



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
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 JUVENILE COURT

(Local Government Entity)

(Unit)

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 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.

11/20/20
 Records Commission Chair Signature Date

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	Monthly Report to Ohio Supreme Court <i>*Not specified in Superintendence Rule 26.01</i>	2 Years	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		<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"/>

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 (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
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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(Unit)

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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		<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	Paper		<input type="checkbox"/>

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(Local Government Entity)

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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	Annual Reports: Two copies of each annual court report. (Sup. R. 26.01B)	Permanent	Multi		✓ <input checked="" type="checkbox"/>
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		<input type="checkbox"/>
07-00022	Court Stenographer & Recordings of Official Proceedings	2 Years	Multi		<input type="checkbox"/>
07-00023	Reading, Informational & Reference Copies	Until no longer of value; notification not required	Multi		<input type="checkbox"/>

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(Local Government Entity)		(Unit)			
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07-00024	Professional Organizations & Association Files	1 Year	Multi		<input type="checkbox"/>
07-00025	Computer Generated Administrative & Fiscal Reports: Non-specific & periodic	Until no value; notification not required.	Multi		<input type="checkbox"/>
07-00026	Annual Budget: Copy	5 Years & of no value to the court	Multi		<input type="checkbox"/>
07-00027	Annual Budget: Supporting documents & records	3 Years after budget approved	Multi		<input type="checkbox"/>
07-00030	Delinquency & Adult Records 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		<input type="checkbox"/>
07-0032	Juvenile By-Pass Records: Both files, one consisting of first page of Complaint & any relevant documents & second file consisting of second page of Complaint bearing complainant's signature. Sup. R. 26.03(H)(2)	2 Years after final order or 2 years after the filing of an appeal.	Multi		<input type="checkbox"/>
07-00100	Journal, Docket & Index Sup. R. 26.03(D)	Permanent	Multi		<input checked="" type="checkbox"/> ✓

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(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
07-00108	Permanent custody, custody, parentage, visitation, support enforcement abuse, neglect, dependency & URESA records. 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		<input type="checkbox"/>
07-00112	Search Warrant Records Sup. R. 26.03(H)(4)	5 years after date of service or last attempt	Paper		<input type="checkbox"/>
07-00113	Unruly and marriage consent records. Sup. R. 26.03(H)(5)	2 Years after final order or 1 year after audit report by Auditor of State	Multi		<input type="checkbox"/>
07-00114	Minor misdemeanor traffic records Sup. R. 26.03(H)(5)	5 years after final order of court.	Multi		<input type="checkbox"/>
07-00115	Misdemeanor Traffic Records Sup. R. 26.03(H)(5)	25 years after final order of court.	Multi		<input type="checkbox"/>
07-00116	Traffic Records: All other traffic records not listed on this schedule.	50 years after final order of court.	Multi		<input type="checkbox"/>
07-00117	Expunged Records (2151.35.5-2151.35.8)	Upon receipt of expungement order: Erase all references in databases. Notification not required.	Multi		<input type="checkbox"/>
07-00118	Sealed Records: Case files sealed by court order including informal complaints. (2151.35.5-2151.35.8)	Expunged 5 years after order to seal or child turns 23, whichever is earlier.	Multi		<input type="checkbox"/>

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07-00119	Counseling Records (Per professional standard)	7 years after completion	Multi		<input type="checkbox"/>
07-00120	Record/Background Checks	2 years after issued	Multi		<input type="checkbox"/>
20-00121	Program records: Correspondence, completion & other miscellaneous records pertaining to a program of the court.	3 years after individual completes program.	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
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