



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



Page \_\_\_ of \_\_\_

11-14-2012

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Fairfield County

Juvenile Court

(local government entity)

Steven O. Williams

Judge & Ex-officio Clerk

5/30/12

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

(telephone number)

(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.

*Mike Kiger*

9/10/12

Records Commission Chair Signature

Date

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

*Fred R... ..*

Signature

*State Archivist*

Title

10/30/2012

Date

### Section D: Auditor of State

*Martin E. M...*

Signature

11-9-12

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



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*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.*

**Section E: Records Retention Schedule**

(local government entity)

(unit)

| (1)<br>Schedule Number | (2)<br>Record Title and Description  | (3)<br>Retention Period  | (4)<br>Media Type | (5)<br>For use by Auditor of State or OHS-LGRP | (6)<br>RC-3 Required by OHS-LGRP    |
|------------------------|--|--|-------------------|--|-------------------------------------|
|                        | <b>PURSUANT TO SUPERINTENDENCE RULE 26</b>   |  |                   |  | <input type="checkbox"/>            |
| 07-00001               | <b>Administrative Journal:</b> Court entries or a record of court entries regarding policies and issues not related to cases. (Sup. R. 26.01A) | Permanent  | Multi             |  | <input checked="" type="checkbox"/> |
| 07-00002               | <b>Monthly Report to Ohio Supreme Court *</b><br><i>*Not specified in Superintendence Rule 26.01</i>   | 2 Years  | Paper             |  | <input type="checkbox"/>            |
| 07-00003               | <b>Bank Records:</b> Bank transaction records (Sup. R. 26.01C)   | 3 Years or until issuance of audit report by Auditor of State, whichever is later.   | Multi             |  | <input type="checkbox"/>            |
| 07-00004               | <b>Cash Books:</b> Includes expense & receipt ledgers. (Sup. R. 26.01D)  | 3 Years or until issuance of audit report by Auditor of State, whichever is later.   | Multi             |  | <input type="checkbox"/>            |
| 07-00005               | <b>Communication Records:</b> Including routine phone messages. (Sup. R. 26.01E)   | May be destroyed in the normal course of business as soon as they are considered to be of no value to the person holding them. | Multi             |  | <input type="checkbox"/>            |



|          |  |  |       |  |                          |
|----------|--|--|-------|--|--------------------------|
| 07-00006 | <b>Correspondence &amp; General Office Records:</b><br>Including all sent & received correspondence.<br>(Sup. R. 26.01F)   | May be destroyed in the normal course of business as soon as they are considered to be of no value to the person holding them. | Multi |  | <input type="checkbox"/> |
| 07-00007 | <b>Drafts &amp; Informal Notes:</b> Includes transitory information used to prepare the official record.<br>(Sup. R. 26.01G)   | May be destroyed in the normal course of business as soon as they are considered to be of no value to the person holding them. |       |  | <input type="checkbox"/> |
| 07-00008 | <b>Requests for Proposals, Bids &amp; Resulting Contracts</b> (Sup. R. 26.01P)   | 3 Years after expiration of contract that is awarded pursuant to Request for Proposal  | Multi |  | <input type="checkbox"/> |
| 07-00009 | <b>Employment Benefit &amp; Leave Records:</b><br>Including court office copies of life & medical insurance records. (Sup. R. 26.01I)  | 3 Years or until issuance of audit report by Auditor of State, whichever is later.   | Multi |  | <input type="checkbox"/> |
| 07-00010 | <b>Employee History &amp; Discipline:</b> Includes hiring, promotion, evaluation, attendance, medical issues, discipline, termination & retirement issues related to court employees<br>(Sup. R. 26.01J) | 10 Years after termination of employment   | Multi |  | <input type="checkbox"/> |



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| 07-00011 | <b>Fiscal Records:</b> includes copies of transactional budgeting & purchasing maintained by another office or agency ( <i>payments to witnesses &amp; jurors, unclaimed funds &amp; similar documents</i> ) (Sup. R. 26.01K) | 3 Years or until issuance of audit report by Auditor of State, whichever is later.   | Multi |  | <input type="checkbox"/> |
| 07-00012 | <b>Grant Records</b> (Sup. R. 26.01L)   | 3 Years after expiration of grant  | Multi |  | <input type="checkbox"/> |
| 07-00013 | <b>Payroll Records:</b> Records of personnel time & copies of payroll records maintained by another office or agency. (Sup. R. 26.01M)  | 3 Years or until issuance of audit report by Auditor of State, whichever is later.   | Multi |  |                          |
| 07-00014 | <b>Publications:</b> Publications received. (Sup. R. 26.01N)  | May be destroyed in the normal course of business as soon as they are considered to be of no value to the person holding them. |       |  |                          |
| 07-00015 | <b>Receipt records:</b> Receipt & balancing records   | 3 Years or until issuance of audit report by Auditor of State, whichever is later.   | Multi |  |                          |
| 07-00016 | <b>Employment Applications:</b> Applications received for posted or advertised positions. (Sup. R. 26.01H)  | 2 Years  | Paper |  |                          |



|          |  |  |       |  |   |
|----------|--|--|-------|--|---|
| 07-00017 | Exhibits, Depositions & Transcripts<br>Sup. R. 26(F)   | At the conclusion of litigation, including times for direct appeal after written notification is sent to submitting party in accordance with Sup. R. 26(F) | Multi |  |   |
| 07-00018 | Judge, Magistrate & Clerk Notes, Drafts & Research (Sup. R. 26.03E)  | May be destroyed at the discretion of the preparer. Notification not required.   | Multi |  |   |
| 07-00019 | Records of Compliance to Retention Schedule (Sup. R. 26) or Ohio Public Records Compliance   | 5 Years and no longer of value to the court. Notification not required.  | Multi |  |   |
| 07-00020 | Annual Reports: Two copies of each annual court report. (Sup. R. 26.01B)   | Permanent  | Multi |  | ✓ |
| 07-00021 | Paper Media: Records converted to an alternative media, including photography, microfilm & electronic data processing. Sup. R. 26(D)(2)(d) | May be destroyed after converted to other approved media.  | Multi |  |   |
| 07-00022 | Court Stenographer & Recordings of Official Proceedings  | 2 Years  | Multi |  |   |
| 07-00023 | Reading, Informational & Reference Copies  | Until no longer of value; notification not required  | Multi |  |   |
| 07-00024 | Professional Organizations & Association Files   | 1 Year   | Multi |  |   |



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| 07-00025 | <b>Computer Generated Administrative &amp; Fiscal Reports:</b> Non-specific & periodic   | Until no value; notification not required.   | Multi |  |   |
| 07-00026 | <b>Annual Budget:</b> Copy   | 5 Years & of no value to the court   | Multi |  |   |
| 07-00027 | <b>Annual Budget:</b> Supporting documents & records   | 3 Years after budget approved  | Multi |  |   |
| 07-00030 | <b>Delinquency &amp; Adult Records</b><br>Sup. R. 26.03(H)(1)  | 2 Years after final order or 1 year after audit by Auditor of State, whichever is later. Documents admissible as evidence of a prior conviction in a criminal proceeding shall be retained for 50 years. | Multi |  |   |
| 07-0032  | <b>Juvenile By-Pass Records:</b> Both files, one consisting of first page of Complaint & any relevant documents & second file consisting of second page of Complaint bearing complainant's signature.<br>Sup. R. 26.03(H)(2) | 2 Years after final order or 2 years after the filing of an appeal.  | Multi |  |   |
| 07-00100 | <b>Journal, Docket &amp; Index</b><br>Sup. R. 26.03(D)   | Permanent  | Multi |  | ✓ |
| 07-00108 | <b>Permanent custody, custody, parentage, visitation, support enforcement abuse, neglect, dependency &amp; URESA records.</b><br>Sup. R. 26.03(H)(3)   | 2 Years after the child reaches age of majority or 1 year after the final order on post-decree motions.  | Multi |  |   |
| 07-00112 | <b>Search Warrant Records</b><br>Sup. R. 26.03(H)(4)   | 5 years after date of service or last attempt  | Paper |  |   |



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| 07-00113 | <b>Unruly and marriage consent records.</b><br>Sup. R. 26.03(H)(5)   | <b>2 Years after final order or 1 year after audit report by Auditor of State</b>                       | <b>Multi</b> |  |  |
| 07-00114 | <b>Minor misdemeanor traffic records</b><br>Sup. R. 26.03(H)(5)  | <b>5 years after final order of court.</b>  | <b>Multi</b> |  |  |
| 07-00115 | <b>Misdemeanor Traffic Records</b><br>Sup. R. 26.03(H)(5)  | <b>25 years after final order of court.</b>   | <b>Multi</b> |  |  |
| 07-00116 | <b>Traffic Records:</b> All other traffic records not listed on this schedule.   | <b>50 years after final order of court.</b>   | <b>Multi</b> |  |  |
| 07-00117 | <b>Expunged Records</b><br>(2151.35.5-2151.35.8)   | <b>Upon receipt of expungement order: Erase all references in databases. Notification not required.</b> | <b>Multi</b> |  |  |
| 07-00118 | <b>Sealed Records:</b> Case files sealed by court order including informal complaints.<br>(2151.35.5-2151.35.8)        | <b>Expunged 5 years after order to seal or child turns 23, whichever is earlier.</b>                    | <b>Multi</b> |  |  |
| 07-00118 | <b>Program records:</b> Correspondence, completion & other miscellaneous records pertaining to a program of the court. | <b>3 years after individual completes program.</b>  | <b>Multi</b> |  |  |
| 07-00119 | <b>Counseling Records</b><br>(Per professional standard)   | <b>7 years after completion</b>   | <b>Multi</b> |  |  |
| 07-00120 | <b>Record/Background Checks</b>  | <b>2 years after issued</b>   | <b>Multi</b> |  |  |