



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

OHIO HISTORY CONNECTION

DEC 14 2022

STATE AND LOCAL  
 GOVERNMENT RECORDS

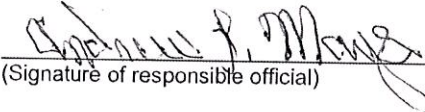
**RECORDS RETENTION SCHEDULE (RC-2) – Part 1**

*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)

 Andy Mays Director 11/10/22  
 (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:  
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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.

 12-5-22  
 Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archives**

Government Records Archivist  
 Signature Title 12/22/2022  
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**

## 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	<b>Accident Reports</b> - Reports of personal or property damage involving a county vehicle	6 years	Paper/Electronic		<input type="checkbox"/>
7016-02	<b>Contracts/Agreements</b> - Legal agreements with individuals, organizations, or entities to procure goods and/or services	8 years after completion	Paper/Electronic		<input type="checkbox"/>
7016-03	<b>Daily Trip Logs</b> - 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	<b>Fuel Consumption Usage</b> - Records Documenting fuel consumed for transit services	4 years	Paper/Electronic		<input type="checkbox"/>
7016-05	<b>Grants Records</b> - 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	<b>Management &amp; Operations Reports</b> - Reports generated for operational analysis purposes	10 years	Paper/Electronic		<input type="checkbox"/>
7016-08A	<b>Statistical Reports</b> - 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	<b>Statistical Reports</b> - Reports that identify operational statistics submitted in Federal System. May include Fiscal reports.	Permanent	Paper/Microfilm		<input type="checkbox"/>
7016-09A	<b>Triennial Federal Audit</b> - 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	<b>Triennial Federal Audit</b> - A Required Federal Audit for Transit Authorities	Permanent	Paper/Microfilm		<input type="checkbox"/>
7016-10	<b>Vehicle Maintenance Records</b>	Until vehicle is sold or disposed	Paper/Electronic		<input type="checkbox"/>
7016-11	<b>Passenger Fares</b> - Includes Ride Cards/Certificates, daily Fare Box from Drivers	3 years provided audited	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C