



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

AUGUST 23 2023

STATE AND LOCAL
GOVERNMENT RECORDS

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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

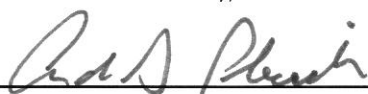
See instructions before completing this form. Must be submitted with PART 2

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

Jefferson County Ohio Clerk of Courts
(Local Government Entity)

Common Pleas Court General Division
(Unit)


(Signature of Responsible Official)

Andrew D. Plesich
(Name)

Jefferson County Clerk of Courts
(Title)

8/17/23
(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

740-283-8511

301 Market Street, 4th Floor, Auditor's Office, Steubenville, Ohio

43952

(Telephone Number)
Jefferson

(Address)

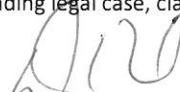
(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: clerksoffice@jeffcch.com

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

8/17/23
Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

8/23/2023

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

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

See instructions before completing this form.

Jefferson County Ohio Clerk of Courts

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(Unit)

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

(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
ADMINISTRATIVE RECORDS					
2023-1	Administrative Journal. Consists of court entries, or a record of court entries, regarding policies and issued not related to cases.	Permanently 26.01 A	Digital		<input type="checkbox"/> ✓
2023-2	Annual Budgets. Annual fiscal allocation, may include working documents	3 years provided audited	Digital	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	
2023-3	Annual Reports. Contains substantive information of operations, policies, procedures and planning	Permanently 26.01 B	Digital		<input type="checkbox"/>
2023-4	Audit Reports. Final examinations and reports	3 years	Digital		
2023-5	Bank Records and Cash Book. Record of all bank transactions. Includes expense and receipt ledgers.	3 Years provided audited 26.01 C-D	Digital		<input type="checkbox"/>
2023-6	Communication Records, Correspondence and General Office Records, Drafts and Informal Notes and Publications. Includes routine telephone message on any medium where official action will be recorded elsewhere. Includes all send and received correspondence on any medium. Includes Drafts and informal notes consisting of transitory information used to prepare the official record. Publications received by the court.	Until no longer of administrative value 26.01 E-F-G 26.01 N	Digital		<input type="checkbox"/>

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Jefferson County Ohio Clerk of Courts

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2023-7	Employee benefit and leave records Includes timesheets and leave reports.	3 Years provided audited 26.01 I	Digital		<input type="checkbox"/>
2023-8	Personnel Files Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees.	10 years after termination or retirement 26.01 J	Digital		<input type="checkbox"/>
2023-9	Fiscal Records (Budgetary System) Includes copies of transactional budgeting and purchasing documents maintained by another office or agency. May include invoices, billing records/statements and receipt documents.	3 Years provided audited 26.01 K	Digital		<input type="checkbox"/>
2023-10	Grant Records Records of grants made or received by the Court.	3 years after expiration of grant 26.01 L	Digital		<input type="checkbox"/>
2023-11	Pay-Ins to Treasury Receipt of funds paid into the County Treasury	3 Years provided audited			
2023-12	Payroll Records (Payroll System) Payroll records of personnel time and copies of payroll records maintained by another office.	3 Years provided audited 26.01 M	Digital		<input type="checkbox"/>
2023-13	Receipt Records Receipt and balancing records.	3 Years provided audited 26.01 O	Digital		<input type="checkbox"/>

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2023-14	Reparations Rotary Reporting Monthly payment of all reparations rotary fees through the Treasurer of State's online payment system.	3 Years provided audited	Digital		<input type="checkbox"/>
CLERK OF COURTS GENERAL DIVISION INCLUDING DOMESTIC					
Per rule 26 C, the Court may create combined files wherein the components of indexes, dockets, and journals are contained in the electronic case file.					
2023-15	Bail Bondsman Records Copies of agent's surety bail bond licenses, agents' driver's license or state identification cards and certified copies of the surety bail bond agents' appointments by power of attorney from each insurer that the surety bail bond agent represents. Can also supplemental materials and lists of court-registered surety bail bond agents. (ORC 3905.87)	3 years provided audited	Digital		<input type="checkbox"/>
2023-16	Case Files – Certificate of Judgment Liens Liens filed by a creditor against the current or future real property of a debtor.	5 Years after last judgment is released or vacated	Digital		<input type="checkbox"/>
2023-17	Court of Appeals Case Files Any case filed with the Seventh District Court of Appeal of Ohio.	2 Years after the final order of the Court, with exception of death penalty cases shall be retained permanently 26.02	Digital		<input type="checkbox"/>
2023-18	Criminal Files – Criminal Documents file in an action or proceeding in the court related to the punishment of offenses against the public.	12 years after the Final Order	Digital		<input type="checkbox"/>
2023-19	Death Penalty Cases Cases in which the sentence of death has been given.	Permanent 26.03 F 1	Digital		<input type="checkbox"/>

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2023-20	Fugitive (Extradition) Records Documents related to the extradition of fugitives to other states of jurisdictions.	15 years	Digital		<input type="checkbox"/>
2023-21	Docket A chronological record of all orders and judgment in each case before the court.	Permanent 26.03 D	Digital		<input checked="" type="checkbox"/>
2023-22	Index Reference record used to locate journals, dockets, case files, and case numbers, including directly and in reverse the names of all parties to the case.	Permanent 26.03 D	Digital		<input checked="" type="checkbox"/>
2023-23	Journal (Record) Verbatim record of a court proceeding arranged chronologically.	Permanent 26.03 D	Digital		<input checked="" type="checkbox"/>
2023-24	Drafts and Informal Notes Judge, magistrate and clerk notes, drafts and research prepared for the purpose of compiling a report, opinion, or other document of memorandum.	Until no longer of administrative value 26.03 E	Digital		<input type="checkbox"/>
2023-25	Case Files – Civil Documents filed in an action or proceeding in the court related to private rights and remedies that are sought by action or suit, usually by pursuit of redress or wrongs by compelling compensation, restitution or recovery. Excluding real estate cases.	12 years after the Final Order	Digital		<input type="checkbox"/>
2023-26	Case File -Real Estate Case files for civil matters that result in final judgment determining title or interest in real estate.	Permanent 26.03 F 2	Digital		<input checked="" type="checkbox"/>

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2023-27	Search Warrants Records Judge's written order authorizing a law enforcement officer to conduct a search of a specified place and to seize evidence.	5 Years after date of service or last service attempt 26.03F 3	Digital		<input type="checkbox"/>
2023-28	Voluntary Dismissals Case files for civil matters that are voluntarily dismissed.	3 years after date of dismissal 26.03 F 4	Digital		<input type="checkbox"/>
2023-29	Case Files – Other Case files that do not belong to any of the following categories: Death Penalty, Real Estate, Search Warrant records or Voluntary dismissals.	12 years after the Final Order 26.03 F 5	Digital		<input type="checkbox"/>
2023-30	Any Expunged Case Any case in which the Judge has ordered them to be expunged from the record.	Destroyed after Court Order to expunge.	Digital		<input type="checkbox"/>
2023-31	Execution of Service Orders issued by the court to satisfy judgment in civil cases.	12 years after the Final Order	Digital		
2023-32	Exhibits, Depositions, Transcripts Documents, records or other tangible objects formally introduced as evidence in court; witness's out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial.	60 Days after notification of destruction 26 F	Digital		

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2023-33	Jury Records – Grand Jury Records pertaining to the convening of a Grand Jury, who decide whether to issue indictments, witnesses, called before the Grand Jury including subpoenas issued, deliberation and voting records on the issuing of indictments, and payment of Grand Jurors and witnesses. Confidential per Oho Criminal Rule 6.	3 Years provided audited	Digital		
2023-34	Jury Records – Petit Records of jury summoned and empaneled in the trial of a specific case showing names and addresses of jurors summoned and payment of Petit jurors.	3 Years provided audited	Digital		
2023-35	Returned Certified Mail Contents Contains copies of complaints, petitions and or summons sent via certified mail, which are returned to the court by the postal service.	Until no longer of administrative value.	Paper		
2023-36	Certified Mail Receipts Signed returned receipts for new cases or other proceedings where certified mail is issued by the clerk's office, including domestic cases. May be retained in a separate file from the case	30 years after date of issuance 26.03 G 1	Digital		<input type="checkbox"/>
2023-37	Victim/Witness Records Record of restitution paid to victims or witness to crimes. (If ordered to be paid through our office.)	15 Years	Digital		

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2023-38	Divorce or Dissolution with minor children Case files of divorce or dissolution that involve minor children.	25 Years after Final Order 26.03 G 2	Digital		<input type="checkbox"/>
2023-39	Divorce of Dissolution with no children Case files of divorce of dissolution not involving minor children.	12 Years after Final Order 26.03 G 3	Digital		<input type="checkbox"/>
2023-40	Domestic Violence Petitions Case files for petitions for domestic violence protection orders.	1 Year After Expiration of Protection Order 26.03 G 4	Digital		<input type="checkbox"/>
2023-41	Domestic Violence Petitions – Divorce Case files for petitions for domestic violence protection orders in which parties are also parties to a divorce.	1 Year After Expiration of Protection Order or until parties are divorced whichever is later 26.03 G 4	Digital		<input type="checkbox"/>
2023-42	Domestic Violence Petitions No Order Issued Case file for petitions of domestic violence protection orders in which no protection order is issued.	1 Year from date petition was filed 26.03 G 4	Digital		<input type="checkbox"/>
2023-43	Domestic Violence Petitions Post Decree Motions Case file for petitions of domestic violence protection order sin which post-decree motions have been filed.	1 year after adjudication of the post decree motion or the date specified for case files of petitions for domestic violence protection orders in 26.03 G4, whichever is later. 26.03 G 4	Digital		<input type="checkbox"/>
2023-44	Legal Separation Case files of legal separations.	Until parties are divorced or 2 years after spousal support terminates, whichever is later, unless otherwise ordered by the Court. 26.03 G 5	Digital		<input type="checkbox"/>

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2023-45	Legal Separation – Post Decree Motions Case files of legal separations in which post-decree motions have been filed.	2 years after the adjudication of post decree motion or until parties are divorced or 2 years after spousal support terminates, whichever is later, unless otherwise ordered by the Court 26.03 G 5	Digital		<input type="checkbox"/>
2023-46	Registration or Adoption of Foreign Decree Case files of registration or adoptions of a foreign (i.e., out of state) decrees.	2 years after the emancipation of all parties' minor children 26.03 G 7	Digital		<input type="checkbox"/>
2023-47	Registration or Adoption of Foreign Decree – Post Decree Motions Case files of registration or adoptions of a foreign (i.e., out of state) decrees in which post-decree motions have been filed.	2 years after adjudication of the post decree motion, or the date specified for case file in division. 26.03 G7 or this rule, whichever is later. 26.03 G 7	Digital		
2023-48S	Uniform Reciprocal Enforcement of Support Act (URES A Filings) Case files involving the enforcement of alimony or child support orders across state lines.	19 years after the final Order, or 1 year after transfer of the case to another jurisdiction. 26.03 G 8	Digital		<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