



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

OHIO HISTORY CONNECTION

Page 1 of ___

MAY 30 2019

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

Prosecuting Attorney

(Local Government Entity)

(Unit)

[Handwritten Signature]

R. Kyle Witt, Prosecuting Attorney

5/28/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County

740-652-7560

(Telephone Number)

239 West Main Street, Suite 101

Lancaster

43130

Fairfield

(Address)

(City)

(Zip Code)

(County)

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

Mark K. 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.

[Handwritten Signature]

5/31/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Handwritten Signature]

[Handwritten Signature]

6-7-2019

Signature

Title

Date

Section D: Auditor of State

[Handwritten Signature]

[Handwritten Signature]

6-17-19

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.

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.

(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 Requir ed by LGRP
	-- General Records				<input type="checkbox"/>
19-00001	Annual Reports – January 1 through December 31 (Copy of State Fire Marshall, Attorney General, Auditor of State, and Commissioners)	Permanent	Multi		<input checked="" type="checkbox"/>
19-00002	Audit Reports (Prosecutor's Office)	25 year(s) appraise for administrative and fiscal value	Multi		<input checked="" type="checkbox"/>
19-00003	Bank deposits, receipts, and statements	4 year(s) after audited	Multi		<input type="checkbox"/>
19-00004	Cancelled and voided checks	4 year(s) after audited	Multi		<input type="checkbox"/>
19-00005	Furtherance of Justice Funds – all related documents	4 year(s) after audited	Multi		<input type="checkbox"/>
19-00006	Requisition for purchase order, purchase orders, invoices, statements and vouchers (Departmental copies)	4 year(s) after audited	Multi		<input type="checkbox"/>
19-00007	Records of receipts and expenditures	4 year(s) after audited	Multi		<input type="checkbox"/>
19-00008	Personnel records	See Personnel Records Retention Schedule	Multi		<input type="checkbox"/>
19-00009	Grants – State funded (approved)	3 year(s) after expiration of grant	Multi		<input type="checkbox"/>
19-00010	Grants – State funded (not approved)	1 year(s) and no longer of administrative value	Multi		<input type="checkbox"/>

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 Requir ed by LGRP
19-00011	Grants – Federal funded (approved)	3 year(s) after expiration of grant	Multi		<input type="checkbox"/>
19-00012	Grants – Federal funded (not approved)	1 year(s) and no longer of an administrative value	Multi		<input type="checkbox"/>
	- - Criminal Records				<input type="checkbox"/>
19-00013	Grand Jury Reports	Permanent	Multi		<input type="checkbox"/>
19-00014	Exhibit Records	Maintain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
19-00015	Court Docket (copies)	Maintain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
19-00016	Adult Diversion Program files	1 year(s) and no longer of administrative value	Multi		<input type="checkbox"/>
19-00017	Investigation reports (copies from other agencies)	Retain until case file is no longer of administrative value	Multi		<input type="checkbox"/>
19-00018	Investigation reports (original to Prosecutor's Office)	Retain until case file is no longer of administrative value	Multi		<input type="checkbox"/>
19-00019	Index to closed criminal cases maintained up to the year 1990)	Permanent	Multi		<input type="checkbox"/>
19-00020	Death Penalty criminal cases	Permanent	Multi		<input type="checkbox"/>
19-00021	Rape criminal case files involving a minor victim	Permanent	Multi		<input type="checkbox"/>
19-00022	Adult felony criminal case files (numerically by year)	20 years and no longer of any administrative value	Multi		<input type="checkbox"/>

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 Requir ed by LGRP
19-00023	Adult criminal background reports (LEADS and CCH)(copies)	Retain until associated case file is closed and record is no longer of administrative value	Multi		<input type="checkbox"/>
19-00024	Original certified copies of records from other entities	Retain until associated case file is closed and record is no longer of administrative value	Multi		<input type="checkbox"/>
19-00025	Search warrant records and returns	Retain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
19-00026	<i>Brady</i> Materials/Exculpatory evidence (not specific to individual cases)	Permanent	Multi		<input type="checkbox"/>
19-00027	Declined or dismissed adult criminal cases	20 years and no longer of any administrative value	Multi		<input type="checkbox"/>
	-- Juvenile Records				<input type="checkbox"/>
19-00028	Juvenile felony, misdemeanor, and unruly files (including case file for adults prosecuted in Juvenile Court)	20 years and no longer of any administrative value	Multi		<input type="checkbox"/>
19-00029	Juvenile abuse, neglect, and dependency case records	20 years and no longer of any administrative value	Multi		<input type="checkbox"/>
19-00030	Juvenile uncharged or diversion case files	20 years and no longer of any administrative value	Multi		<input type="checkbox"/>
	-- Civil Records				<input type="checkbox"/>
19-00031	Opinions from the Office of the Fairfield County Prosecuting Attorney	Permanent	Multi		<input type="checkbox"/>
19-00032	Civil litigation files (not otherwise listed)	10 years and no longer of legal or administrative value	Multi		<input type="checkbox"/>

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 Requir ed by LGRP
19-00033	Index to closed civil case storage (maintained up to the year 1999)	Permanent	Multi		<input type="checkbox"/>
19-00034	Statutory and contract client files (not otherwise listed)	10 years and no longer of legal or administrative value	Multi		<input type="checkbox"/>
19-00035	Dog designation appeal files	1 year after the completion of hearing and any appeals	Multi		<input type="checkbox"/>
19-00036	Third-party foreclosure files (where Treasurer is a defendant)	Retain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
19-00037	Copies of responses to public records requests sent on behalf of clients.	Retain until no longer of a legal or administrative value	Multi		<input type="checkbox"/>
19-00038	Tax Foreclosure files	5 years after close of case and no longer of legal or administrative value	Multi		<input type="checkbox"/>

Amanda Rindler

From: Conrad, Mark E <mark.conrad@fairfieldcountyohio.gov>
Sent: Thursday, May 30, 2019 2:02 PM
To: localrecs
Subject: Fairfield County Prosecutor RC-2 for 5/30/2019 submission for review
Attachments: Prosecutor-RC-2-2019-05-30 signed.pdf

Categories: Printed Out

The Fairfield County Prosecutor submitted the attached RC-2 to the Fairfield County Data Board on 5/30/2019. This RC-2 was approved and signed by our Data Board and is now ready for your review.

Please review the attached RC-2 and return the reviewed form to me via my email address. I have listed my email address on the first page of the form also.

Thank you,

Mark E. Conrad
Information Technology Director
desk: 740-652-7076
mobile: 740-243-4933
email: mark.conrad@fairfieldcountyohio.gov
Fairfield County IT
210 East Main Street, Room 102
Lancaster, Ohio 43130