



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

OHIO HISTORY CONNECTION

DEC 17 2021

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 Building Inspection Department 4012
 (Local government entity) (Unit)

Bruce Crase Bruce Crase Building Official 12/6/21
 (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.

Clare B. Conner 12/14/2021
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Fred Treut State Archivist 1-3-2022
 Signature Title Date

Section D: Auditor of State

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 Building Inspection Department

4012

(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
4012-01	Activity Reports-Weekly	Rolling four weeks, updated weekly	Electronic		<input type="checkbox"/>
4012-02	Activity Report-Annual	20 years	Electronic		<input checked="" type="checkbox"/>
4012-03	Audit Reports – Federal, State or Internal	5 years	Paper/Electronic		<input type="checkbox"/>
4012-04	Bids - Successful	8 years after completion of contract, to be filed with contract	Paper/Electronic		<input type="checkbox"/>
4012-05	Bids - Unsuccessful	2 years after issuance of contract	Paper/Electronic		<input type="checkbox"/>
4012-06	Budget – Annual Appropriations	3 years	Paper/Electronic		<input type="checkbox"/>
4012-07	Building Code Books	Until updated; 1 copy permanent for reference	Paper/Electronic		<input type="checkbox"/>
4012-08A	Building Permit Master File – Arranged alphabetically by address. Contains application, permit, certificate of occupancy, copy of zoning permit, copy of site plan, inspection sheets and any correspondence pertaining to the job including any Prosecutor opinions or adjudication orders.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in paper/electronic format	Paper/Electronic		<input type="checkbox"/>
4012-08B	Building Permit Master File – Arranged alphabetically by address. Contains application, permit, certificate of occupancy, copy of zoning permit, copy of site plan, inspection sheets and any correspondence pertaining to the job including any Prosecutor opinions or adjudication orders.	Permanent	Microfilm		<input checked="" type="checkbox"/>

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4012-09	Building Plans and Specifications – Residential/Non-Residential: Arranged numerically by plan. Includes site plan and blueprints. Site plan to be removed and added to the Building Permit Master File	Until structure is completed and has passed final inspection	Paper/Electronic		<input type="checkbox"/>
4012-10	Claims and Litigation – Original to Prosecuting Attorney	Copy maintained until issue is settled or dismissed	Paper/Electronic		<input type="checkbox"/>
4012-11A	Complaint Cases – Prior to 2018 – Includes complainant's documentation as submitted to the county and any correspondence including Prosecutor opinions and resolution letters. (Prior to use of EnerGov)	1 year after resolution	Paper/Electronic		<input type="checkbox"/>
4012-11B	Complaint Cases – 2018 and Beyond – Includes complainant's documentation as submitted to the county and any correspondence including Prosecutor opinions and resolution letters. (Records in EnerGov system)	Permanent	Electronic		<input type="checkbox"/>
4012-12	Contracts and Agreements	8 years after completion	Paper/Electronic		<input type="checkbox"/>
4012-13A	Flood Plain Development Master File – Arranged alphabetically by address. Contains application, permit, certificate of completion, Prosecutor opinions and all required FEMA information.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>

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4012-13B	Flood Plain Development Master File – Arranged alphabetically by address. Contains application, permit, certificate of completion, Prosecutor opinions and all required FEMA information.	Permanent	Paper/Microfilm		<input type="checkbox"/>
4012-14	Grant Applications-Unsuccessful	1 year after funding denial	Paper/Electronic		<input type="checkbox"/>
4012-15	Grant Applications-Successful – Includes application, agreement, and corresponding records	Maintain as required by grant; if retention unspecified, retain 5 years	Paper/Electronic		<input type="checkbox"/>
4012-16	Inspection Call Logs	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
4012-17A	Minutes of Boards-Residential, Airport/Flood/WMSC – Includes Agenda, Meeting Notes, and Board Appointments	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4012-17B	Minutes of Boards-Residential, Airport/Flood/WMSC – Includes Agenda, Meeting Notes, and Board Appointments	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
4012-18	Personnel Files – Consists of certifications and training records	After termination, send to HR to be maintained per HR's retention schedule	Paper/Electronic		<input type="checkbox"/>
4012-19	Regulations (Airport, Flood and WMSC)	Until superseded; retain 1 copy permanently for referral	Paper/Electronic		<input type="checkbox"/>
4012-20A	State Reports – Monthly and Annual	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
4012-20B	State Reports – Monthly and Annual	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>



CLERMONT
COUNTY OHIO

BOARD OF COUNTY COMMISSIONERS
CLAIRE B. CORCORAN • BONNIE BACTHLER • DAVID L. PAINTER

RECORDS MANAGEMENT DIVISION

December 14, 2021

Ohio History Connection
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211

Re: Schedules of Records Retention and Disposition

Enclosed you will find five amended Schedules of Records Retention and Disposition. These were recently approved at Clermont County's December 14th, 2021 Records Commission Meeting.

Upon your approval, please forward these documents to the Auditor of State.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Snyder".

Michelle Snyder
Clermont County Records Manager
Secretary for the Clermont County Records Commission