



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/ler](http://www.ohiohistory.org/ler)

OHIO HISTORY CONNECTION  
 OCTOBER 26 2022  
 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

Delaware County, Ohio

Common Pleas Court General Division

(Local Government Entity)

(Unit)

*David M. Gormley*

David M. Gormley

Administrative Judge

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Delaware County Records Commission

740-833-2140

2079 US Rte. 23 North/PO Box 8006

Delaware

43015

(Telephone Number)

Delaware

(Address)

(City)

(Zip Code)

(County)

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

~~e-shaw@co.delaware.oh.us~~

*e.shaw@co.delaware.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.

*Jeff Barton*

*10/26/2022*

Records Commission Chair Signature

Date

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

*Fred Previts*

State Archivist

11-4-2022

Signature

Title

Date

### Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks  
Date: 2022.11.17 10:52:31 -05'00'

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

RECEIVED

JUL 14 2022

DELAWARE COUNTY  
RECORDS CENTER

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
22-1	Administrative Journals that consist of court entries, or a record of court entries, regarding policies and issues not related to cases (Sup R. 26.01(A)/Loc. R. 62.01)	Permanent	Multi		<input checked="" type="checkbox"/>
22-2	Annual reports-two copies of any annual report (Sup R. 26.01(B)/ Loc. R. 62.02)	Permanent	Multi		<input checked="" type="checkbox"/>
22-3	Bank records (Sup R. 26.01(C)/ Loc. R. 62.03)	3 years or until issuance of an audit report by the Auditor of State, whichever is later	Multi	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	<input checked="" type="checkbox"/>
22-4	Cash books, including expense and receipt ledgers (Sup R. 26.01(D)/ Loc. R. 62.04)	3 years or until issuance of an audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
22-5	Communication records, including routine telephone messages on any medium where official action will be recorded elsewhere (including voicemail) (Sup R. 26.01(E)/ Loc. R. 62.05)	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"/>
22-6	Correspondence and general office records, including all sent and received correspondence (including hard copy, email, text messages, and unsolicited correspondence on any media) (Sup R. 26.01(F)/ Loc. R. 62.06)	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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22-7	Drafts and informal notes consisting of transitory information used to prepare the official record in any other form (Sup R. 26.01(G)/ Loc. R. 62.07)	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"/>
22-8	Employment applications for posted positions (Sup R. 26.01(H)/ Loc. R. 62.08)	2 years	Multi		<input type="checkbox"/>
22-9	Employee benefit and leave records, including court office copies of life and medical insurance records (Sup R. 26.01(I)/ Loc. R. 62.09)	3 years or until issuance of an audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
22-10	Employee history and discipline records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees (Sup R. 26.01(J)/ Loc. R. 62.10)	10 years after termination of employment	Multi		<input type="checkbox"/>
22-11	Fiscal records, including copies of transactional budgeting and purchasing documents maintained by another office or agency (Sup R. 26.01(K)/ Loc. R. 62.12)	3 years or until issuance of an audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
22-12	Grant records, including records of grants made or received by the court (Sup R. 26.01(L)/ Loc. R. 62.06)	3 years after the expiration of the grant	Multi		<input type="checkbox"/>
22-13	Payroll records of personnel time and copies of payroll records maintained by another officer or	3 years or until issuance of an audit report by the Auditor of	Multi		<input type="checkbox"/>

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	agency (Sup R. 26.01(M)/ Loc. R. 62.13)	State, whichever is later			
22-14	Publications received (Sup R. 26.01(N)/ Loc. R. 62.14)	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"/>
22-15	Receipt and balancing records (Sup R. 26.01(O)/ Loc. R. 62.15)	3 years or until issuance of an audit report by the Auditor of State, whichever is later	Multi		<input type="checkbox"/>
22-16	Requests for proposals/bids, proposals/bids, and resulting contracts (Sup R. 26.01(P)/ Loc. R. 62.16/RC § 2305.06)	<u>Successful/ Awarded:</u> 8 years after the later of contract or project completion or expiration of the contract that is awarded. <u>No Award:</u> 3 years.	Multi		<input type="checkbox"/>
22-17	Supreme Court Report (monthly) (Sup R. 26.01(G))	3 years	Multi		<input type="checkbox"/>

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22-18	Exhibits, depositions, and transcripts (tendered/offered as an exhibit in a case by a party to the litigation) (Sup R. 26(F)/ Loc. R. 61.06)	At the conclusion of litigation, including times for direct appeal, these items may be destroyed if all of the conditions in Sup. R. 26(F)/Loc. R. 61.06 have been met	Multi		<input type="checkbox"/>
22-19	Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum (Sup R. 26.01(G))	Destroyed at the discretion of the preparer	Multi		<input type="checkbox"/>
22-20	Venires, Jury Questionnaires, Excuses, Sign-In Sheets, Seating Charts, Records of Payment of Jurors, and Other Petit Jury Records (Sup R. 26.03(F)(1),(2), and (5) )/Loc. R. 63.06(A), (B), and (E))	Death penalty case or real estate case that resulted in a final judgment determining title or interest in real estate - retain permanently. All other cases - retain for 12 years after final order of the General Division. Payment records should be retained in accordance with the above or until audited.	Multi		<input type="checkbox"/>

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(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
22-21	Court Steno Notes (Sup R. 26.03(F)(1),(2), (4), and (5) /Loc. R. 63.06(A), (B), and (E))	Death penalty case or real estate case that resulted in a final judgment determining title or interest in real estate - retain permanently. Voluntarily dismissed case - retain for 3 years after the date of the dismissal. All other cases - retain for 12 years after final order of the General Division.	Multi		<input type="checkbox"/>
22-22	Index, Docket, and Journal (Sup R. 26.03(D)/Loc. R. 63.04)	Permanent	Multi		<input checked="" type="checkbox"/>
22-23	Bulletins, posters, general notices, and displays (Does not include exhibits. See 22-18 for exhibits.) (Sup R. 26.01(G))	May be destroyed in the normal course of business as soon as they are considered of no value by the Court	Multi		<input type="checkbox"/>
22-24	Blank forms (Sup R. 26.01(G))	May be destroyed in the normal course of business as soon as they are considered of no value by the Court	Multi		<input type="checkbox"/>

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(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
22-25	Case Files (R.C. § 2301.141/Sup. R. 26.03(F)(1)-(5)/Loc. R. 63.06(A)-(E))	<p>Death penalty case or real estate case that resulted in a final judgment determining title or interest in real estate - retain permanently.</p> <p>Voluntarily dismissed case - retain for 3 years after the date of the dismissal.</p> <p>All other cases - retain for 12 years after final order of the General Division.</p> <p>Documents within a case file admissible as evidence of a prior conviction in a criminal proceeding - retain for 50 years after the final order of the General Division.</p>	Multi		<input type="checkbox"/>

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22-26	Computer generated administrative & fiscal reports (Sup R. 26.01(G))	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
22-27	Search Warrant Records (Sup. R. 26(F)((3)/Loc. R. 63.06(C))	Warrants and returns - retain in their original form for 5 years after the date of service or last service attempt.	Multi		<input type="checkbox"/>
22-28	Business Cards (Sup R. 26.01(G))	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>
22-29	Planning, Scheduling, Calendar information and data (Sup R. 26.01(G))	May be destroyed in the normal course of business as soon as they are considered of no value by the person holding them	Multi		<input type="checkbox"/>



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(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
22-30	Facsimile logs, cover sheets, confirmation notices (Sup R. 26.01(G))	May be destroyed in the normal course of business as soon as they are considered of no value by the Court	Multi		<input type="checkbox"/>
22-31	Public Records Requests and Public Request Log	3 years then review for administrative or historical value	Multi		<input type="checkbox"/>
22-32	Contracts and Service Agreements (Sup R. 26.01(P)/ Loc. R. 62.16/RC § 2305.06) (Also see 22-16 - Requests for proposals/bids, proposals/bids, and resulting contracts.)	8 years after the later of contract or project completion or expiration of the contract.	Multi		<input type="checkbox"/>
22-33	Presentence Investigations (Sup. R. 26.03(F)(1) and (5)/ Loc. R. 63.06 (A) and (E))	Death penalty case - retain permanently. All other cases - retain for 12 years after final order of the General Division.	Multi		<input type="checkbox"/>
22-34	Forensic Examinations (Sup. R. 26.03(F)(1) and (5)/ Loc. R. 63.06 (A) and (E))	Death penalty case - retain permanently. All other cases - retain for 12 years after final order of the General Division.	Multi		<input type="checkbox"/>

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(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
22-35	Victim Impact Statements (Sup. R. 26.03(F)(1) and (5)/ Loc. R. 63.06 (A) and (E))	Death penalty case - retain permanently. All other cases - retain for 12 years after final order of the General Division.	Multi		<input type="checkbox"/>
22-36	Court Proceedings Recordings	Permanent	Multi		<input type="checkbox"/>
22-37	Requests for ODRC Transitional Control	Maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>
22-38	Notices from Parole Boards of Hearings	Maintain until no longer of an administrative or legal value	Multi		<input type="checkbox"/>
22-39	Recovery Docket and Mental Health Docket Reports	Maintain until no longer of an administrative or legal value	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