

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number (513) 732-7300

101 East Main Street Batavia 45103 Clermont
 (address) (city) (zip code) (county)

(2) FROM: Clermont County Public Defender 2170
 (political subdivision name) (unit)
R. Daniel Hannon R. Daniel Hannon Director 7/1/04
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 6-17-04 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Mary E. Walker 6-17-04
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): David D. Smith 6-24-04
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Meehan 7-15-04
 For the Ohio Auditor of State Date

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
2170-1	MISDEMEANOR CASE FILES	2 YEARS AFTER CASE CLOSED	PAPER	
2170-2	FELONY CASE FILES	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-2A	FELONY CASE FILES	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-2B	FELONY CASE FILES	15 YEARS AFTER CASE CLOSED	MICROFILM	
2170-3	JUVENILE CASE FILES	2 YEARS AFTER CASE CLOSED	PAPER	JUN 24 2004
2170-4	DOMESTIC CASE FILES	2 YEARS AFTER CASE CLOSED	PAPER	
2170-5	CASE LOAD RECORD	TEN YEARS	PAPER	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET

FROM: Clermont County Public Defender
(political subdivision name)

2170
(unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2170-6	MISDEMEANOR CARD INDEX	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-6A	MISDEMEANOR CARD INDEX	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-6B	MISDEMEANOR CARD INDEX	PERMANENT	MICROFILM	
2170-7	FELONY CARD INDEX	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-7A	FELONY CARD INDEX	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-7B	FELONY CARD INDEX	PERMANENT	MICROFILM	
2170-8	JUVENILE CARD INDEX	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-8A	JUVENILE CARD INDEX	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-8B	JUVENILE CARD INDEX	PERMANENT	MICROFILM	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET

FROM: Clermont County Public Defender
(political subdivision name)

2170
(unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2170-9	DOMESTIC CARD INDEX	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-9A	DOMESTIC CARD INDEX	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-9B	DOMESTIC CARD INDEX	PERMANENT	MICROFILM	
2170-10	NOT ELIGIBLE FORMS	2 YEARS AFTER CASE CLOSED	PAPER	
2170-11	NOT ELIGIBLE INDEX	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-11A	NOT ELIGIBLE INDEX	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-11B	NOT ELIGIBLE INDEX	PERMANENT	MICROFILM	
2170-12	STATISTICAL REPORTS MONTHLY & ANNUAL	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET

FROM: Clermont County Public Defender
(political subdivision name)

2170
(unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2170-12A	STATISTICAL REPORTS MONTHLY & ANNUAL	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-12B	STATISTICAL REPORTS MONTHLY & ANNUAL	PERMANENT	MICROFILM	
2170-13	PUBLIC DEFENDER COMMISSION MINUTES	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-13A	PUBLIC DEFENDER COMMISSION MINUTES	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-13B	PUBLIC DEFENDER COMMISSION MINUTES	PERMANENT	MICROFILM	
2170-14	ANNUAL BUDGET TAX APPROPRIATIONS	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-14A	ANNUAL BUDGET TAX APPROPRIATIONS	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-14B	ANNUAL BUDGET TAX APPROPRIATIONS	PERMANENT	MICROFILM	
2170-15	APPLICATIONS/RESUMES (UNSUCCESSFUL/NO HIRED)	1 YEAR AFTER	PAPER	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET

FROM: Clermont County Public Defender
(political subdivision name)

2170
(unit)

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2170-16	DESK APPT. CALENDAR USEFUL LIFE	3 MONTHS AFTER	PAPER	
2170-17	TELEPHONE MESSAGE PADS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE TO OFFICE	PAPER	
2170-18	INVENTORIES	3 FISCAL YEARS PROVIDED AUDITED BY STATE AUDITOR	PAPER	
2170-19	INVOICES (PAID) DUPLICATE COPIES	2 YEARS AFTER END OF FISCAL YEAR	PAPER	
2170-20	JOB DESCRIPTIONS	UNTIL SUSPENDED OR CLASSIFICATION ABOLISHED	PAPER	
2170-21	LEASES	5 YEARS AFTER EXPIRATION PROVIDED AUDITED BY STATE	PAPER	
2170-22	LEAVE REQUESTS (SICK/VACATION)	4 FISCAL YEARS PROVIDED AUDITED BY STATE AUDITOR	PAPER	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.
2170-23	PAY-INS TO TREASURY RECORDS	4 FISCAL YEARS PROVIDED AUDITED	PAPER	
2170-24	PAYROLL RECORDS	3 FISCAL YEARS AFTER END OF FISCAL YEAR AND AUDITED	PAPER	
2170-25	PERSONNEL FILES	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-25A	PERSONNEL FILES	MIGRATE OR MAINTAIN AS NECESSARY UNTIL NO LONGER OF ADMINISTRATIVE, FISCAL OR LEGAL VALUE IN ELECTRONIC FORMAT	ELECTRONIC OR ALL OTHER MEDIA	
2170-25B	PERSONNEL FILES	PERMANENT	MICROFILM	
2170-26	RECEIPT DOCUMENTS	4 FISCAL YEARS & AUDITED BY STATE	PAPER	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: Clermont County Public Defender
(political subdivision name)

2170
(unit)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2170-27	TELEPHONE BILLS	2 FISCAL YEARS & AUDITED	PAPER	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.
2170-28	BLANK FORMS	30 DAYS AFTER OBSOLESCENCE	PAPER	
2170-29	APPEALS CASE FILES	MAINTAIN PAPER UNTIL MICROFILMED AND QUALITY CONTROL CHECKED, PRIOR TO PAPER DESTRUCTION	PAPER	
2170-29A	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	
2170-29B	APPEALS CASE FILES	18 YEARS AFTER CASE CLOSED	MICROFILM	

of January 1994
3.3.0 02 11 354