



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: \_\_\_\_\_

SEP - 2 2014

STATE AND LOCAL  
 GOVERNMENT RECORDS

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

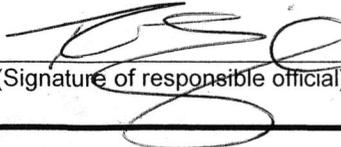
9-26-14

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.)

Human Resources 1011  
 (Local government entity) (Unit)

 8/13/14  
 (Signature of responsible official) Tom Eigel Assistant County Administrator (Date)  
 (Name) (Title)

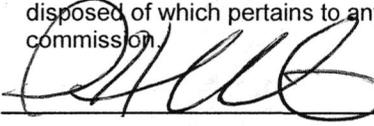
**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

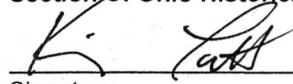
289 East Main Street Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
 \_\_\_\_\_

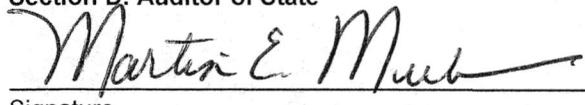
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 8-27-14  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

 Government Records Archivist 9/4/2014  
 Signature Title Date

**Section D: Auditor of State**

 9-17-14  
 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 Continuation Sheet

## Section E: Records Retention Schedule

Human Resources

1011

(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
1011-001	Personnel Files: Employment applications; records of discipline; records of commendation; and other pertinent employment records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1011-001A	Personnel Files: Employment applications; records of discipline; records of commendation; and other pertinent employment records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-001B	Personnel Files: Employment applications; records of discipline; records of commendation; and other pertinent employment records	60 years	Microfilm		<input type="checkbox"/>
1011-002	Position Descriptions: Documents detailing the classification, needed experience, education, physical requirements and duties by position title	10 years after position is superseded or classification is abolished	Paper		<input type="checkbox"/>
1011-003	Job Postings: Job openings posted for recruitment purposes	1 year	Paper/Electronic		<input type="checkbox"/>
1011-004	Table of Organizations: Forms or documents depicting the organizational structure of each department under the jurisdiction of the BCC	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1011-004A	Table of Organizations: Forms or documents depicting the organizational structure of each department under the jurisdiction of the BCC	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-004B	Table of Organizations: Forms or documents depicting the organizational structure of each department under the jurisdiction of the BCC	Permanent	Microfilm		<input type="checkbox"/>
1011-005	Payroll Records: Records pertaining to employee wages and compensation	3 years after audit	Paper/Electronic		<input type="checkbox"/>
1011-006	Leave Requests: Records of employee requests for leave and validation for leave	3 years after audit	Paper/Electronic		<input type="checkbox"/>

have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

## Schedule of Records Retention and Disposition Continuation Sheet

Human Resources

1011

(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
1011-007	Attendance Records: Records pertaining to employee attendance	3 years after audit	Paper/Electronic		<input type="checkbox"/>
1011-008	Employment Applications: Applications for employment by unsuccessful candidates	1 year after receipt	Paper/Electronic		<input type="checkbox"/>
1011-009	EEO Data Sheets: Voluntary forms completed by employees upon being hired	2 years from end of fiscal year	Paper/Electronic		<input type="checkbox"/>
1011-010	Personnel Policies & Procedures: Policies and Procedures approved by the BCC	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1011-10A	Personnel Policies & Procedures: Policies and Procedures approved by the BCC	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-10B	Personnel Policies & Procedures: Policies and Procedures approved by the BCC	Permanent	Microfilm		<input type="checkbox"/>
1011-011	Contracts (Insurance): Original contracts signed by the BCC detailing insurance coverage provided	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1011-011A	Contracts (Insurance): Original contracts signed by the BCC detailing insurance coverage provided	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-011B	Contracts (Insurance): Original contracts signed by the BCC detailing insurance coverage provided	15 years after audit	Microfilm		<input type="checkbox"/>
1011-012	Correspondence-General: Various letters and documents generated and received by department employees	2 years	Paper/Electronic		<input type="checkbox"/>
1011-014	Bureau of Worker's Compensation Records: All non-medical documentation of employee on-duty injuries	10 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Human Resources

1011

(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
1011-016	Personnel Medical Records: Any medical files relating to employees, sorted by employee	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper/Electronic		<input type="checkbox"/>
1011-016A	Personnel Medical Records: Any medical files relating to employees, sorted by employee	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-016B	Personnel Medical Records: Any medical files relating to employees, sorted by employee	60 years	Microfilm		<input type="checkbox"/>
1011-017	Transient Material: E-Mail, Post-Its, Preliminary Drafts, Memos, Worksheets, Badging Rosters, Etc	Until acted upon or otherwise no longer of value	Paper/Electronic		<input type="checkbox"/>
1011-018	Lesson Training Plans: Outlines and formats of training provided in-house	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1011-018A	Lesson Training Plans: Outlines and formats of training provided in-house	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-018B	Lesson Training Plans: Outlines and formats of training provided in-house	Permanent	Microfilm		<input type="checkbox"/>
1011-019	PERPP Forms (Public Employment Risk Reduction Program) Documenting accident statistics	5 years after audit	Paper/Electronic		<input type="checkbox"/>
1011-020	Health Insurance Forms: Current and former employee's historical insurance forms	2 years	Paper/Electronic		<input type="checkbox"/>
1011-021	Injury Reports-Non BWC: Reports of injury not reported to the Bureau of Worker's Compensation. Place in personnel file once employment terminates	2 years	Paper/Electronic		<input type="checkbox"/>

Audited means: the records  
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.

## Schedule of Records Retention and Disposition Continuation Sheet

Human Resources

1011

(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
1011-022	Tuition Reimbursement Contracts: Contracts outlining repayment periods signed by employee	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper		<input type="checkbox"/>
1011-022A	Tuition Reimbursement Contracts: Contracts outlining repayment periods signed by employee	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-022B	Tuition Reimbursement Contracts: Contracts outlining repayment periods signed by employee	15 years after audit	Microfilm		<input type="checkbox"/>
1011-023	Tuition Reimbursement Forms: Applications for Tuition Reimbursement and Contracts for reimbursement.	4 years	Paper/Electronic		<input type="checkbox"/>
1011-024	Unfair Labor Practices: Documentation pertaining to Unfair Labor Practice charges	5 years after resolution	Paper/Electronic		<input type="checkbox"/>
1011-025	E.E.O. - 1 Reports: Report to E.E.O. Commission on information provided in voluntary data collection sheets	Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper		<input type="checkbox"/>
1011-025A	E.E.O. - 1 Reports: Report to E.E.O. Commission on information provided in voluntary data collection sheets	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1011-025B	E.E.O. - 1 Reports: Report to E.E.O. Commission on information provided in voluntary data collection sheets	Permanent	Microfilm		<input type="checkbox"/>
1011-026	Random Drug/Alcohol Testing Records: Alcohol test results with a result of 0.2 or greater; Records of employees verified positive drug test results; Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results.)	5 years	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

Human Resources

1011

(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
1011-027	Random Drug/Alcohol Testing Records: Records of information obtained from previous employers under § 40.25 concerning drug and alcohol test results of employees	5 years	Paper/Electronic		<input type="checkbox"/>
1011-028	Random Drug/Alcohol Testing Records: Records of the inspection, maintenance, and calibration of EBT's	2 years	Paper/Electronic		<input type="checkbox"/>
1011-029	Random Drug/Alcohol Testing Records: Negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02	1 year	Paper/Electronic		<input type="checkbox"/>
1011-030	HIPAA Documentation Records: Policy and procedural documentation, notices of privacy practices, consents, authorizations, patient requests for access, amendment or accountings of PHI disclosures, complaints, processes for training and other standard forms	6 years	Paper/Electronic		<input type="checkbox"/>
1011-031	HIPAA Documentation: Records of PHI disclosure for non-TPO (Treatment, Payment, and Health Care Options) purposes	6 years after the request date	Paper/Electronic		<input type="checkbox"/>
1011-032	Bureau of Worker's Compensation Retrospective and Group Claim Files	10 years	Paper/Electronic		<input type="checkbox"/>
1011-033	COBRA Forms: Information including COBRA Notification of Eligibility	7 years after employment terminates	Paper/Electronic		<input type="checkbox"/>

Records held for a specific period; i.e., 3 years will be destroyed 3 years after the end of the calendar year and not 3 years from the date of the record. Boxes will be marked for destruction to be completed in January of the year of destruction.