax payments that have been collected by the Treasury	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-28	Checks	Maintain paper checks for 7 days then destroy, no RC-3 required	Paper/Electronic		<input type="checkbox"/>
1030-29	Minutes of Investment Advisory Board	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-31	Night Deposit Log – Listing of night deposits	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-32	Delinquent Payment Contracts and Monthly Escrow Contracts	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-34	Personnel Files – Records collected through the duration of an employee's employment	2 Years After Employee Terminates	Paper/Electronic		<input type="checkbox"/>
1030-35	Personal Property Tax Records – Payments collected by Treasurer's office	3 years	Paper/Electronic		<input type="checkbox"/>
1030-37	Press Releases and Publications	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-39	Public Official Bonds, Oath of Office and Employee Blanket Bonds – Bonds issued to county elected officials, the amount of the bonds, date issued, issues of principles and sureties and obligations and records documenting an elected official's capacity to serve from select county offices and area local governments	10 Years After Last Bond Contained Therein Has Expired	Paper/Electronic		<input type="checkbox"/>

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1030-40	Record of Tax Collection – Form Seven	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-45	Refunds, Overpayments and Vouchers	Until Obsolete	Paper/Electronic		<input type="checkbox"/>
1030-47	Returned Tax Bill Mail	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-48	Tax Settlements – Statement identifying the amount of taxes collected at the end of a tax collection cycle	5 Years	Paper/Electronic		<input type="checkbox"/>
1030-49	Sewer And Water Cancellation Bonds And Coupons	Permanent	Electronic/Paper/ Microfilm		<input type="checkbox"/>
1030-50	Sewer Financial Statements	Until Audited	Paper/Electronic		<input type="checkbox"/>
1030-51	Unclaimed Funds List State of Ohio	1 Year	Paper/Electronic		<input type="checkbox"/>
1030-52	Tax Duplicates – Classified Tax Duplicates – Personal Property	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-53	Tax Duplicates – Delinquent - Classified Tax Duplicates – Delinquent – Personal Property Tax Duplicates – Delinquent – Real Estate Tax Duplicates – Delinquent – Manufactured Home	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-54	Tax Duplicates – Real Estate Tax Duplicates – Manufactured Home Tax Duplicates – Special Assessments – List taxes and assessments by parcel, owner information, legal description, taxable valuation of all real estate and date and amount of tax payments for real estate, manufactured homes and special assessments	Permanent	Electronic/Paper/ Microfilm		<input type="checkbox"/>
1030-55	Tax Receipts – Record of tax payments into the Treasury for real estate and manufactured homes	3 Years	Paper/Electronic		<input type="checkbox"/>
1030-56	Late Payment Envelopes	1 Year	Paper/Electronic		<input type="checkbox"/>
1030-57	Investment Information	5 Years After Last Entry Recorded Therein	Paper/Electronic		<input type="checkbox"/>