



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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614.297.2553
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www.ohiohistory.org/lgr

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OHIO HISTORY CONNECTION

APRIL 15 2025

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

Juvenile Court

(Local Government Entity)

(Unit)

Terre L. Vandervoort

TERRE L. VANDERVOORT

JUDGE & EX-OFFICIO CLERK

04/07/2025

(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

740-652-7883

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:

bennett.niceswanger@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.

[Signature]
Records Commission Chair Signature

4/8/2025
Date

Section C: Ohio History Connection - State Archives

Signature

Electronic Records Archivist

Title

04/23/2025

Date

Section D: Auditor of State

Signature

Records Manager

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.*

Fairfield County

Juvenile Court

(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. 26.01(A)	Permanent	Multi		<input checked="" type="checkbox"/> 
07-00002	Monthly Report to Ohio Supreme Court <i>*Not specified in Superintendence Rule 26.01</i>	Two years	Multi		<input type="checkbox"/>
07-00003	Communication, correspondence, calendar, and general office records Including routine phone messages. Sup. R. 26.01(C)	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"/>
07-00004	Judge, Magistrate, and Clerk Notes, Drafts & Research <i>are not "case documents" subject to public access and shall be segregated in case files in a clearly marked subfile.</i> Sup. R. 26.03(C)	May be destroyed at the discretion of the preparer. Notification not required.	Multi		<input type="checkbox"/>
07-00005	Drafts & Informal Notes Sup. R. 26.01(D)	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	Requests for Proposals, Bids & Resulting Contracts Sup. R. 26.01(M)	Three years after expiration of contract that is awarded pursuant to Request for Proposal.			
07-00007	Publications Sup. R. 26.01(L)	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	Employment Applications Sup. R. 26.01(E)	Two years	Multi		<input type="checkbox"/>

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07-00009	Employment Benefit & Leave Records Including court office copies of life & medical insurance records. Sup. R. 26.01(F)	Three 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. 26.01(G)	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, unclaimed funds & similar documents</i>) Sup. R. 26.01(I)	Three years or until issuance of audit report by Auditor of State, whichever is later.	Multi		<input type="checkbox"/>
07-00012	Grant Records Sup. R. 26.01(J)	Three years after expiration of grant. Records of unsuccessful grant applications submitted may be destroyed as soon as they are considered to be of no value to the person holding them.	Multi		<input type="checkbox"/>
07-00013	Payroll Records Records of personnel time & copies of payroll records maintained by another office or agency. Sup. R. 26.01(K)	Three years or until issuance of audit report by Auditor of State, whichever is later.	Multi		<input type="checkbox"/>
07-00015	Exhibits Exhibits containing biological evidence Sup. R. 26.06(B)(1)	Shall be returned to the party who tendered the exhibit after final judgment for retention or destruction in accordance with ORC	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

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07-00016	Exhibits, Depositions, and Transcripts Sup. R. 26.06(B)(2)	Until the conclusion of litigation, including times for direct appeal, so long as the party who tendered the exhibits is notified in writing at LKA that they have 60 days to retrieve, the location where kept, and that the evidence will be destroyed if not retrieved within 60 days from date of notice.	Multi		<input type="checkbox"/>
07-00017	Exhibits, Depositions, and Transcripts Sup. R. 26.06(B)(3)	One year from written notification above if notification was returned addressee unknown, undeliverable, or moved/no forwarding address.	Multi		<input type="checkbox"/>
07-00018	Exhibits, Depositions, and Transcripts Sup. R. 26.06(B)(4) Cases concluding after 04/01/2025	One year from conclusion of litigation, including times for direct appeal, with no written notification to party who tendered the exhibit required.	Multi		<input type="checkbox"/>
07-00019	Records of Compliance to Retention Schedule (Sup. R. 26) or Ohio Public Records Compliance	Five years and no longer of value to the court. Notification not required.	Multi		<input type="checkbox"/>
07-00020	Annual Reports Any required annual court report. Sup. R. 26.01(B)	Permanent	Multi		<input checked="" type="checkbox"/>

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07-00021	Allowable Record Media Sup. R. 26(F) A court record may be created, recorded, maintained, copied, replaced, or preserved on paper; electronic media, including text or digital images; or microfilm, provided that it produces an accurate record or copy of the record, and may be converted from its original medium to another medium. The court shall cause a backup copy of any record to be made at periodic and reasonable times to ensure security and availability of the information. A record required to be permanently retained shall be stored in a different location than its backup copy.	May be destroyed upon conversion to another allowable medium.	Multi		<input type="checkbox"/>
07-00022	Recordings of Official Proceedings Sup. R. 26.03(B)	Five years after final judgment, except when death penalty imposed, which will be kept permanently.	Multi		<input type="checkbox"/>
07-00023	Reading, Informational & Reference Copies	Until no value; notification not required	Multi		<input type="checkbox"/>
07-00024	Professional Organizations & Association Files	One year	Multi		<input type="checkbox"/>
07-00025	Administrative & Fiscal Reports Non-specific & periodic	Until no value; notification not required.	Multi		<input type="checkbox"/>
07-00026	Annual Budget Copy	Five years and no longer of value to the court.	Multi		<input type="checkbox"/>
07-00027	Annual Budget Supporting documents & records	Three years after budget approved.	Multi		<input type="checkbox"/>

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07-00030	Adult Criminal Case Files Sup. R. 26.03(F)(1)	Five years after final judgment. Documents admissible as evidence of a prior conviction in a criminal proceeding, including evidence that defendant was represented by counsel or waived their right to counsel, shall be retained for 50 years after the final judgment.	Multi		<input type="checkbox"/>
07-00032	Juvenile By-Pass Case Files Shall be maintained in two separate and secure files; first file shall contain the first page of the complaint and other relevant documents; second file shall contain the second page of the complaint bearing the signature of the complainant. Sup. R. 26.03(F)(3)	Two years after final judgment of the juvenile division or court of appeals, whichever is later.	Multi		<input type="checkbox"/>
07-00100	Journal, Docket & Index Sup. R. 26.03(A)	Permanent	Multi		<input checked="" type="checkbox"/> ✓
07-00108	Permanent custody, custody, parentage, visitation, support enforcement abuse, neglect, dependency, and Uniform Interstate Family Support Act case files Sup. R. 26.03(F)(4)	Two years after the child reaches the age of majority. Cases involving parents who have a duty to support a child beyond the age of majority shall be retained for five years after the support obligation is terminated.	Multi		<input type="checkbox"/>

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07-00112	Search and Interception Warrant Records Shall be indexed. Sup. R. 26.03(F)(5)	Search warrants, returns, and corresponding index shall be retained for five years after date of service or last attempt. Interception warrants, returns, and corresponding index shall be retained for 10 years after the date of service or last attempt.	Multi		<input type="checkbox"/>
07-00113	Delinquency, Unruly and Marriage Consent case files Sup. R. 26.03(F)(2)	Three years after final judgment.	Multi		<input type="checkbox"/>
07-00114	Unclassified and Minor Misdemeanor Traffic case files Sup. R. 26.03(F)(6)	Five years after final judgment.	Multi		<input type="checkbox"/>
07-00116	Traffic case files All others not listed on this schedule Sup. R. 26.03(F)(6)	Until the child reaches the age of 23.	Multi		<input type="checkbox"/>
07-00117	Expunged Records (ORC 2151.355-2151.358)	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. (ORC 2151.355-2151.358)	Expunged five years after order to seal or child turns 23, whichever is earlier. Notification not required.	Multi		<input type="checkbox"/>
07-00119	Counseling Records Per professional standard	Seven years after completion of treatment.	Multi		<input type="checkbox"/>
07-00120	Record/Background Checks	Two years after issued.	Multi		<input type="checkbox"/>
20-00121	Program records Correspondence, completion & other miscellaneous records pertaining to a program of the court.	Three years after individual completes program.	Multi		<input type="checkbox"/>

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25-00122	Juvenile Civil Protection Order petitions case files Sup. R. 26.03(F)(7)	One year after the expiration of any resulting protection order, one year after petition filed in which no protection order was issued, or one year after adjudication of any post-decree motion.	Multi		<input type="checkbox"/>
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