

APR 08 2026

STATE & LOCAL
GOVERNMENT RECORDS

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

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, Ohio

Court of Common Pleas - Domestic Relations Division

(Local Government Entity)

(Unit/Department)

Laura B. Smith

Judge

03/12/2026

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Fairfield County, Ohio

Records Commission

740-652-7883

(Local Government Entity)

(Telephone Number)

210 East Main Street

Lancaster

43130

Fairfield

(Address)

(City)

(Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address:

bennett.niceswanger@fairfieldcountyohio.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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.

Records Commission Chair Signature

4/14/2026

Date

Section C: Ohio History Connection - State Archives

Amy Hissong

Digitally signed by Amy Hissong
Date: 2026.09.21 15:23:56 -04'00'

Government Records Archivist

9/21/2026

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2026.10.07 11:48:28 -04'00'

Records Manager

Signature

Title

Date

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Fairfield County, Ohio

Court of Common Pleas - Domestic Relations Division

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
DR - 001	Administrative Journal <i>Consists of court entries, or a record of court entries, regarding policies and issues not related to cases</i>	Permanent [Sup.R. 26.01(A)]	Paper and/or Electronic		☒
DR - 002	Monthly Report to the Supreme Court of Ohio <i>Statistical reporting information provided to the Supreme Court of Ohio</i>	Permanent [Sup. R. 37.02(A)]	Paper and/or Electronic		☒
DR - 003	Records Retention and Disposition Forms <i>Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of the court</i>	Permanent	Paper and/or Electronic		☐
DR - 004	Employee History and Discipline Records <i>Records documenting hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees</i>	Ten (10) years after termination of employment [Sup.R. 26.01(G)]	Paper and/or Electronic		☐
DR - 005	Recordings of Proceedings <i>Audio and/or video recordings of court proceedings</i>	Five (5) years after the final judgment in the case [Sup.R. 26.03(B)]	Audio and/or Video		☐

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Fairfield County, Ohio

Court of Common Pleas - Domestic Relations Division

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
DR - 006	Employee Benefit and Leave Records <i>Court office copies of employee insurance, retirement, and leave records</i>	Three (3) years, or until the issuance of an audit report by the Auditor of State, whichever is later* [Sup.R. 26.01(F)]	Paper and/or Electronic	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.	☒
DR - 007	Fiscal Records <i>Copies of transactional budgeting and purchasing documents maintained by the Auditor's office and pay-ins/receipts of funds paid into the county Treasury</i>	Three (3) years, or until the issuance of an audit report by the Auditor of State, whichever is later* [Sup.R. 26.01(I)]	Paper and/or Electronic		☒
DR - 008	Grant Records (Successful) <i>Records documenting grants received by the court</i>	Three (3) years after expiration of the grant [Sup.R. 26.01(J)]	Paper and/or Electronic		☐
DR - 009	Grant Records (Unsuccessful) <i>Records documenting grant applications submitted by the court which were not successful</i>	May be destroyed as soon as they are considered to be of no value by the person holding them [Sup.R. 26.01(J)]	Paper and/or Electronic		☐
DR - 010	Payroll Records <i>Records of personnel time and copies of payroll records maintained by the county Auditor</i>	Three (3) years, or until the issuance of an audit report by the Auditor of State, whichever is later* [Sup.R. 26.01(K)]	Paper and/or Electronic		☐

* 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

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Fairfield County, Ohio

Court of Common Pleas - Domestic Relations Division

(Local Government Entity)

(Unit/Department)

DR - 011	Public Records Requests <i>Requests from the public for copies of records maintained by the court</i>	Three (3) years	Paper and/or Electronic	☐
DR - 012	Requests for Proposals, Bids, and Resulting Contracts <i>Records regarding requests for proposals, bids received in response to a request for proposal, and legal agreements with individuals, organizations, or entities to procure goods and/or services</i>	Three (3) years after expiration of the contract that is awarded [Sup.R. 26.01(M)][OAC 5101:12-1-80.4 for IV-D contracts]	Paper and/or Electronic	☐
DR - 013	Employment Applications <i>Application and resume submissions for court staff positions</i>	Two (2) years [Sup.R. 26.01(E)]	Paper and/or Electronic	☐
DR - 014	Exhibits for Cases Concluding on or after April 1, 2025 <i>Evidence submitted by a party and admitted by the court during a court proceeding</i>	One (1) year from the conclusion of litigation, including times for direct appeal, without prior notice to the party who tendered the exhibits [Sup.R. 26.06(B)(4)]	Multi	☐
DR - 015	Exhibits for Cases Concluding on or before March 30, 2025 <i>Evidence submitted by a party and admitted by the court during a court proceeding</i>	Sixty (60) days from the date written notification was sent to the party who tendered the exhibits, if they have not been retrieved by that party OR One (1) year from the date written notification was sent to the party who tendered the exhibits, if the notification is returned addressee unknown, undeliverable, or moved with no forwarding address [Sup.R. 26.06(B)(2)]	Multi	☐

Section E: Records Retention Schedule (RC-2) - Part 2

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Fairfield County, Ohio (Local Government Entity)		Court of Common Pleas - Domestic Relations Division (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use</u> <u>by LGRP</u> <u>only</u> RC-3 Required
DR - 016	Communication and Correspondence <i>Records of communications from external and internal sources which convey information of temporary importance</i>	May be destroyed as soon as they are considered to be of no value by the person holding them [Sup.R. 26.01(C)]	Paper and/or Electronic		☐
DR - 017	Calendar and General Office Records <i>Documents, materials, and records utilized for administrative convenience and/or reference</i>	May be destroyed as soon as they are considered to be of no value by the person holding them [Sup.R. 26.01(C)]	Paper and/or Electronic		☐
DR - 018	Drafts and Informal Notes <i>Drafts and informal notes consisting of transitory information used to prepare the official record</i>	May be destroyed as soon as they are considered to be of no value by the person holding them [Sup.R. 26.01(D)]	Paper and/or Electronic		☐
DR - 019	Judge and Magistrate Drafts, Notes, and Research <i>Judge and Magistrate notes, drafts, and research compiled for the purpose of preparing a decision, report, or other document</i>	May be destroyed as soon as they are considered to be of no value by the person holding them [Sup.R. 26.03(C)]	Paper and/or Electronic		☐
DR - 020	Publications Received <i>Publications received by the court</i>	May be destroyed as soon as they are considered to be of no value by the person holding them [Sup.R. 26.01 (L)]	Paper and/or Electronic		☐