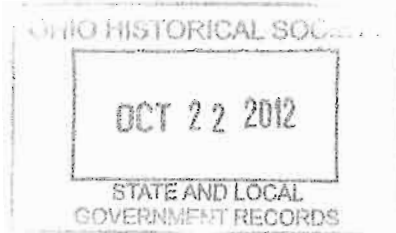




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th 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

Probate Court

(local government entity)

Steven O. Williams

(unit)
 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 Trout

State Archivist

10/30/2012

Signature

Title

Date

Section D: Auditor of State

Martin E. Mah

11-9-12

Signature

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

(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 OHS-LGRP	(6) RC-3 Required by OHS- 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	Paper		<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		<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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Audited years: 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.

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"/>



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07-00011	Fiscal Records: includes copies of transactional budgeting & purchasing maintained by another office or agency (<i>payments to witnesses & jurors, unclaimed funds & 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	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		
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.			
07-00015	Receipt records: Receipt & balancing records	3 Years or until issuance of audit report by Auditor of State, whichever is later.	Multi		
07-00016	Employment Applications: Applications received for posted or advertised positions. (Sup. R. 26.01H)	2 Years	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. 117.25 O.R.C.



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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		
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	Court Stenographer & Recordings of Official Proceedings	2 Years	Multi		
07-00021	Reading, Informational & Reference Copies	Until no longer of value; notification not required	Multi		
07-00022	Professional Organizations & Association Files	1 Year	Multi		
07-00023	Computer Generated Administrative & Fiscal Reports: Non-specific & periodic	Until no value; notification not required.	Multi		
07-00024	Annual Budget: Copy	5 Years & of no value to the court	Multi		
07-00025	Annual Budget: Supporting documents & records	3 Years after budget approved	Multi		



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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		
07-00100	Journal, Docket & Index Sup. R. 26.04(E)(4)	Permanent	Multi		✓
07-00102	Case Files: Estates Sup. R. 26.04(E)(8)	12 Years after case closed.	Multi		✓
07-00104	Case Files: Guardianships Sup. R. 26.04(E)(8)	12 Years after case closed.	Multi		✓
07-00106	Case Files: Trusts Sup. R. 26.04(E)(8)	12 Years after case closed.	Multi		✓
07-00108	Case Files: Civil Actions Sup. R. 26.04(E)(8)	12 Years after case closed.	Multi		✓
07-00110	Case Files: Adoptions (Sealed proceedings) Sup. R. 26.04(E)(1)	Permanent	Multi		
07-00112	Case Files: Miscellaneous Sup. R. 26.04(E)(8)	12 Years after case closed.	Multi		
07-00114	Case Files: Civil Commitment Records: Mental Illness & Mental Retardation Sup. R. 26.04(E)(3)	3 Years after case is closed	Multi		
07-00116	Marriage License records Sup. R. 26.04(E)(6)	Permanent	Multi		✓
07-00118	Original Wills	Permanent	Paper		✓
07-00119	Birth & Death Records prior to 1908 Sup. R. 26.04(E)(2)	Permanent	Paper		✓
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		
07-00121	All Other Records Sup. R. 26.04(E)(8)	12 years after matter closed.			