

9140

RECORDS MANAGEMENT AND RETENTION SCHEDULE FOR THE  
JUVENILE DIVISION  
CLERMONT COUNTY, OHIO

Debbie  
FANNIN  
733-9939

SERIES CODES	RECORDS TITLE	RETENTION PERIOD
2140-01	BANK DEPOSIT RECEIPTS	4+ / 4 years after the end of the calendar or fiscal year
2140-02	BANK STATEMENTS	4+ / 4 years after the end of the calendar or fiscal year
2140-03	CANCELLED CHECKS	4+ / 4 years after the end of the calendar or fiscal year
2140-04	CASH BOOKS / PRIOR TO JUNE 1, 1996	10 / 10 years after last entry recorded
2140-04-A	CASH BOOK / AFTER JUNE 1, 1996 - ELECTRONIC FORMAT	99 / Permanent
2140-04-B	CASH BOOKS - MONTHLY PRINTED REPORTS	10 / 10 years
2140-05	JUVENILE APPEARANCE DOCKETS / PRIOR TO 6/01/96	99 / Permanent
2140-06	JUVENILE CASE FILES	13 / until defendant attains age of 21
2140-06-A	DELINQUENCY CASE FILES	13 / until child reaches age 21
2140-06-B	UNRULY CASE FILES	13 / until child reaches age 21
2140-06-C	CUSTODY CASE FILE / PERMANENT	13 / until child reaches age 25
2140-06-1)	CUSTODY AND VISITATION CASE FILES	13 / until child reaches age 25
2140-07	JUVENILE TRAFFIC CASE FILES / PRIOR TO 7/01/96	9 / 9 years
2140-07-A	JUVENILE TRAFFIC CASE FILES / AFTER 7/01/96	13 / until child reaches age 21
2140-08	JUVENILE JOURNAL / PRIOR TO 6/01/96	99 / Permanent
2140-09	JUVENILE RECORDS	99 / Permanent
2140-10	JUVENILE TRAFFIC DOCKET	99 / Permanent
2140-11	RECEIPT BOOKS	4+ / 4 years after the end of the calendar or fiscal year

2140-12	PROBATION CASE FILES	13 / until child reaches age 21
2140-12-A	UNOFFICIAL PROBATION, DIVERSION OR MEDIATION CASES	13 / until child reaches age 18
2140-13	NEGLECTED, DEPENDENT & ABUSED FILES	13 / until child reaches age 25
2140-14	PATERNITY FILES	13 / until child reaches age 25
2140-15	DELINQUENT - UNRULY HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-16	ABUSE - NEGLECT - DEPENDENCY HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-17	TRAFFIC HEARING TAPES	6month/ 6 months from hearing date
2140-17-A	TRAFFIC HEARING TAPES / WITH APPEALS	1 / 1 year after the date of final decision
2140-18	CUSTODY CASE FILES	13 / until child reaches age 25
2140-19	CUSTODY HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-20	PATERNITY HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-21	COMMUNICATION RECORDS	13 / may destroy in the normal course of business as soon as they are considered of no value
2140-22	CORRESPONDENCE AND GENERAL OFFICE RECORDS	13 / may destroy in the normal course of business as soon as they are considered of no value
2140-23	DRAFT AND INFORMAL NOTES	13 / may destroy in the normal course of business as soon as they are considered of no value
2140-24	EMPLOYMENT APPLICATIONS	2 / 2 years
2140-25	EMPLOYEE'S BENEFITS, LEAVE, HISTORY, DISCIPLINE RECORDS	10+ / 10 years after employment has terminated
2140-26	FISCAL RECORDS - OPERATION OF THE COURT	4 / 4 years
2140-27	GRANT RECORDS	4+ / 4 years or until audited - whichever is shorter
2140-28	PAYROLL RECORDS	4 / 4 years

AS of  
8/8/01  
Per Dows & Brothers  
214042

2140-29	PUBLICATIONS	13 / may destroy in the normal course of business as soon as they are considered of no value
2140-30	JUVENILE BY-PASS RECORDS / FIRST PAGE FILE	2+ / 2 years after the final order or the filing of the appeal
2140-30-A	JUVENILE BY-PASS RECORDS / SECOND PAGE FILE	2+ / 2 years after the final order or the filing of the appeal
2140-31	MARRIAGE CONSENT FORMS	13 / until child reaches age 21
2140-32	HABEAS CORPUS COMPLAINTS	13 / until child reaches age 21
2140-33	INVOLUNTARY HOSPITALIZATION CASES	13 / until child reaches age 21
2140-34	JUVENILE CASE W/CRIMINAL CHARGES AGAINST ADULTS	2+ / 2 years after the final order is issued by the court
2140-35	DIVORCE OR LEGAL SEPARATION CASES ASSIGNED TO THE COURT	26 / 25 years from the date of final order
2140-36	INDEXES / PRIOR TO 6/01/96	99 / Permanent
2140-37	DETENTION CASE FILES	13 / until child reaches age 21
2140-37-A	DETENTION CASE FILES / ELECTRONIC MEDIUM	99 / Permanent
2140-38	SUPPORT AND VISITATION HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-39	PERMANENT CUSTODY HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-40	MISCELLANEOUS HEARING TAPES	1+ / 1 year from hearing date, unless there is an appeal or 1 year after the date of final decision
2140-41	LIST OF RECORDS DESTROYED	99 / Permanent

125 District Court & Appeals Files (Juvenile)

PERMANENT