



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

SEP 19 2024

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Hamilton County

General Health District

(Local Government Entity)

(Unit)



Greg Kesterman

Health Commissioner

August 5, 2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Hamilton County Records Commission

513-946-5971

(Telephone Number)

1000 Main Street Rm. B-25

Cincinnati

45202

Hamilton

(Address)

(City)

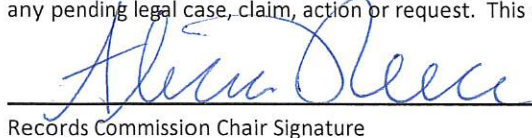
(Zip Code)

(County)

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

JAlexand@cms.hamilton-co.org

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.



Records Commission Chair Signature

Date

9/10/24

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/9/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Hamilton County****General Health District**

(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 LGRP	(6) RC-3 Required by LGRP
24-GHD-1	Affidavits for Birth & Death Certificates	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-2	Agreements and Contracts	15 years after expiration	Paper/ Electronic		<input type="checkbox"/>
24-GHD-3	Animal Bite Reports	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-4	Annual Budgets	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
24-GHD-5	Annual Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-6	Applications for Birth Certificates	1 year after ODH audit	Paper/ Electronic		<input type="checkbox"/>
24-GHD-7	Applications for Death Certificates	1 year after ODH audit	Paper/ Electronic		<input type="checkbox"/>
24-GHD-8	Applications for Employment (not hired)	1 year	Paper/ Electronic		<input type="checkbox"/>
24-GHD-9	Applications for Licenses and Permits (all types, excluding STS)	2 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-10	STS Applications for Licenses and Permits	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-11	Birth Certificates	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-12	Birth Certificates on hold (new entry)	7 yrs (hospital) 1 yr (home)	Paper/ Electronic		<input type="checkbox"/>
24-GHD-13	Blueprints (All)	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-14	Blueprints for Restaurant	Until Restaurant is Closed	Paper/ Electronic		<input type="checkbox"/>

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24-GHD-15	Burial Transit Permits	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-16	Camp-Park Sanitation Records	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-17	Cash Receipts	6 months after audit	Paper/ Electronic		<input type="checkbox"/>
24-GHD-18	Chronic Disease Records	1 year after final disposition	Paper/ Electronic		<input type="checkbox"/>
24-GHD-19	Communicable Disease Records	6 yrs after last contact	Paper/ Electronic		<input type="checkbox"/>
24-GHD-20	Cost Studies/Reports	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-21	Children with Medical Handicap Records	Until Patient reaches age 21 or 5 years after last contact	Paper/ Electronic		<input type="checkbox"/>
24-GHD-22	Death Certificates	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-23	Epidemiological Case Records	5 years after case closed	Paper/ Electronic		<input type="checkbox"/>
24-GHD-24	Equipment Inventories	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-25	Food Program Records	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
24-GHD-26	Grant Records	5 years after conclusion	Paper/ Electronic		<input type="checkbox"/>
24-GHD-27	Home Sewage Installers File	Permanent	Paper/ Electronic		<input type="checkbox"/>

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24-GHD-28	Immunization Cards	Until person is 21 years old	Paper/ Electronic		<input type="checkbox"/>
24-GHD-29	Infectious Waste Generator Records	15 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-30	Inspection Records (all types unless otherwise listed)	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-31	STS Inspection Records	7 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-32	Insurance Policies	5 years, provided claims settled	Paper/ Electronic		<input type="checkbox"/>
24-GHD-33	Laboratory Reports	1 year	Paper/ Electronic		<input type="checkbox"/>
24-GHD-34	Leave Records	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-35	Legal Opinions	Until Superseded	Paper/ Electronic		<input type="checkbox"/>
24-GHD-36	Lot Review Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-37	Medical Records	Governed by federal guidelines	Paper/ Electronic		<input type="checkbox"/>
24-GHD-38	Minutes of Board of Health/ Audio Recordings	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-39	Minutes of the District Advisory Council/ Audio Recordings	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-40	Nice Inform/Recorder	Until No longer of Administrative Value NO RC-3 Req'd	Electronic		<input type="checkbox"/>

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24-GHD-41	Nuisance Records	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-42	ODH Lead Records	6 years from Clearance or Case Closure	Paper/ Electronic		<input type="checkbox"/>
24-GHD-43	Payroll Deductions	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-44	Performance Bonds	3 years or until bond expires	Paper/ Electronic		<input type="checkbox"/>
24-GHD-45	Pharmacy Records/Prescriptions	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-46	Purchase Orders	3 years provided audited	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.	<input type="checkbox"/>
24-GHD-47	Registrations of Radiation Sources	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-48	Board of Health Regulations	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-49	Requisitions	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-50	Retail Tires & Waste Hauler Records	5 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-51	Sewage Disposal System Applications	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-52	Solid Waste Site Hazard Waste Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-53	Stillbirth Certificates	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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24-GHD-54	STS Scavenger Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-55	STS Service Provider Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-56	Swimming Pool Operation Reports	5 years after pool ceases operation	Paper/ Electronic		<input type="checkbox"/>
24-GHD-57	Swimming Pool Sanitation Records	5 years after pool ceases operation	Paper/ Electronic		<input type="checkbox"/>
24-GHD-58	Tattoo Records	5 years after closure	Paper/ Electronic		<input type="checkbox"/>
24-GHD-59	Training Files	6 years after termination	Paper/ Electronic		<input type="checkbox"/>
24-GHD-60	Treated Sanitary Flow Agreements	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-61	Tuberculin Test Records (Positive Test Records)	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-62	Tuberculin Test Records (Negative Test Records)	3 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-63	Tuberculosis Case Records	10 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-64	Variances	Permanent	Paper/ Electronic		<input type="checkbox"/>

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24-GHD-65	Vital Statistics Index	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
24-GHD-66	Waste Disposal Licensing, Closure/Post-Closure Documents, Ground Water, Facility Annual Reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-67	Waste Disposal Inspections, Correspondence, NOV, Ground Water reports, Environmental Covenants and Financial Assurance Documents	15 years after closure	Paper/ Electronic		<input type="checkbox"/>
24-GHD-68	Waste Disposal Sampling Reports (GHD)	10 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-69	Waste Handling licensing, inspections, correspondence, NOV, Annual Reports (unless otherwise listed)	15 years after closure	Paper/ Electronic		<input type="checkbox"/>
24-GHD-70	Water Bacteriological Examinations	2 Years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-71	Water Hauler Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
24-GHD-72	Water Sample Cards	1 year after test (neg)	Paper/ Electronic		<input type="checkbox"/>
24-GHD-73	Water Supply Records	5 years after well is closed	Paper/ Electronic		<input type="checkbox"/>
24-GHD-74	Well Logs	10 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-75	X-ray Logs	10 years	Paper/ Electronic		<input type="checkbox"/>
24-GHD-76	Radiation Monitoring Records for Staff	Until Facility Closes	Paper/ Electronic		<input type="checkbox"/>

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24-GHD-77	Correspondence- Messages sent and received by any media including letters, memoranda, faxes, email, misc. communications, etc.	Retain according to content	Paper and electronic		<input type="checkbox"/>
24-GHD-78	Transient Documents- All informal communications which convey information of temporary importance in lieu of oral communication including telephone voicemail, chats, posts, instant and text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars.	Until No longer of Administrative Value NO RC-3 Req'd	Paper and electronic		<input type="checkbox"/>



HAMILTON COUNTY RECORDS COMMISSION

HAMILTON COUNTY COURTHOUSE

1000 MAIN STREET, ROOM B-25

CINCINNATI, OHIO 45202

513-946-5971 Fax: 513-946-5975

Jason Alexander
Secretary, Hamilton County Records Commission
Hamilton County Courthouse
1000 Main Street, Room B-25
Cincinnati, Ohio 45202
513-946-5971 Fax: 513-946-5975

OHIO HISTORY CONNECTION

SEP 19 2024

September 10th 2024

STATE AND LOCAL
GOVERNMENT RECORDS

The Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 East 17th Avenue
Columbus, Oh 43211

Dear State Archivist:

Enclosed, you will find four (4) Schedule of Records Retention and Disposition forms (RC-2s) and two (2) One-Time Disposal of Obsolete Records forms (RC-1's) that were approved by the Hamilton County Records Commission during their semi-annual meeting held on September 10th 2024. I hope to have these forms returned to me electronically after they are processed.

Thank you for your consideration in this matter.

Sincerely,

Jason Alexander
Secretary, Hamilton County Records Commission

Enclosures