



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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This RC-2 replaces all previous RC-2's updates are identified in italics
 OHIO HISTORY CONNECTION

JUNE 23 2022

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

STATE AND LOCAL
 GOVERNMENT RECORDS

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

County of Clark

Clerk of Courts

(Local Government Entity)

(Unit)

Melissa Tuttle

Clark County Clerk of Courts

Approved 11/22/21 with
Proposed updates 6/21/22 in italics

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

COUNTY OF CLARK

Records Commission

3130 East Main Street

Springfield

45502

(Telephone Number)

Clark

(Address)

(City)

(Zip Code)

(County)

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

mburr@clarkcountyohio.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.

6-22-22

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

6/27/2022

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.

(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
COC - 1	Annual Budgets, including work papers Report at end of fiscal year on the status of appropriation accounts and apportionment	3 years provided audited	Paper/ Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been	<input checked="" type="checkbox"/>
COC - 2	Financial Records Records may include bank account reconciliation reports, bank statements, pay-in reports, sales tax remittance reports, cancelled checks, account analysis statement, daily deposit records, receipts	3 years provided audited	Paper/ Electronic	released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>
COC - 3	Calendars, Appointment Books, Daily Planners Records document the day-to-day activities of the office. This series may include, but is not limited to, staff member's daily schedules, daily work logs; appointment information and desk calendars	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 4	Copies of Records Additional copies of records which are no longer required and serve no useful purpose	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 5	Correspondence – Administrative Correspondence of the Office dealing with the administration of the office. Administrative correspondence includes, but is not limited to, memos, faxes, and letters	1 year	Paper/ Electronic		<input type="checkbox"/>
COC - 6	Correspondence – Routine Requests for routine information or publications provided by the office which are answered by standard form letters. Routine correspondence includes, but is not limited to memos, faxes, letters	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 7	Directives Records clarifying policies and procedures and/or providing news and information of benefit to the clerk	Until superseded or abolished	Paper/ Electronic		<input type="checkbox"/>
COC - 8	Employee Time Records Records include leave forms, deputy court time, and time sheets	3 years after employee terminates	Paper/ Electronic		<input type="checkbox"/>
COC - 9	I-9s - US Department of Justice Immigration and Naturalization Service Employment Eligibility Verification Documents that the employer checked	3 years after the date of employee termination	Paper		<input type="checkbox"/>

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	immigration status of hires. 8 U.S.C. §1324a				
COC - 10	Inventory Records Annual inventory of materials, supplies, furniture, equipment, etc. ORC §305.18	3 years	Paper/ Electronic		<input type="checkbox"/>
COC - 11	Mail, Unsolicited Unsolicited records, which have no administrative, fiscal, legal or historical value	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 12	Meeting Agendas (staff) A list of items to be discussed in a staff meeting	1 year	Paper/ Electronic		<input type="checkbox"/>
COC - 13	Search Warrant Records Judge's record that law enforcement is allowed to search a specific place for evidence	5 years after date of service or last service attempt	Paper		<input type="checkbox"/>
COC - 14	Office Handbooks and Manuals (policies, procedures) Publications detailing operations, regulations, and/or procedure of the office	Until obsolete, superseded, or replaced. Retain one file copy for 2 years	Electronic		<input type="checkbox"/>
COC - 15	Table of Organization Documents the organization structure, staffing number and duties of the office	3 years	Paper/ Electronic		<input type="checkbox"/>
COC - 16	Personnel files Records may include, but not limited to the following: Employment Applications Internal/External Performance Evaluations Call-Off Notice(s) Job Audits Grievances Employment Verifications Accident Report(s) Request(s) for Removal Payroll Change Sheets PERS Information Exit Interview Disciplinary Action(s) Waiver(s) Grievance(s) Resumes FMLA documentation	3 years after employee terminates PURGE file SEE Personnel files PURGED Retain records listed in COC- 16	Paper		<input type="checkbox"/>
COC - 17	Personnel files - PURGED Records may include, but not limited to, the following:	10 years	Electronic		<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 Required by LGRP
	Service time Salary history Leaves balances Taxes paid Resignation letter Retirement information Waivers				
COC - 18	Preliminary drafts of letters, memos, charts, reports, etc. Unofficial records of documents maintained for personal reference; documents prior to distribution used to develop thoughts and opinions	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 19	Public Records Request and Logs Documents requests received for supplying information and copies	2 years	Electronic		<input type="checkbox"/>
COC - 20	Re-appropriation (convenience copies) Allows agency to transfer funds between appropriated line items; Finance & Budget is responsible for the originals	1 year	Electronic		<input type="checkbox"/>
COC - 21	Record Retention Documents (RC-1, and RC-3) (convenience copies) RC-1 used for disposal of obsolete records not listed on RC-2; RC-3 verifying the destruction of records; the Records Commission is responsible for maintaining the records and originals	5 years	Paper/ Electronic		<input type="checkbox"/>
COC - 22	Record Retention Document RC-2 (convenience copies) Records retention schedule used to identify the length of time a record must be retained before final disposition. The Records Commission is responsible for maintaining the records and originals.	5 years after superseded	Electronic		<input type="checkbox"/>
COC - 23	References or Resources Records created by the office by disseminating information to consumers	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 24	References or Resources received (convenience copies) External publications that are maintained for reference within the office	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 25	Reports Documents showing status of on-going projects and issues; advising supervisors of various events and issues	Until no longer of administrative value"	Paper/ Electronic		<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 LGRP	(6) RC-3 Required by LGRP
COC - 26	Payments – Returned or Dishonored Records of payments returned and forwarded to the Tax Commissioner	3 years	Paper/ Electronic		<input type="checkbox"/>
COC - 27	Transient Documents Includes telephone messages, post-it notes, voicemail messages, text messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 28	Travel Expense Records Records documenting requests, authorizations, reimbursements, and other actions related to employee travel. Includes expense reports and receipts, vouchers, requests, authorizations, and related documents	3 years	Paper/ Electronic		<input type="checkbox"/>
COC - 29	Index Books <i>Books used to locate party name and case number 1818 – 1990</i>	Permanent	Paper		<input checked="" type="checkbox"/>
COC - 30	Index Books Search to locate party name and case number 1990 – Present	Permanent	Electronic		<input checked="" type="checkbox"/>
COC - 31	Exhibits/Depositions/Transcripts Documents, transcripts, exhibits or other tangible objects formally introduced as evidence in court from decades of 1930, 1940, 1950, 1960, 1970, 1980, 1990, and 2000 where time to appeal from these decades has passed. Impossible for the Clerk to attempt to notify parties (who may be deceased) of these records due to passage of time and would be a burden on public funds to make any such notification attempt.	60 Days after notification of destruction (26 F)	Various		<input type="checkbox"/>
COC - 32	Case Files <i>Case records maintained electronically and associated to an electronic case record 1990 – Present</i>	Permanent	Electronic		<input checked="" type="checkbox"/>
COC - 33	Journal Books Books that contain copies of court orders filed in courts – prior to 2005	Permanent	Paper		<input checked="" type="checkbox"/>
COC - 34	Docket Books Books that contain official summary of proceedings regarding cases	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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COC - 35	Case Exhibits, Depositions & Transcripts other than certain Criminal Felony cases Documents filed during the proceedings of a case Civil and Domestic case exhibits are returned to the Attorney of Record, if requested, or destroyed	After case is closed and all appeals exhausted	Various		<input type="checkbox"/>
COC - 36	Case Exhibits, Depositions & Transcripts-Certain Criminal Felony Cases Documents, physical exhibits, Biological Exhibits filed during the proceedings of the case O.R.C. §2933.82	Maintained in format as submitted to court	Various		<input type="checkbox"/>
COC - 37	Judgment Lien Dockets Records that contain lien information that have been filed and released with the Common Pleas Court.	Permanent	Paper/ Electronic		<input type="checkbox"/>
COC - 38	Expungement Records <i>Criminal Records that have been ordered expunged by the Common Pleas Court</i>	10 years	Paper/ Electronic		<input type="checkbox"/>
COC - 39	Expungement Index Book used to locate Expunged case number	10 years	Electronic		<input type="checkbox"/>
COC - 40	Grand Jury Subpoenas Subpoena issued to witnesses who testified before Grand Jury on felony matters	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
COC - 41	Grand Jury Vote & Schedule Sheets Documents that provide the outcome of the Grand Jury on a case by case basis.	5 years	Paper/ Electronic		<input type="checkbox"/>
COC - 42	Deputy Sheriff Commission Records A copy of the deputy sheriff's oath of office under the current elected Sheriff	5 years	Paper		<input type="checkbox"/>
COC - 43	Administrative Court Journals Court's Administrative orders pertaining to the operations of the Courts	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
COC - 44	Notary Public Commission records Copy of the Notarial Commissions issued and renewed by the State	5 years	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
COC - 45	Certificates of Title files - Active Documents include titles for Motor Vehicle, Watercraft, Salvage, Duplicates, Buyback and any other title types designated to be administered by the Title Bureau along with supporting documentation (Physical Inspection Certificates, Certificates of Origin, power of attorney forms, memorandum certificates notation of lien receipts, Minor Authorization etc.) the State Automated Title processing System contains all active records ORC 4505.08(A)	3 years Physical/ 7 years digital	Paper/ Electronic		<input type="checkbox"/>
COC - 46	Certificates of Title files - Inactive Documents include titles for Motor Vehicle, Watercraft, Salvage, Duplicates, Manufactured and Mobile Homes and any other title types designated to be administered by the Title Bureau, along with supporting documentation (Certificates of Origin, power of attorney forms, memorandum certificates, notation of lien receipts, etc.) Motor Vehicle records are maintained through the State Automated Title Processing System for 10 years; Manufactured and Mobile Homes for 30 years ORC §4505.08(A)	3 years Physical/ 7 years digital	Paper/ Electronic		<input type="checkbox"/>
COC - 47	Declaration of Export Documents that a vehicle is being transferred out of the country	3 years Physical/ 7 years digital	Paper/ Electronic		<input type="checkbox"/>
COC - 48	Accounts Receivables Checks, non or insufficient funds (copies of checks, letters, etc seeking payment)	3 years after claimed settled or closed	Paper		<input type="checkbox"/>
COC - 49	Passport Authorized Agents A notarized list of all agents working at the Passport Authorized Facility which is submitted annually to Federal Government	3 years	Paper/ Electronic		<input type="checkbox"/>
COC - 50	Passport Reports Documents passport applications received, passport revenue, and passport photo revenue	3 years	Paper/ Electronic		<input type="checkbox"/>
COC - 51	Passport Transmittal forms Documents records forwarded to the US Passport facility for passport book and/or	2 years	Paper/ Electronic		<input type="checkbox"/>

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	card issuance per US Dept of State				
COC - 52	Security Interest Evidence Documents a lien interest has been fully discharged and a request to discharge lien	3 years Physical/ 7 years digital	Paper/ Electronic		<input type="checkbox"/>
COC - 53	Surrender and Cancellation of Titles – Manufactured or Mobile Home Documents supporting the surrendering and cancellation of titles	30 years	Paper/ Electronic		<input type="checkbox"/>
COC - 54	Surrender and Cancellation of Titles – Motor Vehicles Documents supporting the surrendering and cancellation of certificates of title for Motor vehicles, watercraft	3 years Physical/ 7 years digital	Paper/ Electronic		<input type="checkbox"/>
COC - 55	Title Reports Records include Field Activity Reports, Monthly and Weekly reports to Bureau of Motor Vehicle	3 years	Paper/ Electronic		
COC - 56	Title Search Request Forms Documents a request to search for a title(s).	2 years	Paper/ Electronic		
COC - 57	Unclaimed/Abandoned Motor Vehicles Affidavits Documents all requirements necessary to authorize the issuance of Certificate of Title showing compliance with all requirements	3 years Physical/ 7 years digital	Paper/ Electronic		
COC - 58	Memorandum Regulations Policies & Procedures received from the Ohio Bureau of Motor Vehicles	3 years and no longer of an administrative legal fiscal value. Appraise for historical value. File according to content	Various		
COC - 59	Criminal Case Files- Documents filed in an action relating to an appeal not involving the death penalty	2 years after the final order of the court (26.02 E)	Paper/ Electronic		<input type="checkbox"/>
COC - 60	Docket Summary Summary of all the documents that have been filed in chronological order	Permanent (26.02 E)	Electronic		<input checked="" type="checkbox"/>
COC - 61	Exhibits/ Depositions/ Transcripts Documents, transcripts, exhibits or other tangible objects formally introduced as evidence in court from decades of 1930, 1940, 1950, 1960,	60 Days after notification of destruction (26 F)	Various		<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
	1970, 1980, 1990, and 2000 where time to appeal from these decades has passed. Impossible for the Clerk to attempt to notify parties (who may be deceased) of these records due to passage of time and would be a burden on public funds to make any such notification attempt.				
COC - 62	Case Files (Death Penalty) Documents filed in any case that has the death penalty.	Permanent (26.02 D)	Paper/ Electronic		<input checked="" type="checkbox"/>
COC - 63	Divorce or Dissolution with no children Any case filing that is a divorce or dissolution where there are no children involved	12 years after final order (26.03 G3)	Paper/ Electronic		<input type="checkbox"/>
COC - 64	Divorce of Dissolution with minor children Any case filing that is a divorce or dissolution where there are minor children involved	25 years after the date of the final order (26.03 G)	Paper/ Electronic		<input type="checkbox"/>
COC - 65	Domestic Violence Protection Orders Any filing for a domestic violence protection order	1 year after the expiration of any resulting protection order (26.03 G4)	Paper/ Electronic		<input type="checkbox"/>
COC - 66	Domestic Violence Protection Order Not Granted Any filing for a Protection order that is not granted	1 year from the date the petition was filed (26.03 G4)	Paper/ Electronic		<input type="checkbox"/>
COC - 67	Exhibits/Depositions/Transcripts Documents, transcripts, exhibits or other tangible objects formally introduced as evidence in court from decades of 1930, 1940, 1950, 1960, 1970, 1980, 1990, and 2000 where time to appeal from these decades has passed. Impossible for the Clerk to attempt to notify parties (who may be deceased) of these records due to passage of time and would be a burden on public funds to make any such notification attempt.	60 days after notification of destruction (26 F)	Various		<input type="checkbox"/>
COC - 68	Legal Separation Any case file that is of a legal separation	Retain until parties are divorced or for two years after the spousal	Paper/ Electronic		<input type="checkbox"/>

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		support terminates whichever is later or otherwise ordered by the court (26.03 G5)			
COC - 69	Legal Separation with Post Decree Motion Any legal separation file that has a post decree motion filed	2 years after the adjudication of the post-decree motion or the date specified for case files division whichever is later (26.03 G5)	Paper/ Electronic		<input type="checkbox"/>
COC - 70	CPO Sealed Records Records that have been ordered sealed by the Common Pleas Court	2 Years after sealing	Paper		<input type="checkbox"/>
COC - 71	Civil Case Files Includes notice of filing, cognitive judgment, complaint, designation form, journals, status forms, certified mail receipts, letters, answers, cross complaints, summons, motion, and civil bonds	12 years per Sup. R. 26.03 (f)(5)	Paper/ Electronic		<input checked="" type="checkbox"/>
COC - 71	Civil Bonds Cash or surety bonds used with restraining orders or required to be posted by court or magistrate eventually becomes part of the case file	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
COC - 72	Civil Case files---Real Estate Real Estate cases includes quite title actions	Permanent	Paper/ Electronic		<input type="checkbox"/>
COC - 73	Exhibits/Depositions/Transcripts Documents, transcripts, exhibits or other tangible objects formally introduced as evidence in court from decades of 1930, 1940, 1950, 1960, 1970, 1980, 1990, and 2000 where time to appeal from these decades has passed. Impossible for the Clerk to attempt to notify parties (who may be deceased) of these records due to passage of time and would be a burden on public funds to make any	60 days after notification of destruction (26 F)	Various		<input type="checkbox"/>

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(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
	such notification attempt.				
COC – 74	Grand Jury Subpoenas Clerk Inputs data into computer to pay witness fees and discards subpoena	May destroy when no longer useful	Paper/ Electronic		<input type="checkbox"/>
COC – 75	Grand Jury Voting Lists Records that state how the grand jury voted to indict a defendant or not	50 years suggest per Sup. R. 26.03 (F)(5)	Paper		<input type="checkbox"/>
COC - 76	Judgment Liens Assignments, releases and waivers (property and liens renewable after 5 years)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
COC- 77	Court of Appeals case files except for death penalty cases in accordance with Rule 26.02 (E)	Two years after final order	Paper/ Electronic		<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