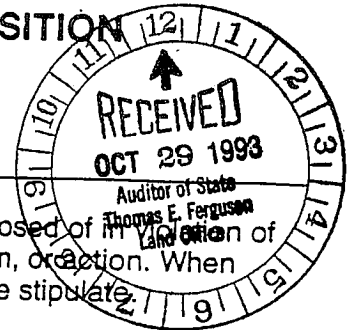


# SCHEDULE OF RECORDS RETENTION AND DISPOSITION



(1) TO: Delaware County Records Commission

(2) FROM: Public Defenders Office

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

**(4) Approvals:**

Authorized department official:

B. A. Co. Adm. 6/1/93  
Name, title Date

Chairman, Records Commission:

Michael Short 10-7-93  
Name Date

Ohio Historical Society:

John Stewart 10/21/93  
Name Date

Auditor of State, Bureau of Inspection and Supervision:

Thomas Aquinas Burke 17 Nov 93  
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
93-1	Affidavits—Shows the income of the person requesting assistance for a Public Defender.	3 yrs. provided audited	
93-2	Office Copy of invoices from different attorneys for their fees. Original copy kept at the County Auditor's office.	1 yr. provided audited	
93-3	Affidavit of Indigency - Notarized signed statement from the defendant stating that if financially able they may have to pay for some or all of the assistance they received from the Public Defenders Office. This is decided by the Judge.	Until payment is made in full and provided audited	<p><b>Audited means audited by the Auditor of State and the Audit report is released.</b></p>

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Delaware County Records Commission

(2) FROM: Public Defender

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

*Henry E. Meyer - Truman Court Judge*

Authorized department official:

3 E. to Court Administrator 2/28/96  
Name, title Date

(4) Approvals:  
Chairman, Records Commission:

Roy Jacobs 3/13/96  
Name Date

Ohio Historical Society:

Thomas Agustin Burke 25 June 1996  
Name Date

Auditor of State

Martin E. Muebs 7-2-96  
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
93-3	CHANGE Affidavit of Indigency - Notarized signed statement from the defendant stating that if financially able they may have to pay for some or all of the assistance they received from the Public Defenders Office. This is decided by the Judge.	Original paper-work is kept by the State. Local paper-work to be kept 3 years.	