



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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Jul 20 2020

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

Fairfield County

Clerk of Common Pleas Court

(Local Government Entity)

(Unit)

Branden Meyer

Branden C. Meyer

Clerk of Courts

July 1, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Fairfield County

Records Commission

224 E. Main Street

Lancaster

43130

(Telephone Number)

Fairfield

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: mark.conrad@fairfieldcountyohio.gov

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.

Jan Stah J, The Co. Auditor

7/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 7/27/2020

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.

Fairfield County

Clerk of Common Pleas Court

(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
	CLERK OF COURTS: Administrative and Fiscal Department				
20-00100	Annual Report: Fairfield County Clerk of Courts.	Permanent. Two copies of each annual report shall be retained permanently. [In accordance with Sup. R. 26.01(B)]	Paper		<input checked="" type="checkbox"/>
20-00101	Administrative Journal: Consists of Court Entries regarding local policies and issues not related to cases.	Permanent. [In accordance with Sup. R. 26.01(A)]	Paper		<input checked="" type="checkbox"/>
20-00102	Correspondence and General Office Records.	May be destroyed in the normal course of business. [In accordance with Sup. R. 26.01(F)]	Paper		<input type="checkbox"/>
20-00103	Legal Funds: Receipt books, checking account and bank statements, deposit slips, daily reports, copies of cancelled checks, check registers, voided checks, Treasurer pay-ins and related documents.	3 years provided audited. [In accordance with Sup. R. 26.01(C), (D) and (K)]	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.	<input type="checkbox"/>
20-00104	Legal Funds: Certificates of Deposit.	5 years after certificate closed and provided audited.	Paper		<input type="checkbox"/>
20-00105	Contracts, Leases and Agreements.	15 years after expiration provided, all claims settled and no claims or legal actions pending. 8 years, after expiration of contract if signed on or after 9/28/2012; contracts signed prior to 9/28/2012 kept for 15 years after the expiration of the contract or eight years after 9/28/2012, whichever comes first. [In accordance with ORC 2305.06]	Paper		
20-00106	Annual Audit Reports: Ohio Auditor of State (Dept. Copy) (Federal, State, Internal).	7 years may be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record.	Paper		<input type="checkbox"/>
20-00107	Local, State and Federal Grant Applications (Awarded).	3 years after expiration of grant, provided audited. [In accordance with Sup. R. 26.01(L)]	Paper		<input type="checkbox"/>

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Fairfield County

Clerk of Common Pleas Court

(Local Government Entity)

(Unit)

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20-00108	Local, State and Federal Grant Applications (Not Awarded).	3 years after decision rendered. [In accordance with Sup. R. 26.01(L)]	Paper		<input type="checkbox"/>
20-00109	Annual Budget- Clerk of Courts.	3 years provided audited. [In accordance with Sup. R. 26.01(K)]	Paper		<input type="checkbox"/>
20-00110	Annual Budget Preparation Documents- Clerk of Courts.	2 years after final budget approved.	Paper		<input type="checkbox"/>
20-00111	Daily Reports: fines and fees collected.	3 years provided audited. [In accordance with Sup. R. 26.01(O)]	Paper		<input type="checkbox"/>
20-00112	Vendor Listings.	Maintain information until no longer of an administrative or fiscal value.	Multi		<input type="checkbox"/>
20-00113	Financial Records and Reports: including but not limited to bank deposit receipts, bank statements, cancelled checks, cash books & journals, check registers, expense records, invoices, monthly expenditures report, pay ins to Treasurer's office, payroll vouchers, purchase orders, receipts & receipt books, vendor forms, vouchers, warrants, etc.	3 years provided audited. If original is paper, keep until digitized. If Auditor's office maintains an official copy, keep office copy until no longer of administrative value. [In accordance with Sup. R. 26.01(K)]	Multi		
20-00114	Accounts Receivables: Checks, non or insufficient funds, copies of checks, letters, etc. seeking payment.	3 years after claimed settled or closed.	Paper		<input type="checkbox"/>
20-00115	Unclaimed Monies Notice with outstanding checks listing and transfer receipts.	3 years provided audited. [In accordance with Sup. R. 26.01(K)]	Paper		
20-00116	Personnel Records: Employee personnel files including employee history, discipline records, course/training certificates, certifications, continuing education records, employee evaluations, acknowledgement forms.	10 years after termination of employment. [In accordance with Sup. R. 26(J)]	Multi		<input type="checkbox"/>
20-00117	Personnel Records: Employment applications for posted positions.	2 years. [In accordance with Sup. R. 26.01(H)]	Multi		<input type="checkbox"/>

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Clerk of Common Pleas Court

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20-00118	Personnel Records: Employee benefit and leave records including court office copies of life and medical insurance records.	3 years or until the issuance of an audit report by the Auditor of State, whichever is later. [In accordance with Sup. R. 26.01(I)]	Multi		<input type="checkbox"/>
20-00119	Personnel Records: FMLA records.	If original is paper, keep until digitized and becomes official copy, no RC-3 required. Keep official copy for 3 years. [In accordance with Sup. R. 26.01(I)]	Multi		<input type="checkbox"/>
20-00120	Drafts and Informal Notes consisting of transitory information used to prepare the official record in any other form.	May be destroyed as soon as they are considered to be of no value by the person holding the drafts and informal notes. [In accordance with Sup. R. 26.01(G)]	Multi		<input type="checkbox"/>
20-00121	Non listed records.	By local rule, a court may establish retention schedules for any records not listed in Sup. R. 26.01-26.05 and may extend, but not limit, the retention schedule for any record listed in Sup. R. 26.01-26.05. Any record that is not listed in Sup. R. 26.01-26.05 but is listed in a general retention schedule established pursuant to ORC 149.331 may be retained for the period of time set by the general retention schedule and then destroyed.			<input type="checkbox"/>
	CLERK OF COURTS: Legal Department- General Division and Domestic Relations Division				
20-00200	CRIMINAL CASE FILES [CR]: Excluding Death Penalty Cases.	12 years after final order. [In accordance with Sup. R. 26.03 (F)(5)]	Multi		<input type="checkbox"/>
20-00201	CRIMINAL [CR] CASE FILES: Death Penalty Cases.	Permanent. [In accordance with Sup. R. 26.03(F)(1)]	Multi		<input checked="" type="checkbox"/>
20-00202	CIVIL [CV] CASE FILES: Real Estate- Case files of matters that resulted in a final judgment determining title or interest in real estate.	Permanent. [In accordance with Sup. R. 26.03(F)(2)]	Multi		<input checked="" type="checkbox"/>

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20-00203	CIVIL [CV] CASE FILES: Real Estate- Dismissed cases.	3 years after the date of dismissal. [In accordance with Sup. R. 26.03(F)(4)]	Multi		<input type="checkbox"/>
20-00204	CIVIL [CV] CASE FILES: Miscellaneous.	12 years after the final order of the General Division. [In accordance with Sup. R. 26.03(F)]	Multi		<input type="checkbox"/>
20-00205	MISCELLANEOUS CASE FILES [MIS]	12 years after the final order of the General Division. [In accordance with Sup. R. 26.03(F)]	Multi		<input type="checkbox"/>
20-00206	CERTIFICATE OF JUDGMENTS [CJ]	Permanent. [In accordance with Sup. R. 26.03(F)].	Multi		<input checked="" type="checkbox"/>
20-00207	DIVORCE [DIV], DISSOLUTION [DIS] AND ANNULMENT [ANL] CASE FILES: Case files of divorce, dissolution or annulment that involves minor children.	25 years after the date of the final order of the Domestic Relations Division. [In accordance with Sup. R. 26.03(G)(3)]	Multi		<input type="checkbox"/>
20-00208	DIVORCE [DIV], DISSOLUTION [DIS] AND ANNULMENT [ANL] CASE FILES: Case files of divorce or dissolution not involving minor children.	12 years after the date of the final order of the Domestic Relations Division. [In accordance with Sup. R. 26.03(G)(3)]	Multi		<input type="checkbox"/>
20-00209	LEGAL SEPARATION [LES] CASE FILES	2 years until parties are divorced after spousal support terminates, whichever is later, unless otherwise ordered by the Court. [In accordance with Sup. R. 26.03(G)(5)]	Multi		<input type="checkbox"/>
20-00210	LEGAL SEPARATION [LES] CASE FILES: Post-Decree Motions Filed.	2 years after the adjudication of the Post-Decree motion or the date specified for the case files set in schedule number 20-00209. [In accordance with Sup. R. 26.03(G)(5)]	Multi		<input type="checkbox"/>
20-00211	CIVIL PROTECTION ORDER [CPO] CASE FILES	1 year after the expiration of any resulting protection order or until the parties are divorced. [In accordance with Sup. R. 26.03 (G)(4)]	Multi		<input type="checkbox"/>
20-00212	PARENTAGE [PAT] CASE FILES	2 years after the child who is subject of the case obtains the age	Multi		<input type="checkbox"/>

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		of majority. [In accordance with Sup. R. 26.03(H)(3)]			
20-00213	PARENTAGE [PAT] CASE FILES: Post-Decree Motions Filed.	1 year after the adjudication of the Post-Decree motion or the date specified for case files in section (H)(3) of Sup. R. 26.03, whichever is later.	Multi		<input type="checkbox"/>
20-00214	REGISTRATION OF FOREIGN ORDER [RFO] CASE FILES	2 years after the emancipation of all of the parties' minor children. [In accordance with Sup. R. 26.03(G)(7)]	Multi		<input type="checkbox"/>
20-00215	REGISTRATION OF FOREIGN ORDER [RFO] CASE FILES: Post-Decree Motions Filed.	2 years after the adjudication of the Post-Decree motion or the date specified for case files in section (G)(7) of Sup. R. 26.03, whichever is later.	Multi		<input type="checkbox"/>
20-00216	UNIFORM CHILD CUSTODY JURISDICTION [UCC] CASE FILES	2 years after the child who is subject of the case obtains the age of majority. [In accordance with Sup. R. 26.03(H)(3)]	Multi		<input type="checkbox"/>
20-00217	UNIFORM CHILD CUSTODY JURISDICTION [UCC] CASE FILES: Post-Decree Motions Filed.	1 year after the adjudication of the Post-Decree motion or the date specified for case files in section (H)(3) of Sup. R. 26.03, whichever is later.	Multi		<input type="checkbox"/>
20-00218	FOREIGN SUPPORT ORDER [FSO] CASE FILES	2 years after the emancipation of all of the parties' minor children. [In accordance with Sup. R. 26.03(G)(7)]	Multi		<input type="checkbox"/>
20-00219	FOREIGN SUPPORT ORDER [FSO] CASE FILES: Post-Decree Motions Filed.	2 years after the adjudication of the Post-Decree motion or the date specified for case files in section (G)(7) of Sup. R. 26.03, whichever is later.	Multi		<input type="checkbox"/>
20-00220	PRIVATE CUSTODY [PCU] CASE FILES	2 years after the child who is subject of the case obtains the age of majority. [In accordance with Sup. R. 26.03(H)(3)]	Multi		<input type="checkbox"/>
20-00221	PRIVATE CUSTODY [PCU] CASE FILES: Post-Decree Motions Filed.	1 year after the adjudication of the Post-Decree motion or the date specified for case files in section (H)(3) of Sup. R. 26.03, whichever is later.	Multi		<input type="checkbox"/>

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20-00222	U.I.F.S.A. [UIF] CASE FILES	19 years after the final order of the Domestic Relations Division or for one year after the transfer of the case to another jurisdiction. [In accordance with Sup. R. 26.03 (G)(8)]	Multi		<input type="checkbox"/>
20-00223	SEARCH WARRANT RECORDS	5 years after date of service or last service attempt. [In accordance with Sup. R. 26.03 (F)(3)]	Paper		<input type="checkbox"/>
20-00224	APPEALS CASE FILES: Non-Death Penalty.	2 years after the final order of the Court, except for death penalty cases which are retained permanently in their original form. [In accordance with Sup. R. 26.02(E)(1)]	Multi		<input type="checkbox"/>
20-00225	APPEALS CASE FILES: Death Penalty.	Permanent. [In accordance with Sup. R. 26.02(E)(1)]	Multi		<input checked="" type="checkbox"/>
20-00226	INDEX, DOCKET AND JOURNALS: General and Domestic Divisions.	Permanent. [In accordance with Sup. R. 26.02(D)]	Multi		<input checked="" type="checkbox"/>
20-00227	JURY VENIRES	3 years. [In accordance with Crim.R. 6]	Multi		<input type="checkbox"/>
20-00228	NATURALIZATION RECORDS	Permanent.	Multi		<input checked="" type="checkbox"/>
20-00229	NOTARY PUBLIC COMMISSIONS	Permanent. [In accordance with ORC 147.05]	Multi		<input checked="" type="checkbox"/>
20-00230	JUDGMENT LIEN DOCKET	5 years after last judgment is released or vacated.	Paper		<input type="checkbox"/>
20-00231	BOND AND FEE SCHEDULES	Until updated, superseded, or obsolete.	Multi		<input type="checkbox"/>
20-00232	EXPUNGED CASE FILES AND RECORDS	Upon receipt of Expungement Order: erase, remove or redact information as directed by court order.	Multi		<input type="checkbox"/>
20-00233	EXHIBITS, DEPOSITIONS AND TRANSCRIPTS	60 days after written notification sent to the party who submitted the exhibit, deposition and/or transcript. [In accordance with ORC 2933.82, Sup. R. 13(E) and 26(F)]	Multi		<input type="checkbox"/>

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20-00234	VOLUNTARY DISMISSALS	3 years after the date of dismissal. [In accordance with Sup. R. 26.03(F)(4)]	Multi		<input type="checkbox"/>
20-00235	BAIL BONDSMAN RECORDS	3 years provided audited. [In accordance with ORC 3905.86]	Multi		<input type="checkbox"/>
20-00236	OATHS OF OFFICE: Elected Officials.	Permanent.	Multi		<input checked="" type="checkbox"/>
20-00237	OATHS OF OFFICE: Non-Elected Officials.	Permanent.	Multi		<input checked="" type="checkbox"/>
20-00238	INDIVIDUAL CASE FILES	A court may order the retention period for an individual case file extended beyond the period specified in Sup. R. 26.02-26.05 for the case file.	Multi		<input type="checkbox"/>
20-00239	CERTIFIED MAIL RECEIPTS: All other case types.	Maintained with case file.	Multi		
20-00240	CERTIFIED MAIL RECEIPTS: In non-contested cases and post- decree motions.	30 years. After date of issue may be retained separate file from case file. [In accordance with Sup. R. (G)(1)]	Multi		<input type="checkbox"/>
	CLERK OF COURTS: TITLE DEPARTMENT				
20-00300	Titles: Certificates of Title and supporting evidence including titles for: automobiles, watercraft, travel trailers, motorcycles, etc.	2 years after issuance of the title. Electronically maintained by the State in the ATPS system and contains an index of active and inactive titles for 10 years. [In accordance with ORC 4505.08 and legal opinion from the Fairfield County Prosecuting Attorney dated 10/1/2019]	Multi		<input type="checkbox"/>
20-00301	Titles: Manufactured/Mobile Home Titles.	30 years and no longer of an administrative or legal value. Electronically maintained by the	Multi		

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		State. [In accordance with ORC 4505.08]			
20-00302	Title Office: Daily financial and activity reports.	3 years provided audited.	Multi		<input type="checkbox"/>
20-00303	Title Office: Weekly Reports – Sales tax remittance, cross county tax totals, in county tax totals and county remittance.	3 years provided audited.	Paper		<input type="checkbox"/>
20-00304	Title Office: Monthly Reports – BMV/ODNR remittance summary, county net revenue, county percentage and related reports.	3 years provided audited.	Multi		<input type="checkbox"/>
20-00305	Title Office: Electronic Fund Transfer Documents.	3 years provided audited.	Paper		<input type="checkbox"/>
20-00306	Title Office: Appropriated office ledger.	3 years provided audited.	Paper		<input type="checkbox"/>
20-00307	Title Office: Accounts payable (General Expenses) copies.	3 years provided audited.	Multi		<input type="checkbox"/>
20-00308	Passport Transmittal Forms and Receipts.	3 years provided audited.	Paper		<input type="checkbox"/>
20-00309	Memorandum, regulations, policies, and procedures received from the Ohio Bureau of Motor Vehicles.	3 years and no longer of an administrative, legal, or fiscal value. Appraise for historical value. File according to content.	Multi		<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