



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

APR 10 2015

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: Local Government Unit

Delaware County, Ohio

Prosecuting Attorney

(local government entity)

Carol Hamilton O'Brien

Carol Hamilton O'Brien

(unit)

Prosecuting Attorney

4/8/15

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Delaware County

Records Commission

(telephone number)

2079 US Rt. 23 N.
 (address)

Delaware
 (city)

43015
 (zip code)

Delaware
 (county)

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

cshaw@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.

Larry Merrill

4/8/15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Prouty
 Signature

State Archives
 Title

4/16/15
 Date

Section D: Auditor of State

Martin E. Mub
 Signature

Records Mgr
 Title

4-27-15
 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)*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-2 Required by LGRP
15-01	Annual Report – Report to the Board of County Commissioners and Clerk of Courts showing the number of criminal prosecutions pursued to final convictions during the year, amount of fines assessed, number recognizances forfeited, and amount of collected in each case.	Permanent – destroy paper copy after scanned and microfilmed	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
15-02	Civil Division Files (dated on or before 7/27/2009) – A working file of (a) civil cases in which a statutory client is a party; (b) draft statutory client contracts and related notes and correspondence; (c) draft statutory client rules, policies, and resolutions and related notes and correspondence; (d) civil division projects with draft documents and related notes and correspondence; (e) Board of Revision files; (f) bankruptcy files; and (g) forfeiture files.	Destroy after file closed	Paper		<input type="checkbox"/>
15-03	Civil Division Files (dated after 7/27/2009) – A working file of (a) civil cases in which a statutory client is a party; (b) draft statutory client contracts and related notes and correspondence; (c) draft statutory client rules, policies, and resolutions and related notes and correspondence; (d) civil division projects with draft documents and related notes and correspondence; (e) Board of Revision files; (f) bankruptcy files; and (g) forfeiture files.	Destroy after file closed, scanned, and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-04	Foreclosure Files (dated on or before 4/29/2009) – Working file of mortgage and tax foreclosure cases including copies of court documents, copies of tax reports, draft documents, and notes and correspondence.	Destroy after file closed	Paper		<input type="checkbox"/>
15-05	Foreclosure Files (dated after 4/29/2009) – Working file of mortgage and tax foreclosure cases including copies of court documents, copies of tax reports, draft documents, and notes and correspondence.	Destroy after file closed, scanned, and microfilmed	Paper/ Electronic/ Microfilm		<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 LGRB	(6) RC-3 Required by LGRB
15-06	Public Records Request Files – Working file of public records requests to the prosecuting attorney's office	Destroy after file closed, scanned, and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-07	Public Records Request Log	Until audited by AOS	Paper/ Electronic		<input type="checkbox"/>
15-08	Opinions – Opinions of the prosecuting attorney directed to statutory clients	Permanent – destroy paper copy after scanned and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-09	Juvenile Case Files	Until the juvenile is 21 years old, then destroy after scanned and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-10	Adult Misdemeanor Files	Keep hard copy five (5) years after file is closed, then destroy after scanned and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-11	Abuse/Neglect/Dependency Files	Keep hard copy five (5) years after file is closed, then destroy after scanned and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-12	Criminal Case Files (dated on or before 8/31/2006) – Working file of all criminal cases, including copies of court documents, draft documents, case information documents, notes, and correspondence	Destroy after file closed, except for cases where in the defendant is currently incarcerated, which are destroyed	Paper/ Electronic/ Microfilm		<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 of LGRP	(6) RC-3 Required by LGRP
		after scanned and microfilmed			
15-13	Criminal Case Files (dated after 8/31/2006) – Working file of all criminal cases, including copies of court documents, draft documents, case information documents, notes, and correspondence	Keep hard copy five (5) years after file is closed, then destroy after scanned and microfilmed	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
15-14	Copies of Records Related to Criminal Cases – Copies of records received from law enforcement agencies related to a criminal case or investigation; law enforcement agency maintains original	Keep until case is closed or until investigation is closed without charges, then destroy	Paper/ Electronic or other tangible item		<input type="checkbox"/>
15-15	Court Docket – Docket of criminal cases investigated by the grand jury and prosecuted in the county courts, including case number, defendant name, nature of offense, date of verdict, and sentence	Keep hard copy five (5) years after all cases closed, then destroy	Paper		<input type="checkbox"/>
15-16	Exhibits and Exhibit Records – Original exhibits used as evidence in cases; Record of exhibits used as evidence in cases, including case number, nature of offense, description of exhibit, and from whom received	Keep until case is closed, then return exhibit to owner and destroy record	Paper or other tangible item		<input type="checkbox"/>
15-17	Grand Jury Reports – Shows date of report for each charge, case number, name of defendant, witnesses heard, evidence viewed, and action taken	Keep hard copy five (5) years after date of filing, then destroy	Paper		<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) Required by Auditor of State or LGRP	(6) RC-2 Required by LGRP
15-18	Case Indices (card files)	Keep hard copy six (6) years and then destroy when no longer of administrative value	Paper		<input type="checkbox"/>

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed herein must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.