



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



11-14-2012

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

FAIRFIELD COUNTY, OHIO COURT OF COMMON PLEAS - DOMESTIC RELATIONS DIVISION  
 (local government entity) (unit)

*Laura B. Smith* LAURA B. SMITH JUDGE 07/12/2012  
 (signature of responsible official) (name) (title) (date)

### Section B: Records Commission

FAIRFIELD COUNTY, OHIO (740) 652-7090  
 Records Commission (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: rcarter@co.fairfield.oh.us

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 Kizer* 9/10/12  
 Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

*Fred Heath* *State Archivist* 10/30/2012  
 Signature Title Date

### Section D: Auditor of State

*Martin E. Mohr* 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

FAIRFIELD COUNTY, OHIO  
 (local government entity)

COURT OF COMMON PLEAS - DOMESTIC RELATIONS DIVISION  
 (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
07-00001	<b>SUPERINTENDENCE RULE 26.01 – ADMINISTRATIVE RECORDS</b>  Administrative Journal: Administrative journals that consist of court entries, or a record of court entries, regarding policies and issues not related to cases	Permanent	Multi		<input type="checkbox"/>
07-00002	Monthly Report to the Supreme Court of Ohio	Permanent	Multi		<input type="checkbox"/>
07-00003	Bank Records: Bank transaction records	3 Years or until the issuance of audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
07-00004	Cash Books: Includes expense and receipt ledgers	3 Years or until the issuance of audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
07-00005	Communication Records: Including routine telephone messages	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them (Sup. R. 26)	Multi		<input type="checkbox"/>
07-00006	Correspondence and General Office Records: Including all sent and received correspondence	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them (Sup. R. 26)	Multi		<input type="checkbox"/>
07-00007	Drafts and Informal Notes: Includes transitory information used to prepare the official record	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them (Sup. R. 26)	Multi		<input type="checkbox"/>



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*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.*

(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
07-00008	Employment Applications for Posted Positions	2 Years	Paper		<input type="checkbox"/>
07-00009	Employment Benefit and Leave Records (should be retained by the appropriate fiscal officer)	3 Years or until the issuance of audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
07-00010	Employee History and Discipline Records: Includes hiring, promotion, evaluation, attendance, medical issues, discipline, termination and retirement issues related to court employees	10 Years after termination of employment	Multi		<input type="checkbox"/>
07-00011	Fiscal Records: Includes copies of transactional budgeting and purchasing documents maintained by another office or agency	3 Years or until issuance of audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
07-00012	Grant Records	3 Years after expiration of grant, provided audited	Multi		<input type="checkbox"/>
07-00013	Payroll Records: Includes records of personnel time and copies of payroll records maintained by another office or agency	3 Years or until the issuance of audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
07-00014	Publications Received	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them (Sup. R. 26)	Multi		<input type="checkbox"/>
07-00015	Receipt Records	3 Years or until issuance of audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
07-00016	Requests for Proposals, Bids, and Resulting Contracts	3 Years after the expiration of the contract that is awarded pursuant to the request for proposal	Multi		<input type="checkbox"/>



(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
07-00017	<b>SUPERINTENDENCE RULE 26(F)</b> Exhibits, Depositions, and Transcripts: At the conclusion of litigation, including times for direct appeal, a court or custodian of these items may destroy these items if all of the following conditions are met	In accordance with Sup. R. 26(F), a written notification is sent to the party who submitted the exhibit, deposition, and/or transcript	Multi		<input type="checkbox"/>
07-00018	Judge, Magistrate, and Clerk Notes, Drafts, and Research	May be destroyed at the discretion of the preparer (RC-3 not required)	Multi		<input type="checkbox"/>
07-00019	<b>GENERAL RECORDS OF THE COURT</b> Ohio Public Records Compliance Records (may contain RC-1, RC-2 or RC-3 forms)	25 Years and no longer of an administrative or legal value	Paper		<input type="checkbox"/>
07-00020	Public Records Request Forms	1 Year	Paper		<input type="checkbox"/>
07-00021	Home Investigations	Retain until no longer of an administrative and/or legal value	Paper		<input type="checkbox"/>
07-00022	Guardian ad Litem/Psychological Evaluations	Retain until no longer of an administrative and/or legal value	Paper		<input type="checkbox"/>
07-00023	Court Stenographer: Notes and records on all media	Maintain for the same retention period of the type of proceeding or until the written transcript is prepared, verified for accuracy, and approved by the court. Disposal notification not required.	Multi		<input type="checkbox"/>