



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

OHIO HISTORY CONNECTION

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SEPTEMBER 22 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 and Section B must be filled out and signed by local government before submission to the State Archives

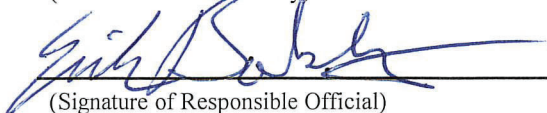
Section A: Local Government Unit

BUTLER COUNTY

GENERAL HEALTH DISTRICT

(Local Government Entity)

(Unit)



Erik Balster

Health Commissioner

09/19/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

BUTLER COUNTY RECORDS COMMISSION

513-887-3368

(Telephone Number)

315 HIGH STREET, 6TH FLOOR

HAMILTON

45011

BUTLER

(Address)

(City)

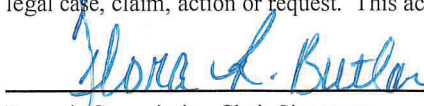
(Zip Code)

(County)

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

Stephanie.Harris@bcoho.us

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

Section C: Ohio History Connection - State Archives

Amy Czubak

Digitally signed by Amy Czubak
Date: 2022.09.29 13:50:22 -04'00'

Government Records Archivist

9/29/2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2022.09.30 10:21:45 -04'00'

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.

Butler County

Health Department

(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
EnH-1	Inspection Forms Documents related to all types of Environmental inspections performed. Maintained by Healthspace by the State.	Destroy paper after scanned; Keep electronically for 5 years and after state survey, if required.	Paper and/or Electronic		<input type="checkbox"/>
EnH-2	License Applications Related to all environmental license applications, including but not limited to, food, body art, camps, etc.	Destroy paper after scanned; Keep electronically for 5 years.	Paper and/or Electronic		<input type="checkbox"/>
EnH-3	Program Surveys Documentation related to compliance audits conducted by ODH and ODA.	Destroy paper after scanned; Keep electronically for 5 years.	Paper and/or Electronic		<input type="checkbox"/>
EnH-4	License Transmittal Forms Annual Report of licensure within Environmental Health.	Destroy paper after scanned; Keep electronically for 5 years and after state survey, if required.	Paper and/or Electronic		<input type="checkbox"/>
EnH-5	Closed Operations Documentation, including but not limited to, initial approved plans received by this office, correspondence regarding plans and site development, and license paperwork regarding closed operations.	Destroy paper after scanned; Keep electronically for 5 years after closure.	Paper and/or Electronic		<input type="checkbox"/>
EnH-5a	Closed – Public Pools & Spas Documentation, including but not limited to, initial approved plans received by this office, correspondence regarding plans and site development, water borne outbreak investigations, and license paperwork regarding closed public swimming pools & spas. (OAC 3717-1-09(F))	Destroy paper after scanned; Keep electronically 1 year after closure.	Paper and/or Electronic		<input type="checkbox"/>
EnH-5b	Closed – Food Operations Documentation, including but not limited to, initial approved plans received by this office, correspondence regarding plans and site development, food borne outbreak investigations, and licensure paperwork regarding closed food operations. (OAC 3717-1-09(F))	Destroy paper after scanned and of no historical value. Keep electronically until superseded or for the life of the structure, whichever is longer.	Paper and/or Electronic		<input type="checkbox"/>
EnH-6	Sewage Permits/Drawings Records including installation/alteration permits, application, soil evaluation paperwork, sewage treatment design documentation, as-built drawings, and correspondence to/from the installer/applicant. (OAC-3701-29-09(K))	Keep paper copy until after state survey has been completed. Transfer any records of historical value to archives. Keep electronically until system is permanently abandoned.	Paper and/or Electronic		<input type="checkbox"/>

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Butler County

Health Department

(Local Government Entity)

(Unit)

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EnH-7	Private Water System Permits/Logs Documentation, including but not limited to, application for a private water system provided by the state (including unique audit sticker), a completion report by the private water system contractor, administrative summary sheet, a copy of the well log/drilling report, and documentation of any required water samples.	Keep paper copy until after state survey has been completed. Transfer any records of historical value to archives. Keep electronically until system is permanently abandoned.	Paper and/or Electronic		<input type="checkbox"/>
EnH-8	Water Sample Reports/Letters Documentation, including but not limited to, water sample inspection form, water sample test results page and correspondence.	Keep paper copy until after state survey has been completed. Transfer any records of historical value to archives. Keep electronically until system is permanently abandoned.	Paper and/or Electronic		<input type="checkbox"/>
EnH-9	Nuisance Complaints/Letters Records related to nuisances/complaints.	Destroy paper after scanned. Keep electronically for 5 years.	Paper and/or Electronic		<input type="checkbox"/>
EnH-10	Sewage Operations & Maintenance Permits Documentation related to the inspection for household sewage treatment system permits including operation, maintenance and sampling records. (OAC 3701-29-09(K))	Destroy paper after scanned. Keep electronically for 7 years.	Paper and/or Electronic		<input type="checkbox"/>
EnH-11	Animal Bite Records Documentation, related to but not limited to, investigation reports, reports of animals killed, condemned, rabies tests submission results, etc. related to animal bites.	3 Years	Paper and/or Electronic		<input type="checkbox"/>
EnH-12	Surety Bond Forms Bonds protecting the obligee from incurring losses as the result of a party failing to meet the obligation of a contract or other agreement.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
EnH-13	Registration Listings Annual records of contractors registering for contractor licenses at BCGHD.	Until updated	Paper and/or Electronic		<input type="checkbox"/>
EnH-14	Foodborne & Waterborne Outbreak Investigations Documentation related to foodborne and waterborne outbreaks not tied to a licensed facility.	Destroy paper after scanned. Keep electronically for 5 years.	Paper and/or Electronic		<input type="checkbox"/>
EnH-15	Sewage Treatment System Design Approvals Sewage treatment system designs approved by the BCGHD as part of the site review.	Destroy paper after scanned. Keep electronically for 5 years.	Paper and/or Electronic		<input type="checkbox"/>

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Health Department

(Local Government Entity)

(Unit)

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	(OAC 3701-29-09(A)(4))				
EnH-16	Subdivisions & New Lot Approvals Documentation regarding the soil characteristics of proposed subdivision/ and/or new lots. (OAC 3701-29-08)	Destroy paper after scanned. Transfer any records of historical value to archives. Keep electronically until system is permanently abandoned.	Paper and/or Electronic		<input type="checkbox"/>
HPro-1	Cribs for Kids Participant Assessments.	6 years	Paper		<input type="checkbox"/>
HPro-2	Ohio Equity Institute (OEI) Gift Card Participant receipt forms.	5 years	Paper and/or Electronic		<input type="checkbox"/>
HPro-3	Ohio Equity Institute (OEI) RedCap Data for analysis.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HPro-4	Moms & Babies First (MBF) Records include program consent forms, participant assessments, participant charts, family retention fund tracking and gift card participant receipt forms.	6 years	Paper and/or Electronic		<input type="checkbox"/>
HPro-5	Maternal & Child Health Program (MP) Preconception health survey.	6 years or until next cycle.	Electronic		<input type="checkbox"/>
HPro-6	Butler County Transportation Survey Data	6 years or until next cycle.	Electronic		<input type="checkbox"/>
NUR-1	Communicable Disease Reports	Destroy paper after scanned. Keep electronically for 7 years.	Paper and/or Electronic		<input type="checkbox"/>
NUR-2	Communicable Disease/Outbreak Log	Permanent	Paper and/or Electronic		<input type="checkbox"/>
NUR-3	Patient Medical HIPPA related records.	Destroy paper after scanned. Retain until patient is 21 years of age + an additional 7 years.	Paper and/or Electronic		<input type="checkbox"/>
NUR-4	Immunization Records Immunizations administered to patients by the Health Department.	Destroy paper after scanned. Retain until patient is 21 years of age + an additional 7 years.	Paper and/or Electronic		<input type="checkbox"/>
NUR-5	Consent Forms for Immunizations/Vaccines	Destroy paper after scanned. Keep electronically for 7 years.	Paper and/or Electronic		<input type="checkbox"/>

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Health Department

(Local Government Entity)

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NUR-6	Consent Forms for Influenza Type Vaccine	Destroy paper after scanned. Keep electronically for 7 years.	Paper and/or Electronic		<input type="checkbox"/>
NUR-7	Consent Forms for COVID-19 Type Vaccine	Destroy paper after scanned. Keep electronically for 7 years.	Paper and/or Electronic		<input type="checkbox"/>
NUR-8	Immunization Record Request Form	Upon completion of request.	Paper and/or Electronic		<input type="checkbox"/>
NUR-9	Tuberculosis Record All documentation related to individuals testing positive for tuberculosis.	Until patient reaches 100 years of age.	Paper and/or Electronic		<input type="checkbox"/>
NUR-10	Lab Reports	Destroy paper after scanned. Keep electronically for 5 years after last contact.	Paper and/or Electronic		<input type="checkbox"/>
NUR-11	Monthly Nursing Board Reports	Permanent	Paper and/or Electronic		<input type="checkbox"/>
NUR-12	Perinatal Hepatitis B Records	Permanent	Paper and/or Electronic		<input type="checkbox"/>
NUR-13	Vaccine for Children (VFC) All related records.	3 years	Paper		<input type="checkbox"/>
PLU-1	Plumbing Permit Applications Records pertaining to commercial and residential plumbing permits.	Destroy paper after scanned. Keep electronically for life of structure.	Paper and/or Electronic		<input type="checkbox"/>
PLU-2	Plumbing Permit Drawings Supplemental drawings with permit applications.	180 days after structure is complete and has passed final inspection.	Paper		<input type="checkbox"/>
PLU-3	Registration Books Plumbers, Installer, Journeyman, Scavenger	6 months after ODH Audit.	Paper and/or Electronic		<input type="checkbox"/>
PLU-4	Monthly Plumbing Reports In-house form, Daily inspection log.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
PLU-5	Plumbing Daily Release Letters for occupancy. Notifications sent to county Bldg. & Zoning for completed inspection of plumbing and HSTS Systems.	Permanent	Paper and/or Electronic		<input type="checkbox"/>

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PLU-6	Backflow Records Records pertaining to the inspection of backflow prevention devices.	3 years	Paper and/or Electronic		<input type="checkbox"/>
PLU-7	Inspection Sheets	2 years	Paper and/or Electronic		<input type="checkbox"/>
PLU-8	Home Sewage Treatment Systems (HSTS) – Copies State sheet filled out when HSTS permit is issued	Permanent	Paper and/or Electronic		<input type="checkbox"/>
PLU-9	Health Release – Not Needed Summary sent over from Bldg. & Zoning. Health Dept. to decide if plumbing is needed.	1 year	Paper and/or Electronic		<input type="checkbox"/>
PLU-10	Health Release – Required Summary sent over from Bldg. & Zoning. Requirement if plumbing involved or if services by HSTS System.	1 year or until permit is issued.	Paper and/or Electronic		<input type="checkbox"/>
VS-1	Birth Certificates (2017-present) Originals maintained by Ohio Department of Health.	Permanent	Electronic		<input checked="" type="checkbox"/>
VS-2	Birth Certificates (1908-2016)	Permanent	Paper		<input checked="" type="checkbox"/>
VS-3	Death Certificates (2016-present)	Until entered into state system.	Paper and/or Electronic		<input checked="" type="checkbox"/>
VS-4	Death Certificates (1908-2016)	Permanent	Paper		<input checked="" type="checkbox"/>
VS-5	Affidavits (Historical) Corrections made to birth or death certificates including, address, social security number, etc. Currently filed in IPHIS/EDRS system	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VS-6	Burial Transit Permits	1 year	Paper and/or Electronic		<input type="checkbox"/>
VS-7	Vital Statistics Certificate of Service Documentation related to out-of-state death once they are brought back into the state.	1 year	Paper and/or Electronic		<input type="checkbox"/>

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VS-8	Birth/Death Certificate Applications Applications for certified copies of birth and death certificates.	3 years after ODH audit.	Paper and/or Electronic		<input type="checkbox"/>
VS-9	Fetal Death Reports Formal document verifying a stillbirth.	Permanent Maintained by State Health Department	Paper and/or Electronic		<input checked="" type="checkbox"/>
VS-10	State Report – Monthly Burial Permit Fee Report	3 years	Paper and/or Electronic		<input type="checkbox"/>
VS-11	State Report – Quarterly Technology Fees	3 years	Paper and/or Electronic		<input type="checkbox"/>
FIS-1	Annual Financial Statements (Hinkle)	5 years	Paper and/or Electronic		<input type="checkbox"/>
FIS-2	Application for State Subsidy (AFR)	3 years	Paper and/or Electronic		<input type="checkbox"/>
FIS-3	Audit Reports (Federal/State)	10 years	Paper and/or Electronic		<input type="checkbox"/>
FIS-4	Approved Budgets, Transfers, Appropriations	3 years provided audited.	Paper and/or 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"/>
FIS-5	Fee Establishment Cost Methodology for Non-ODH Audited Programs	Until Fee is Revised.	Paper and/or Electronic		<input type="checkbox"/>
FIS-6	Fee Establishment Cost Methodology for ODH Audited Programs	6 months after ODH Audit.	Paper and/or Electronic		<input type="checkbox"/>
FIS-7	Fee Schedules	Until Fee is Revised and/or 6 months after ODH Audit.	Paper and/or Electronic		<input type="checkbox"/>

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FIS-8	Financial - Payment Receipts	3 years provided audited.	Paper and/or Electronic		<input type="checkbox"/>
FIS-9	Financial - Pay In Receipts	3 years provided audited.	Paper and/or Electronic		<input type="checkbox"/>
FIS-10	Financial - Accounts Payable including purchase orders, invoices and warrants.	3 years provided audited. If grant related, see Grant Files.	Paper and/or Electronic		<input type="checkbox"/>
FIS-11	Financial – Reports, Cash Balances, Journals	3 years provided audited.	Paper and/or Electronic		<input type="checkbox"/>
FIS-12	Grant Files	As required by Grant. If not specified, 5 years provided all State or Federal audits have been conducted and resolved.	Paper and/or Electronic		<input type="checkbox"/>
ADM-1	Accident/Incident Reports	6 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-2	Annual Inventory	5 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-3	Annual Reports	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM-4	Bid Documents – Successful	15 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-5	Bid Documents – Unsuccessful	2 years after contract.	Paper and/or Electronic		<input type="checkbox"/>
ADM-6	Contracts	8 years after expiration.	Paper and/or Electronic		<input type="checkbox"/>

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ADM-7	Insurance Policies	2 years after expiration with no claims.	Paper and/or Electronic		<input type="checkbox"/>
ADM-8	Minutes of the Board of Health	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM-9	Minutes of the District Advisory Council	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
ADM-10	Public Record Requests	2 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-11	Record Retention & Disposition Forms RC-1, RC-2, RC-3	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ADM-12	Correspondence Copies or Draft Documents Communication by any media which conveys information of temporary importance in lieu of oral communication and serve no useful purpose or document functions of the office.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>
ADM-13	Correspondence (General or Substantive) Messages or information received or sent by any media that deals with aspects of administration of the office, its policies, or procedures.	Retain according to record series.	Paper and/or Electronic		<input type="checkbox"/>
ADM-14	Daily Activity Reports	5 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-15	Community Health Plan & Assessment Includes report on the strategies and objectives for improving health conditions in the County, and reports of the current status of health conditions.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ADM-16	Community Program/Training Records Records related to educational programs/training sponsored by the Health District.	5 years	Paper and/or Electronic		<input type="checkbox"/>

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Health Department

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ADM-17	Local Board of Health Regulations Regulations imposed by the local Board of Health.	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>
ADM-17	Survey/Audits Audits conducted by state to assess adherence to program standards, including campgrounds, commercial food service, pools, private water, and septic systems.	6 years	Paper and/or Electronic		<input type="checkbox"/>
ADM-19	Variance Reports Documenting requests for a change to rules or regulations enforced by the Health District.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
PER-1	Personnel Policies, Standard Operating Guidelines	Until superseded, obsolete or replaced.			<input type="checkbox"/>
PER-2	Personnel File – Active Employee Documents employee service, evaluation, job description, classification, compensation, application/resume, continuing education or other professional association and certifications. A. Attendance/Leave Records/Time Cards/Payroll Records B. Disciplinary Actions/Hearings C. Job Description/Classification D. Medical Records, FMLA Records E. Evaluations F. Continuing Education & Professional Association Records	3 years 2 years or as mandated by Contract or other legal agreement. Permanent 2 years 2 years after employment terminates. Until superseded or obsolete			<input type="checkbox"/>
PER-3	Personnel File – No Longer Employee Two years after employee terminates, job description/classification, retirement waivers, service records, and leave balances – all other documents purged and destroyed.	Permanent			<input type="checkbox"/>
PER-4	Payroll Records	5 years			<input type="checkbox"/>
PER-5	Personnel – Daily Activity Reports	5 years			<input type="checkbox"/>

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

(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
PER-6	Employment Applications (Not Hired) Solicited or unsolicited applications or resumes submitted by individuals for positions but not hired.	2 years			
PER-7	Job Descriptions	Until superseded or abolished.			
PER-8	Employee Badges, ID/Access Cards Identification badges, keyless entry devices or any related records.	Upon employee termination			
PER-9	Employee Notifications, Bulletins, & Notices to Employees Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value.			

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