



Ohio History Connection  
 State Archives of Ohio.  
 Local Government Records Program  
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OHIO HISTORY CONNECTION  
 APRIL 24 2024  
 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

Public Defender's Office

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Carlos Crawford

Public Defender

2.12.24

### Section B: Records Commission

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

Delaware County

Records Commission

740-833-2140

(Telephone Number)

2079 US Rte. 23 North

Delaware County

43015

Delaware

(Address)

(City)

(Zip Code)

(County)

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

[cshaw@co.delaware.oh.us](mailto: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.

Records Commission Chair Signature

Date

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

Government Records Archivist

5/9/2024

Signature

Title

Date

### Section D: Auditor of State

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

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

See instructions before completing this form.

**Delaware County**

**Public Defender**

(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 Required by LGRP
24-01	OPD-206R Financial Disclosure Form. An indigent defendant's application for appointed counsel/public defender. A copy is provided to the Office of the Ohio Public Defender (OPD). To be kept only when appointed counsel is provided.	5 years from the date the Form was executed. Hard Copy/Paper one year.	Maintained electronically in CourtView. Hard Copy.		<input type="checkbox"/>
24-02	OPD-1026R Motion, Entry, and Certification for Appointed Counsel Fees including OPD-206R Financial Disclosure Form, Receipts for Expenses, and Entries of Assignment. Appointed Counsel's requests for payment of fees and expenses. A copy is provided to the OPD, the Delaware County, Ohio Auditor, and filed with Clerk of Court for the respective Court.	5 years from the filing of the report with OPD.	Maintained electronically in CourtView.		<input type="checkbox"/>
24-03	OPD-E-205 Transcript Fee for Indigent Defense. Request for transcript for indigent defendants. A copy is provided to the OPD.	5 years from the close of the case.	Maintained electronically on Docket in CourtView. Also, kept with Monthly Assigned Counsel Summary Report.		<input type="checkbox"/>
24-04	OPD-209 Request for Court-Paid Expert Expenses. Request for court paid expert costs for appointed counsel cases. A copy is provided to the OPD.	5 years from the close of the case.	Maintained electronically on Docket in CourtView. Also, kept with Monthly Assigned Counsel Summary Rep.		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Delaware County****Public Defender**

(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 Required by LGRP
24-05	Monthly Assigned Counsel Summary Report. Report submitted to OPD documenting the number of appointed counsel bills, paid expert expenses, transcript expenses, and all other reimbursable costs paid by the County. It includes the following forms: OPD-E-205, OPD-209, paid purchase orders and expenditure detail reports. Monthly Operations Expenses and Caseload Report.	5 years from the filing of the report with OPD.	Hard/paper copy.		<input type="checkbox"/>
24-06	Appointed Counsel File. Including request/application of private counsel to join appointed counsel list, any information relating to their meeting the requirements of O.A.C. 120-1-10, any other supporting documentation for the request/application, any updates to the initial request/application, and any documentation relating to termination or removal from appointed counsel list.	If the application is approved then 10 years from the date counsel is removed from the appointed counsel list. If counsel's application is declined then 10 years from the date of application.	Hard/paper copy.		<input type="checkbox"/>
24-07	Misdemeanor and Misdemeanor Traffic case documents and discovery.	10 years from close of case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>
24-08	Extradition, Community Control Violation, Judicial Release, and Expungement case documents.	5 years from close of the case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>

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

See instructions before completing this form.

**Delaware County**

**Public Defender**

(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 Required by LGRP
24-09	Juvenile case documents and discovery.	10 years from close of the case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>
24-10	Juvenile DHS/JFS- Abuse, Neglect and Dependency case documents and discovery.	20 years from close of the case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>
24-11	Felonies of the Third, Fourth and Fifth Degree case documents and discovery.	15 years from close of the case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>
24-12	Felonies of the First or Second Degree case documents and discovery.	20 years from close of the case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>
24-13	Felonies punishable to a prison term of up to life or the death penalty case documents and discovery.	75 years from close of the case.	Maintained electronically in case folder and OPD online.		<input type="checkbox"/>
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