



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

NOV 23 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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

FAIRFIELD COUNTY PROBATE COURT

(Local Government Entity)

(Unit)

[Handwritten Signature]

TERRE L. VANDERVOORT

JUDGE & EX-OFFICIO CLERK

10/26/2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

FAIRFIELD COUNTY

Records Commission

(740) 652-7076

210 E MAIN ST.,

LANCASTER, OH

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.

[Handwritten Signature]
 Records Commission Chair Signature

Fairfield County Auditor
 Date

11/20/20

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

12/8/2020

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.*

(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 |
|---------------------------|--|---|-------------------|---|---------------------------------------|
| | PURSUANT TO SUPERINTENDENCE RULE 26 | | | | <input type="checkbox"/> |
| 07-00001 | Administrative Journal: 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 | Quarterly Report to Ohio Supreme Court * <i>*Not specified in Superintendence Rule 26.01</i> | 2 Years after report year | Multi | | <input type="checkbox"/> |
| 07-00003 | Bank Records: Bank transaction records (Sup. R. 26.01C) | 3 Years or until issuance of audit report by Auditor of State, whichever is later. | Multi | 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"/> |
| 07-00004 | Cash Books: 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 | Communication Records: 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"/> |

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(Unit)

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|---------------------------|---|---|-------------------|--|---------------------------------------|
| 07-00006 | Correspondence & General Office Records: Including all sent & received correspondence. (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 | Drafts & Informal Notes: Includes transitory information used to prepare the official record. (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 | Requests for Proposals, Bids & Resulting Contracts (Sup. R. 26.01P) | 3 Years after expiration of contract that is awarded pursuant to Request for Proposal | Multi | | <input type="checkbox"/> |
| 07-00009 | Employment Benefit & Leave Records: 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 | Employee History & Discipline: Includes hiring, promotion, evaluation, attendance, medical issues, discipline, termination & retirement issues related to court employees (Sup. R. 26.01J) | 10 Years after termination of employment | Multi | | <input type="checkbox"/> |
| 07-00011 | Fiscal Records: includes copies of transactional budgeting & purchasing maintained by another office or agency (<i>payments to witnesses & jurors,</i> | 3 Years or until issuance of audit report by Auditor of State, | Multi | | <input type="checkbox"/> |

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(Unit)

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|---------------------------|--|---|-------------------|--|---------------------------------------|
| | <i>unclaimed funds & similar documents)</i> (Sup. R. 26.01K) | whichever is later. | | | |
| 07-00012 | Grant Records (Sup. R. 26.01L) | 3 Years after expiration of grant | Multi | | <input type="checkbox"/> |
| 07-00013 | Payroll Records: 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 | | <input type="checkbox"/> |
| 07-00014 | Publications: 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. | | | <input type="checkbox"/> |
| 07-00015 | Receipt records: Receipt & balancing records | 3 Years or until issuance of audit report by Auditor of State, whichever is later. | Multi | | <input type="checkbox"/> |
| 07-00016 | Employment Applications: Applications received for posted or advertised positions. (Sup. R. 26.01H) | 2 Years | Multi | | <input type="checkbox"/> |

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|---------------------------|---|---|-------------------|--|---------------------------------------|
| 07-00017 | Exhibits, Depositions & Transcripts 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 | | <input type="checkbox"/> |
| 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 | | <input type="checkbox"/> |
| 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 | | <input type="checkbox"/> |
| 07-00020 | Court Stenographer & Recordings of Official Proceedings | 2 Years | Multi | | <input type="checkbox"/> |
| 07-00021 | Reading, Informational & Reference Copies | Until no longer of value; notification not required | Multi | | <input type="checkbox"/> |
| 07-00022 | Professional Organizations & Association Files | 1 Year | Multi | | <input type="checkbox"/> |
| 07-00023 | Computer Generated Administrative & Fiscal Reports: Non-specific & periodic | Until no value; notification not required. | Multi | | <input type="checkbox"/> |
| 07-00024 | Annual Budget: Copy | 5 Years & of no value to the court | Multi | | <input type="checkbox"/> |

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|---------------------------|--|--|-------------------|--|---------------------------------------|
| 07-00025 | Annual Budget: Supporting documents & records | 3 Years after budget approved | Multi | | <input type="checkbox"/> |
| 07-00030 | 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 | | <input type="checkbox"/> |
| 07-00100 | Journal, Docket & Index Sup. R. 26.04(E)(4) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 07-00102 | Case Files: Estates Sup. R. 26.04(E)(8) | 12 Years after case closed. | Multi | | <input type="checkbox"/> |
| 07-00104 | Case Files: Guardianships Sup. R. 26.04(E)(8) | 12 Years after case closed. | Multi | | <input type="checkbox"/> |
| 07-00106 | Case Files: Trusts Sup. R. 26.04(E)(8) | 12 Years after case closed. | Multi | | <input type="checkbox"/> |
| 07-00108 | Case Files: Civil Actions Sup. R. 26.04(E)(8) | 12 Years after case closed. | Multi | | <input type="checkbox"/> |
| 07-00110 | Case Files: Adoptions (Sealed proceedings) Sup. R. 26.04(E)(1) | Permanent | Multi | | <input type="checkbox"/> |
| 07-00112 | Case Files: Miscellaneous Sup. R. 26.04(E)(8) | 12 Years after case closed. | Multi | | <input type="checkbox"/> |
| 07-00114 | Case Files: Civil Commitment Records: Mental Illness & Mental Retardation Sup. R. 26.04(E)(3) | 3 Years after case is closed | Multi | | <input type="checkbox"/> |
| 07-00116 | Marriage License records Sup. R. 26.04(E)(6) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 07-00118 | Original Wills | Permanent | Paper | | <input checked="" type="checkbox"/> |

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| 07-00119 | Birth & Death Records prior to 1908 Sup. R. 26.04(E)(2) | Permanent | Paper | | ✓ <input checked="" type="checkbox"/> |
| 07-00120 | Evidence filed in support of expenditures or distributions: vouchers, proof or other evidence filed in support of an account. Sup. R. 26.04(E)(5) | 3 Years after date of filing. | Paper | | <input type="checkbox"/> |
| 07-00121 | All Other Records Sup. R. 26.04(E)(8) | 12 years after matter closed. | Multi | | <input type="checkbox"/> |
| 20-00122 | Expunged Records: Civil Commitment (ORC 5122) | Upon receipt of expungement order; Erase all references in databases. Notification not required. | Multi | | <input type="checkbox"/> |
| 20-00123 | Sealed Records: Civil Commitment Case files sealed by court order (ORC 5122) | 3 years after order to seal | Multi | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
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| | | | | | <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.