

**AMENDMENTS TO THE  
RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO**

On February 1, 2005 the Supreme Court of Ohio adopted the following amendments to the Rules of Superintendence for the Courts of Ohio (Sup. R. 26.03 and 26.05), effective March 23, 2005.

These amendments are a result of Substitute House Bill 30 of the 125<sup>th</sup> General Assembly, which includes amendments to R.C. 1901.41(E), 1907.231 and 2301.141 relevant to records retention by courts.

**RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO**

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**RULE 26.03. General, domestic relations, and juvenile divisions of the courts of common pleas--records retention schedule.**

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**(F) Retention schedule for case files--general division of the court of common pleas.**

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**(5) Other case files.** Any case file not listed in division (F) of this rule shall be retained for twelve years after the final order of the general division. Documents within a case file admissible as evidence of a prior conviction in a criminal proceeding shall be retained for fifty years after the final order of the general division.

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**(H) Retention schedule for case files--juvenile division of the court of common pleas.**

**(1) Delinquency and adult records.** Delinquency and adult records shall be retained for two years after the final order of the juvenile division or one year after the issuance of an audit report by the Auditor of State, whichever is later. Documents admissible as evidence of a prior conviction in a criminal proceeding shall be retained for fifty years after the final order of the juvenile division.

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**(5) Traffic, unruly, and marriage consent records.** Unruly and marriage consent records shall be retained for two years after the final order of the juvenile division or one year after the issuance of an audit report by the Auditor of State, whichever is later. Minor misdemeanor traffic records shall be retained for five years after the final order of the juvenile division. Misdemeanor traffic records shall be retained for twenty-five years after the final order of the juvenile division. All other traffic records shall be retained for fifty years after the final order of the juvenile division.

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**RULE 26.05. Municipal and County Courts--Records Retention Schedule.**

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**(G) Retention schedule for case files.**

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**(3) First through fourth degree misdemeanor traffic and criminal case files.** Except for DUI case files, first through fourth degree misdemeanor traffic files shall be retained for twenty-five years and criminal case files shall be retained for fifty years after the date of the final order of the municipal or county court or one year after the issuance of an audit report by the Auditor of State, whichever is later.

**(4) Minor misdemeanor traffic and minor misdemeanor criminal case files.** Minor misdemeanor traffic and minor misdemeanor criminal case files shall be retained for five years after the final order of the municipal or county court or one year after the issuance of an audit report by the Auditor of State, whichever is later.

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**RULE 99. Effective Date.**

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(W) The amendments to Sup. R. 26.03 and 26.05 adopted by the Supreme Court on February 1, 2005, shall take effect on March 23, 2005.

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