

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number: (513) 735-8660

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

(2) FROM: Clermont County General Health District 9900
 (Political subdivision name) (Unit)

Marty Lambert Marty Lambert Health Commissioner
 (Signature of responsible official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 3-17-11 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Edwin A. Humphrey 3-17-11
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Kaylie Vermillion 4-12-11
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mohr 4-25-11
 For the Ohio Auditor of State Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
	Plumbing Division			
9900-1	Backflow Permits	2 years	Paper/Electronic	✓
9900-2	Building Plans	5 years	Paper/Electronic	✓
9900-3	Mobile Home Sewer Connection Permits	5 years	Paper/Electronic	✓
9900-4	Plumbing Bonds	1 year after expiration	Paper/Electronic	✓
9900-5	Plumbing Permits	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-5A	Plumbing Permits	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9900-5B	Plumbing Permits	Permanent	Microfilm	
9900-6	Plumbing Registration	6 months after audit	Paper/Electronic	
9900-7	Plumbing Releases to Building Department	1 year	Paper/Electronic	

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

Form RC-2

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: Clermont County General Health District
(Political subdivision name)

9900
(Unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description <u>Water & Waste Division</u>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9900-8	Sewer Changeover permits	5 years	Paper/Electronic	✓
9900-9	Waterline Permits	2 years	Paper/Electronic	✓
9900-10	Septic System Installation Files	1 year after system abandoned or application expires	Paper/Electronic	✓
9900-12	Septic Installer Bonds	1 year after expiration	Paper/Electronic	✓
9900-13	HSDS Installers Registrations	5 years	Paper/Electronic	✓
9900-14	Septic System Assessments	1 year after system abandoned	Paper/Electronic	✓
9900-16	Infectious Waste Annual Inspections	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-16A	Infectious Waste Annual Inspections	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-16B	Infectious Waste Annual Inspections	Permanent	Microfilm	✓
9900-17	Loan Inspections	5 years	Paper/Electronic	✓
9900-18	Nuisance Complaints	5 years	Paper/Electronic	✓
9900-19	Private Water Inspection Forms	5 years	Paper/Electronic	✓
9900-20	Private Water System Permits	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-20A	Private Water System Permits	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-20B	Private Water System Permits	Permanent	Microfilm	✓
9900-21	Private Water System Transmittals	5 years	Paper/Electronic	✓

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP.
	<u>Water & Waste Division</u>			
9900-22	Quarterly Solid Waste Facility Inspections	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-22A	Quarterly Solid Waste Facility Inspections	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	<i>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.</i>
9900-22B	Quarterly Solid Waste Facility Inspections	Permanent	Microfilm	
9900-23	Septic Hauler Registrations	6 months after audit	Paper/Electronic	
9900-25	Septage Dump Tickets	2 years	Paper/Electronic	
9900-26	Solid Waste Annual Inspections	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
9900-26A	Solid Waste Annual Inspections	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-26B	Solid Waste Annual Inspections	Permanent	Microfilm	✓
9900-27	Subdivision Report	Minimum of 5 years	Paper/Electronic	✓
9900-28	Truck Inspections (S. Waste, Septage, P. Water)	5 years	Paper/Electronic	✓
9900-159	Septic Rehab Files	5 years from the date mortgage is released	Paper/Electronic	✓
9900-160	Solid Waste Site Hazardous Waste Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-160A	Solid Waste Site Hazardous Waste Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS: LGRP
	<u>Water & Waste Division</u>			
9900-160B	Solid Waste Site Hazardous Waste Records	Permanent	Microfilm	✓
9900-161	Water Truck Registrations	6 months after audit	Paper/Electronic	✓
9900-163	Environmental Studies and Projects	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	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.
9900-163A	Environmental Studies and Projects	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
9900-163B	Environmental Studies and Projects	Permanent	Microfilm	✓
	<u>Environmental Health Division – Food Service</u>			
9900-29	FSO Applications, Transmittals	6 months after ODH audit	Paper/Electronic	✓
9900-37	FSO Inspections, Complaints, Food Borne Illness Investigations, Plans	10 years	Paper/Electronic	✓
	<u>Food Establishment Program</u>			
9900-45	FE Applications, Transmittals	6 months after ODA audit	Paper/Electronic	✓
9900-48	FE Inspections, Complaints, Food Borne Illness Investigations, Plans	10 years	Paper/Electronic	✓
	<u>YWCA Childcare Program</u>			
9900-53	In-home Inspection Reports	1 year	Paper/Electronic	✓

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Environmental Health Division</u>			
	<u>School Program</u>			
9900-54	School Environment Inspections, Complaints	10 years	Paper/Electronic	✓
	<u>RV/Camp Park Program</u>			
9900-57	Park/Camp Applications, Transmittals	6 months after ODH audit	Paper/Electronic	✓
9900-60	Park/Camp Inspections, Complaints	10 years	Paper/Electronic	✓
	<u>Marina Program</u>			
9900-64	Marina Applications, Transmittals	6 months after ODH audit	Paper/Electronic	✓
9900-67	Marina Inspections, Complaints	10 years	Paper/Electronic	✓
	<u>Resident Camp Program</u>			
9900-70	Resident Camp Applications	2 years	Paper/Electronic	✓
9900-71	Resident Camp Inspections, Complaints	10 years	Paper/Electronic	✓
	<u>Swimming Pool/Spa Program</u>			
9900-73	Pool/Spa Applications, Transmittals	6 months after ODH audit	Paper/Electronic	✓
9900-76	Pool/Spa Inspection Reports, Complaints	10 years	Paper/Electronic	✓
	<u>Rabies Program</u>			
9900-78	Animal Bite Case Files	3 years	Paper/Electronic	✓
	<u>Manufactured Home Park</u>			
9900-82	MHP Applications, Transmittals	1 year	Paper/Electronic	✓
9900-85	MHP Inspections, Complaints	10 years	Paper/Electronic	✓
9900-167	Mobile Home Installation Records	1 year after installation	Paper/Electronic	
	<u>Tattoo Program</u>			
9900-86	Tattoo Applications	2 years	Paper/Electronic	✓
9900-87	Tattoo Inspections, Complaints	10 years	Paper/Electronic	✓

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description <u>Nursing Division</u>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9900-88	Audiograms (should be in case files)	5 years after last contact	Paper/Electronic	✓
9900-89	BCMHI Records	Until child reaches age 21	Paper/Electronic	✓
9900-90	Blood Pressure Records	6 years after last visit	Paper/Electronic	✓
9900-91	Patient Health Records	5 years after last contact	Paper/Electronic	✓
9900-92	Communicable Disease Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-92A	Communicable Disease Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-92B	Communicable Disease Records	Lifetime of Patient plus 2 years	Microfilm	✓
9900-93	Early Intervention Records	5 years after last contact	Paper/Electronic	✓
9900-94	Epidemiological Case Records	5 years after case closed	Paper/Electronic	✓
9900-95	Immunization Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-95A	Immunization Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-95B	Immunization Records	30 years after last entry	Microfilm	✓
9900-96	Laboratory Reports for patients (positive TB, STI or DIPT)	5 years after last contact	Paper/Electronic	✓
9900-97	Laboratory Reports for all other patients	1 year	Paper/Electronic	✓
9900-98	Medicare/Medicaid Billing Forms	6 months after audit	Paper/Electronic	✓
9900-99	Orders/Receipts for Drug Biologicals	Audit plus 1 year	Paper/Electronic	✓

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Schedule Number	Record Title and Description <u>Nursing Division</u>	Retention Period	Media Type	For use by Auditor of State or OHS LGRP
9900-100	Pregnancy Test Results	5 years after last contact	Paper/Electronic	✓
9900-101	Public Health Nurse Home Visits	5 years after last contact	Paper/Electronic	✓
9900-102	Referral Logs	2 years	Paper/Electronic	✓
9900-103	Referral Report Forms	5 years after last contact	Paper/Electronic	✓
9900-104	STI Case Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-104A	STI Case Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-104B	STI Case Records	Lifetime of Patient plus 2 years	Microfilm	✓
9900-105	STI Laboratory Results	1 year	Paper/Electronic	✓
9900-106	TB Test Records – Negative Results	3 years	Paper/Electronic	✓
9900-107	TB Test Records – Positive Results	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-107A	TB Test Records – Positive Results	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-107B	TB Test Records – Positive Results	Lifetime Lifestyle of Patient plus 2 years	Microfilm	✓
9900-108	TB Case Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-108A	TB Case Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-108B	TB Case Records	Lifetime of Patient plus 2 years	Microfilm	✓
9900-109	Vision and Hearing Records	5 years after last contact	Paper/Electronic	✓
9900-110	Vision and Hearing Specialty Clinic Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Nursing Division</u>			
9900-110A	Vision and Hearing Specialty Clinic Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-110B	Vision and Hearing Specialty Clinic Files	Until child reaches age 21	Microfilm	✓
9900-157	Flu Shot Records	5 years	Paper/Electronic	✓
9900-162	Community Health Assessments	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-162A	Community Health Assessments	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-162B	Community Health Assessments	Permanent	Microfilm	✓
9900-165	WIC Client Files	5 years from last visit	Paper/Electronic	✓
	<u>Administrative/General Forms</u>			
9900-111	Accident Reports	3 years	Paper/Electronic	✓
9900-112	Administrative Meeting Notice	1 year after facility closing	Paper/Electronic	✓
9900-113	Affidavits (Birth)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-113A	Affidavits (Birth)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-113B	Affidavits (Birth)	Permanent	Microfilm	✓
9900-114	Agreements and Contracts	Until expiration	Paper/Electronic	✓

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Administrative/General Forms</u>			
9900-115	Annual Budgets	5 years	Paper/Electronic	✓
9900-116	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-116A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-116B	Annual Reports	Permanent	Microfilm	✓
9900-117	Application for State Subsidy	10 years	Paper/Electronic	✓
9900-118	Applications for Birth/Death Certificates	3 years after ODH Audit	Paper/Electronic	✓
9900-120	Applications for Employment (not hired)	1 year	Paper/Electronic	✓
9900-121	Applications for Employment (employees)	5 years after termination	Paper/Electronic	✓
9900-122	Audit Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-122A	Audit Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-122B	Audit Reports	Permanent	Microfilm	✓
9900-123	Birth Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-123A	Birth Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-123B	Birth Certificates	Permanent	Microfilm	✓

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Administrative/General Forms</u>			
9900-124	Bids (Successful)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-124A	Bids (Successful)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-124B	Bids (Successful)	15 years after contract expires	Microfilm	✓
9900-125	Bids (Unsuccessful)	2 years after contract award (provided audited)	Paper/Electronic	✓
9900-126	Cash Journals	10 years after audit	Paper/Electronic	✓
9900-127	Cash Receipts	6 months after audit	Paper/Electronic	✓
9900-128	Correspondence Files	1 year minimum 5 years maximum	Paper/Electronic	✓
9900-129	Cost Studies/Reports	3 years (provided audited)	Paper/Electronic	✓
9900-130	Daily Activity Reports	5 years	Paper/Electronic	✓
9900-131	Death Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-131A	Death Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-131B	Death Certificates	Permanent	Microfilm	✓
9900-132	Equipment Inventories	Until new replaces	Paper/Electronic	✓
9900-133	Employee Planners	Until no longer of value	Paper/Electronic	✓

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Administrative/General Forms</u>			
9900-134	Grant Records	3 years after final report	Paper/Electronic	✓
9900-135	Insurance Policies	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-135A	Insurance Policies	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-135B	Insurance Policies	Permanent	Microfilm	✓
9900-136	Leave Records	2 years	Paper/Electronic	✓
9900-137	Legal Opinions	Until Superseded	Paper/Electronic	
9900-138	Minority Outreach Program Records	3 years (provided audited)	Paper/Electronic	✓
9900-139	Minutes of the Board of Health	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-139A	Minutes of the Board of Health	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-139B	Minutes of the Board of Health	Permanent	Microfilm	✓
9900-140	Minutes of the District Advisory	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-140A	Minutes of the District Advisory	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-140B	Minutes of the District Advisory	Permanent	Microfilm	✓

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>Administrative/General Forms</u>			
9900-141	Notice of Violation - Facilities	1 year after facility closes	Paper/Electronic	✓
9900-142	Notice of Violation - All others	1 year after compliance	Paper/Electronic	✓
9900-144	Payroll Records	6 months after audit	Paper/Electronic	
9900-145	Pay Ins	2 years after fiscal end if audited	Paper/Electronic	✓
9900-146	Personnel Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-146A	Personnel Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-146B	Personnel Files	60 years after employee termination	Microfilm	✓
9900-147	Purchase Orders	6 months after audit	Paper/Electronic	
9900-148	Regulations	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper/Electronic	✓
9900-148A	Regulations	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Paper/Electronic	✓
9900-148B	Regulations	Permanent	Paper/Electronic	✓
9900-149	Requisitions	1 year	Paper/Electronic	✓
9900-150	Stillbirth Certificates	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description <u>Administrative/General Forms</u>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
9900-150A	Stillbirth Certificates	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-150B	Stillbirth Certificates	Permanent	Microfilm	✓
9900-151	Training Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-151A	Training Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-151B	Training Files	Permanent	Microfilm	✓
9900-152	Vital Statistics Index	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	✓
9900-152A	Vital Statistics Index	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	✓
9900-152B	Vital Statistics Index	Permanent	Microfilm	✓
9900-153	Vital Statistics Reports (annual summary)	5 years	Paper/Electronic	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.
9900-154	Vouchers	Original forwarded to Auditor's Office	Paper/Electronic	✓
9900-158	Financial Control Sheets	2 years after audit	Paper/Electronic	✓
9900-164	Vehicle Records	Until Sold	Paper/Electronic	✓
9900-166	Child Fatality Investigation Records	3 years after death	Paper/Electronic	✓
9900-168	Beach Sample Records	1 year	Paper/Electronic	✓
9900-169	Vital Statistics Certificate of Service	1 year	Paper/Electronic	✓
9900-170	Septage Hauler Bonds	1 year after expiration	Paper/Electronic	✓