



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

Page 1 of 7

JULY 21 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 PROBATE COURT

(Local Government Entity)

(Unit)

TERRE L. VANDERVOORT

JUDGE & EX-OFFICIO CLERK

4/21/25

(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 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:

[bennett.niceswanger@fairfieldcountyohio.gov](mailto: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.

Records Commission Chair Signature

Date

7/8/2025

### Section C: Ohio History Connection - State Archives

Local Government Records Archivist 7/21/2025

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
	<b>PURSUANT TO SUPERINTENDENCE RULE 26</b>				<input type="checkbox"/>
07-00001	<b>Administrative Journal</b> 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	<b>Quarterly Report to Ohio Supreme Court *</b> <i>*Not specified in Superintendence Rule 26.01</i>	Two years after report year.	Multi		<input type="checkbox"/>
07-00005	<b>Communication, Correspondence, Calendar, and General Office Records</b> Including routine phone messages. (Sup. R. 26.01C)	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	<b>Drafts &amp; Informal Notes</b> Includes transitory information used to prepare the official record. (Sup. R. 26.01D)	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"/>
07-00008	<b>Requests for Proposals, Bids &amp; Resulting Contracts</b> (Sup. R. 26.01M)	Three years after expiration of contract that is awarded pursuant to Request for Proposal	Multi		<input type="checkbox"/>

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(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
07-00009	<b>Employment Benefit &amp; Leave Records</b> Including court office copies of life & medical insurance records. (Sup. R. 26.01F)	Three years or until issuance of audit report by Auditor of State, whichever is later.	Multi		<input type="checkbox"/>
07-00010	<b>Employee History &amp; Discipline</b> Includes hiring, promotion, evaluation, attendance, medical issues, discipline, termination & retirement issues related to court employees. (Sup. R. 26.01G)	Ten years after termination of employment.	Multi		<input type="checkbox"/>
07-00011	<b>Fiscal Records</b> Includes copies of transactional budgeting & purchasing maintained by another office or agency ( <i>payments to witnesses &amp; jurors, unclaimed funds &amp; similar documents</i> ) (Sup. R. 26.01I)	Three years or until issuance of audit report by Auditor of State, whichever is later.	Multi		<input type="checkbox"/>
07-00012	<b>Grant Records</b> (Sup. R. 26.01J)	Three years after expiration of grant. Unsuccessful grant applications may be destroyed as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00013	<b>Payroll Records</b> Records of personnel time & copies of payroll records maintained by another office or agency. (Sup. R. 26.01K)	Three years or until issuance of audit report by Auditor of State, whichever is later.	Multi		<input type="checkbox"/>

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(Unit)

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07-00014	<b>Publications</b> Publications received. (Sup. R. 26.01L)	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"/>
07-00016	<b>Employment Applications</b> Applications received. (Sup. R. 26.01E)	Two years	Multi		<input type="checkbox"/>
07-00018	<b>Judge, Magistrate &amp; Clerk Drafts, Notes &amp; Research</b> (Sup. R. 26.03C)	May be destroyed as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00019	<b>Records of Compliance to Retention Schedule</b> (Sup. R. 26) or <b>Ohio Public Records Compliance</b>	Five years and no longer of value to the court. Notification not required.	Multi		<input type="checkbox"/>
07-00021	<b>Reading, Informational &amp; Reference Copies</b>	Until no longer of value. Notification not required.	Multi		<input type="checkbox"/>
07-00022	<b>Professional Organizations &amp; Association Files</b>	One year	Multi		<input type="checkbox"/>
07-00023	<b>Computer Generated Administrative &amp; Fiscal Reports</b> Non-specific & periodic	Until no longer of value. Notification not required.	Multi		<input type="checkbox"/>
07-00024	<b>Annual Budget Copy</b>	Five years and no longer of value to the court.	Multi		<input type="checkbox"/>

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(Unit)

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07-00025	<b>Annual Budget</b> Supporting documents & records	Three years after budget approved.	Multi		<input type="checkbox"/>
07-00030	<b>Allowable Record Media</b> 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. Sup. R. 26(F)	May be destroyed upon conversion to another allowable medium.	Multi		<input type="checkbox"/>
07-00100	<b>Dockets, Journals &amp; Indexes</b> Sup. R. 26.04(E)(4)	Permanent	Multi		<input checked="" type="checkbox"/>
07-00106	<b>Case Files: Trust Accountings</b> Sup. R. 26.04(E)(8)	Twelve years after the court approves the accounting.	Multi		<input type="checkbox"/>
07-00110	<b>Case Files: Adoption Records</b> (Sealed proceedings) Sup. R. 26.04(E)(1)	Permanent	Multi		<input type="checkbox"/>
07-00114	<b>Case Files: Civil Commitment Records</b> Mental Illness & Mental Retardation Sup. R. 26.04(E)(3)	Three years after case is closed.	Multi		<input type="checkbox"/>
07-00116	<b>Marriage License Records</b> Sup. R. 26.04(E)(7)	Permanent	Multi		<input checked="" type="checkbox"/>
07-00118	<b>Original Wills</b>	Permanent	Paper		<input checked="" type="checkbox"/>
07-00119	<b>Birth &amp; Death Registrations</b> Occurring within the county, reported as provided by law. Sup. R. 26.04(E)(2)	Permanent	Paper		<input checked="" type="checkbox"/>

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07-00120	<b>Evidence Filed in Support of Expenditures or Distributions</b> Vouchers, proof or other evidence filed in support of an account. Sup. R. 26.04(E)(6)	May be returned to the fiduciary or retained in accordance with (C)(1) for five years after the Court's approval of the final account.	Paper		<input type="checkbox"/>
07-00121	<b>All Other Records</b> Sup. R. 26.04(E)(11)	Twenty-One years after matter closed.	Multi		<input type="checkbox"/>
20-00122	<b>Expunged Records: Civil Commitment (ORC 5122)</b>	Upon receipt of expungement order. Erase all references in databases. Notification not required.	Multi		<input type="checkbox"/>
20-00123	<b>Sealed Records: Civil Commitment</b> Case files sealed by court order (ORC 5122)	Three years after order to seal.	Multi		<input type="checkbox"/>
25-00124	<b>Recordings of Proceedings</b> Sup. R. 26.04(E)(5)	Five years after the proceeding.	Multi		<input type="checkbox"/>
25-00125	<b>Deposited Wills</b> Sup. R. 26.04 (E)(9)	Shall be retained for one hundred years after the date it was deposited. An electronic copy shall be made before disposing of will and retained permanently.	Multi		<input type="checkbox"/>
25-00126	<b>Guardianship Guide</b> Sup. R. 26.04 (E)(10)	Permanent	Multi		<input type="checkbox"/>



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25-00127	<b>Financial Records</b> Sup. R. 26.01 (H)	Three years or until issuance of audit report by Auditor of State, whichever is later.	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<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