

MAY 30 2019

STATE AND LOCAL GOVERNMENT RECORDS



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

FAIRFIELD COUNTY OHIO COMMON PLEAS COURT GENERAL DIVISION
(local government entity) (unit)

R. Berens R. BERENS/D. TRIMMER JUDGES 5/28/19
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Fairfield County Data Board

Records Commission (telephone number)

224 E Main St Lancaster 43130 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.

John Shroyer 5/30/19
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Fred Presich *State Archivist* 6-7-2019
Signature Title Date

Section D: Auditor of State

Martin E. Miller 6-17-19
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

COMMON PLEAS COURT, GENERAL DIVISION

(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 OHS-LGRP | (6) RC-3 Required by OHS-LGRP |
|------------------------|--|--|-------------------|--|-------------------------------------|
| | SUPERINTENDENCE RULE 26.01 - ADMINISTRATIVE RECORDS | | | | <input type="checkbox"/> |
| 07-00001 | Administrative Journal (Copy): Administrative journals that consist of court entries, or a record of court entries, regarding policies and issues not related to cases | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 07-00002 | Activity Report to Ohio Supreme Court (Monthly) | 10 Year(s) | Multi | | <input type="checkbox"/> |
| 07-00003 | Requests for Proposals, Bids and Resulting Contracts | 3 Year(s) After expiration of contract that is awarded, pursuant to the Request for Proposal | Multi | | <input type="checkbox"/> |
| 07-00004 | 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"/> |
| 07-00005 | 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"/> |
| 07-00008 | Employment Applications for Posted Positions | 2 Year(s) | 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.

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|------------------------|--|--|-------------------|--|----------------------------------|
| 07-00009 | Employment Benefit and Leave Records: Includes leave requests (e.g., for vacation, sick, compensatory, military, and holiday time off), and requests for compensatory time. | 3 Year(s) 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 concerns, medical issues, discipline, termination and retirement issues related to court employees | 10 Year(s) 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 Year(s) or until the issuance of audit report by the Auditor of State, whichever is later | Multi | | <input type="checkbox"/> |
| 07-00012 | Grant Records | 3 Year(s) After expiration of Grant - Provided Audited | Multi | | <input type="checkbox"/> |
| 07-00013 | Payroll Records: Includes records of personnel time, time sheets, and copies of payroll records maintained by another office or agency | 3 Year(s) or until the issuance of audit report by the Auditor of State, whichever is later | Multi | | <input type="checkbox"/> |
| | SUPERINTENDENCE RULE 26(F) | | | | <input type="checkbox"/> |
| 07-00014 | Exhibits: At the conclusion of litigation, including times 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"/> |
| 07-00015 | Judge, Magistrate and Clerk Notes, Drafts and Research | Records prepared for the purpose of compiling a report, opinion, or other document or memorandum may be kept separate from the Case file, retained in the Case file or destroyed at the discretion of the Preparer | Multi | | <input type="checkbox"/> |
| | GENERAL RECORDS OF THE COURT | | | | <input type="checkbox"/> |
| 07-00016 | Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms) | 25 Year(s) | Multi | | <input type="checkbox"/> |



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|---------------------------|--|---|----------------------|---|--|
| 07-00017 | Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar Unsolicited Communications. | May be destroyed in the normal course of business as soon as they are considered of no value to the person receiving the record | Multi | | <input type="checkbox"/> |
| 07-00018 | Copies - Reading, Informational and Reference. (Originals maintained) | May be destroyed in the normal course of business as soon as they are considered to be of no value by the Court | Multi | | <input type="checkbox"/> |
| 07-00019 | Bulletins, Posters, General Notices & Displays | 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 | Multi | | <input type="checkbox"/> |
| 07-00020 | Blank Forms | May be destroyed in the normal course of business as soon as they are considered to be of no value by the Court | Multi | | <input type="checkbox"/> |
| 07-00021 | Annual Report of the Court (2 copies) | Permanent | Multi | | <input type="checkbox"/> |
| 07-00022 | Professional Organization & Association Files | 1 Year(s) And no longer of an Administrative value | Multi | | <input type="checkbox"/> |
| 07-00023 | Electronic Mail System Messages. (Pertains only to messages that are records as defined in ORC Section 149.01 1(G) and 149.43) | May be destroyed in the normal course of business as soon as they are considered of no value to the Sender or Recipient | Computer | | <input type="checkbox"/> |
| 07-00024 | Equipment Operating & Maintenance Manuals | Until equipment sold, scrapped or no longer the property of the County | Multi | | <input type="checkbox"/> |
| 07-00025 | Equipment Maintenance & Repair Records | 1 Year(s) After Equipment sold, scrapped or no longer the property of the County | Multi | | <input type="checkbox"/> |
| 07-00026 | Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic that may be recreated) | 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 | Multi | | <input type="checkbox"/> |
| 07-00027 | Voice Mail, Text Messages and Electronic Images | May be destroyed in the normal course of business as soon as they are considered of no value to the Sender or Recipient | Multi | | <input type="checkbox"/> |
| 07-00028 | Business Cards - Rotary, Rolodex and applicable software files | 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 | Multi | | <input type="checkbox"/> |



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|---------------------------|--|--|----------------------|---|--|
| 07-00029 | Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase boards, Chalkboards, Easel Pads and Electronic media | Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required) | Multi | | <input type="checkbox"/> |
| 07-00030 | Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner | Continually Updated, Revised, Completed, Superseded or Erased (RC-3 Not Required) | Multi | | <input type="checkbox"/> |
| 07-00031 | Facsimile Logs / Cover Sheets / Confirmation Notices and Buffer Printouts | Maintain until no longer of an Admin, Fiscal, Legal or Historical value | Multi | | <input type="checkbox"/> |
| 07-00032 | Photographs, Negatives and Electronic Images | Retain images that have significant Legal, Fiscal, Admin or Historical value Maintain significant images according to content (Refer to RC-2) Erase Images that have no significant value (RC-3 not Required) | Multi | | <input type="checkbox"/> |
| 07-00033 | Public Records Request Forms | 3 Year(s) then appraise for administrative or historical value | Multi | | <input type="checkbox"/> |
| 07-00034 | Contracts & Service Agreements | 15 Year(s) after expiration | Multi | | <input type="checkbox"/> |
| 07-00035 | Presentence Investigations | 5 years after Defendant is sentenced | Multi | | <input type="checkbox"/> |
| 07-00036 | Forensic Examinations | Permanent | Multi | | <input type="checkbox"/> |
| 07-00037 | Victim Impact Statements | Permanent | Multi | | <input type="checkbox"/> |
| 07-00038 | Lawyer Appointment List & Related Data | Continually Maintained, Purged and Updated (RC-3 Not Required) | Multi | | <input type="checkbox"/> |
| 07-00039 | Compliance Reports (From Pretrial Supervision) | Retain in accordance with file in which they are filed/kept | Multi | | <input type="checkbox"/> |
| 07-00040 | Court Proceeding Recordings | Permanent | Multi | | <input type="checkbox"/> |
| 07-00041 | CBCF: Community Based Correctional Facilities (General Information) | Maintain until no longer of an Administrative or Legal value | Multi | | <input type="checkbox"/> |



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|---------------------------|--|---|----------------------|---|--|
| 07-00042 | Docket: Drug Court, DUI Court & Re-Entry Court | Maintain until no longer of a Legal or Administrative Value. | Multi | | <input type="checkbox"/> |
| 07-00043 | Requests for ODRC Transitional Control | Maintain until no longer of an Administrative or Legal value. | Multi | | <input type="checkbox"/> |
| 07-00044 | Notices from Parole Boards of Hearings | Maintain until no longer of an Administrative or Legal value. | Multi | | <input type="checkbox"/> |
| 07-00045 | Death Penalty Cases | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 07-00046 | Real Estate Case Files. Case files resulting in a final judgment determining title or interest in real estate. | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 07-00047 | Search Warrant Records. (Original Form) | 5 Year(s) after the date of service or last service attempt. | Multi | | <input type="checkbox"/> |
| 07-00048 | Voluntary Dismissals | 3 Year(s) After the date of the dismissal. | Multi | | <input type="checkbox"/> |
| 07-00049 | Other Case Files not listed in Sup. Ct. Rule 26.03 (F) | 12 Year(s) After the Final Order of the General Division | Multi | | <input type="checkbox"/> |
| 07-00050 | Documents within a Case File admissible as evidence of a prior conviction in a criminal proceeding | 50 Year(s) After the Final Order of the General Division | Multi | | <input type="checkbox"/> |
| 15-00051 | Jury Information for Non-Capital Cases: Includes jury questionnaires, jury venires, and juror payment records | 2 Year(s) | Multi | | <input type="checkbox"/> |
| 15-00052 | Jury Information for Capital Cases: Includes jury questionnaires, jury venires, and juror payment records | Permanent | Multi | | <input type="checkbox"/> |
| 15-00053 | Notary Public Applications: Includes new and renewal applications | 6 Years after submission | Multi | | <input type="checkbox"/> |
| 19-00054 | Community Control Supervision Files | If electronic version maintained, purge paper file immediately upon scanning If no electronic version maintained, retain paper file 5 years after case is closed | Multi | | <input type="checkbox"/> |
| 19-00055 | Community Control Supervision Files | Permanent | Electronic | | <input type="checkbox"/> |