



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

JUN 29 2015

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)

7/23/15

G. Ernie Ramos Jr.
 (Signature of responsible official)

G. Ernie Ramos Jr.
 (Name)

Assistant Prosecuting Attorney
 (Title)

6-17-15
 (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.

Edward A. Humphrey
 Records Commission Chair Signature

6/23/15
 Date

Section C: Ohio History Connection - State Archives

[Signature]
 Signature

Government Records Archivist
 Title

6/2/2015
 Date

Section D: Auditor of State

Martin E. Murr
 Signature

7-13-15
 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 Continuation Sheet

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	Furtherance of Justice Fund Records - Canceled Checks, Check Registers, Paid Invoices, Receipts and Expenditures Records	Three Years after Fiscal Year, provided audited	Paper/Electronic	<i>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.</i>	<input type="checkbox"/>
1040-02	Civil Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1040-02A	Civil Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1040-02B	Civil Case Files	26 Years	Paper/Microfilm		<input type="checkbox"/>
1040-03	Personnel Files	60 years after termination	Paper/Microfilm		<input type="checkbox"/>
1040-04	Criminal Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1040-04A	Criminal Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1040-04B	Criminal Case Files	Permanent	Microfilm		<input checked="" type="checkbox"/>
1040-05	Electronic Mail – E-mail	Retain according to content	Paper/Electronic		<input type="checkbox"/>
1040-06	Municipal Criminal Case Files	Three years	Paper/Electronic		<input type="checkbox"/>
1040-07	Appeals Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

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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
1040-07A	Appeals Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1040-07B	Appeals Case Files	Permanent	Microfilm		<input checked="" type="checkbox"/>
1040-08	Fiscal Records - Fiscal records, including copies of transactional budgeting and purchasing documents maintained by another agency/department	Three 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 released pursuant to Sec. 117.26 O.R.C.	
1040-09	Grand Jury Reports	Five years after date of filing	Paper/Electronic		
1040-10	Index to Civil Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1040-10A	Index to Civil Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1040-10B	Index to Civil Case Files	Permanent	Microfilm		<input type="checkbox"/>
1040-11	Index to Criminal Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1040-11A	Index to Criminal Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1040-11B	Index to Criminal Case Files	Permanent	Microfilm		<input checked="" type="checkbox"/>
1040-12	Bids - Unsuccessful	Two years after contract award, provided audited	Paper/Electronic		<input type="checkbox"/>
1040-13	Bids - Successful - for the provision of goods and/or other services where no contract is required	Three years after the purchase	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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1040-14	Bids - Successful - Original if made a part of a contract and filed with contract	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1040-15	Blank Forms	Thirty days after obsolescence	Paper/Electronic		<input type="checkbox"/>
1040-16	Bulletins, Posters and Notices	Destroy as soon as determined by the Office to have no more value	Paper/Electronic		<input type="checkbox"/>
1040-17	Calendars/Schedules	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1040-18	Catalogs, Manuals or Publications	Destroy upon review	Paper/Electronic		<input type="checkbox"/>
1040-19	Copies - Extra Copies, Photocopies	Destroy when no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1040-20	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1040-21	General Correspondence	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1040-22	Drafts and Informal Notes - Drafts, working papers, memoranda, informal notes, telephone and electronic messages, etc., used to prepare county records	Destroy or erase as soon as determined by the Office to have no more value	Paper/Electronic		<input type="checkbox"/>
1040-23	Employment Applications/Resumes	One year after receipt	Paper/Electronic		<input type="checkbox"/>
1040-24	Inventory	Three years provided audited	Paper/Electronic		<input type="checkbox"/>
1040-26	Statistical Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<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.

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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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1040-26A	Statistical Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1040-26B	Statistical Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
1040-27	Telephone Message Duplicates	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1040-28	Time Sheets, Leave and Vacation Requests	Three years provided audited	Paper/Electronic		<input type="checkbox"/>
1040-29	Travel Requests	Until Audited	Paper/Electronic		<input type="checkbox"/>
1040-31	Mediation Records - complaints, activity logs, police referrals, pay-ins, check cards, check number books	2 years	Paper/Electronic		<input type="checkbox"/>
1040-32	Bankruptcy Records	3 years after Discharge or Dismissal	Paper/Electronic		<input type="checkbox"/>
1040-33	Escrow Bank Account Records	5 years after account closed, provided audited	Paper/Electronic		<input type="checkbox"/>
	<u>VICTIM ASSISTANCE DEPARTMENT</u>				
1040-34	Time Sheets	5 years	Paper/Electronic		<input type="checkbox"/>
1040-35	Surveys	5 years	Paper/Electronic		<input type="checkbox"/>
1040-36	Invoices	5 years	Paper/Electronic		<input type="checkbox"/>
1040-37	Grants – From the Attorney General's Office	5 years	Paper/Electronic		<input type="checkbox"/>
1040-38	Correspondence	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.