



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

OHIO HISTORY CONNECTION

June 16 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

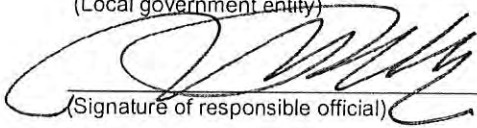
Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Prosecutor's Office
 (Local government entity)

1040

(Unit)



Mark J. Tekulve
 (Name)

Prosecuting Attorney
 (Title)

5/25/21
 (Date)

Section B: Records Commission

Clermont County Records Commission
 Records Commission

(513) 735-8660
 (Telephone number)

289 East Main Street
 (Address)

Batavia
 (City)

45103
 (Zip code)

Clermont
 (County)

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

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

6/8/2021

Date

Section C: Ohio History Connection - State Archives


 Signature


 Title

6-17-2021
 Date

Section D: Auditor of State

Signature

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**

Schedule of Records Retention and Disposition

Section E: Records Retention Schedule

Prosecutor's Office
1040

(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 OHS-LGRP | (6) RC-3 Required by OHS- LGRP |
|---------------------------|---|---|-------------------|---|--|
| 1040-01 | Appeals Case Files—Criminal | Permanent | Paper/Electronic | | <input checked="" type="checkbox"/> |
| 1040-02 | Bankruptcy Records | 3 years after Discharge or Dismissal | Paper/Electronic | | <input type="checkbox"/> |
| 1040-03 | Bids - Successful - Original if made a part of a contract and filed with contract | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |
| 1040-04 | Civil – Adult Protective Services and Developmental Disability Cases | 6 years after all matters relative to the individual have concluded, including active probate matters | Paper/Electronic | | <input type="checkbox"/> |
| 1040-05 | Civil Client Files – Litigation and Claims – Record of civil litigation filed on behalf of or against the Prosecuting Attorney's clients | 12 years after the case is closed, including any appeals | Paper/Electronic | | <input type="checkbox"/> |
| 1040-06 | Civil Client Files – Non-Litigation– Includes correspondence, notes, advice and documentation related to non-litigated client matters | 12 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-07 | Civil – Foreclosure Files | 6 years after case closed | Paper/Electronic | | <input type="checkbox"/> |
| 1040-08 | Contracts – Relative to the Prosecutor's Office | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |
| 1040-09 | Correspondence – Routine – Includes communications of temporary importance | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-10 | Correspondence – Non-Routine – Includes substantive communications that document the operations and decisions of the office, including policies and personnel matters | 1 year | Paper/Electronic | | <input type="checkbox"/> |
| 1040-11 | Correspondence – Case Related | Essential: Maintained as part of Civil or Criminal Case File Non-Essential: Until case is closed | Paper/Electronic | | <input type="checkbox"/> |

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Prosecutor's Office

1040

(Local government entity)

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|---------------------------|--|---|-------------------|---|--|
| 1040-12 | Criminal Case Files | Permanent | Paper/Electronic | | <input checked="" type="checkbox"/> |
| 1040-13 | Departmental Policies & Procedures - Adopted and/or implemented, substantial reports & policies | 3 years after superseded/updated | Paper/Electronic | | |
| 1040-14 | Document Processing Logs – Includes Public Records Logs | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-15 | EMAIL MESSAGES <u>Transitory/Routine Messages</u> —Temporary value <u>Non-Routine/General Messages</u> —Documents operations of office, requests for non-routine information, etc. <u>Executive Messages</u> — Documents the Administration of the office, information regarding policies, personnel, fiscal matters, etc. | Until no longer of administrative value 1 year Retain 2 years | Electronic | | <input type="checkbox"/> |
| 1040-16 | Escrow Bank Account Records | 5 years after account closed, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-17 | Furtherance of Justice Fund Records - Canceled Checks, Check Registers, Paid Invoices, Receipts and Expenditures Records | 3 Years after Fiscal Year, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-18 | Grand Jury Reports | 5 years after date of filing | Paper/Electronic | | <input type="checkbox"/> |
| 1040-19 | Index to Criminal Case Files – Electronic database | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 1040-20 | Juvenile Misdemeanors, Traffic and Felony Case Files | Until child reaches age 23 | Paper/Electronic | | <input type="checkbox"/> |
| 1040-21 | Juvenile Permanent Custody Hearings Case Files | Until no longer of administrative value or until case is closed | Paper/Electronic | | <input type="checkbox"/> |
| 1040-22 | Juvenile Dependency/Neglect Case Files | Until no longer of administrative value or until case is closed | Paper/Electronic | | <input type="checkbox"/> |

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Prosecutor's Office

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|---------------------------|--|---|-------------------|---|--|
| 1040-23 | Mediation Records - Complaints, activity logs, police referrals, pay-ins, check cards, check number books | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-24 | Municipal Criminal Case Files | 7 years | Electronic | | <input type="checkbox"/> |
| 1040-25 | Opinions | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 1040-26 | Personnel Files | 10 years after termination | Paper/Electronic | | <input type="checkbox"/> |
| 1040-27 | Personnel Medical Files | 10 years after termination | Paper/Electronic | | <input type="checkbox"/> |
| 1040-28 | Personnel Disciplinary Actions | Documented Minor Infractions – 2 years Signed Disciplinary Actions – 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-29 | Public Records Requests & Responses – Relative to the Prosecutor's Office | 6 years after response completed | Paper/Electronic | | <input type="checkbox"/> |
| 1040-30 | Reference Materials - Agency copies of equipment/software manuals, State Codes/Regulations, and other records used for reference purposes. | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-31 | Research Records - Information compiled for the purposes of research or analysis, such as comparing options, equipment, and/or plans of action. | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-32 | Statistical Reports | Permanent | Paper/Electronic | | <input checked="" type="checkbox"/> |

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1040

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(Unit)

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|---------------------------|--|-------------------------|-------------------|---|--|
| | <u>VICTIM ASSISTANCE DEPARTMENT</u> | | | | |
| 1040-33 | Correspondence | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-34 | Case Files | 7 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-35 | Grants – From the Attorney General's Office | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-36 | Invoices | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-37 | Surveys | Maintained by State | Electronic | | <input type="checkbox"/> |
| 1040-38 | Time Sheets | 5 years | 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