



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

OHIO HISTORY CONNECTION

OCT 06 2015

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Union County Prosecuting Attorney

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

David Phillips

(Name)

Prosecuting Attorney

(Title)

9/22/15

(Date)

Section B: Records Commission

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
(Address)

Marysville
(City)

43040
(Zip Code)

Union
(County)

To have this form returned to the Records Commission electronically, include an email address: sbadenhop@co.union.oh.us

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.

Charles D. Hall

Records Commission Chair Signature

10-1-15

Date

Section C: Ohio History Connection - State Archives

Fred Phent

Signature

State Archivist

Title

10/13/2015

Date

Section D: Auditor of State

Martin E. Murr

Signature

Records Mgr

Title

11-2-15

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



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(Unit)

(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
PA15-01	Annual Report <i>Annual report to the Board of County Commissioners and Clerk of Courts containing number of criminal prosecutions pursued to final conviction during the year, fines assessed, recognizances forfeited, and amount collected in each case</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-02	Case Files - Appeals Court <i>Contains a record of cases appealed to a higher court in regards to criminal cases filed and prosecuted for the county and in civil cases where the county or a township is a party to the suit; does not include juvenile case files</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-03	Case Files - Civil <i>Contains a record of suits in which the county or a township is a party to the suit</i>	26 years	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-04	Case Files - Criminal <i>Contains a record of criminal cases filed and prosecuted for the county</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-05	Case Files - Juvenile (Abuse, Neglect and/or Dependency) <i>Contains a record of cases filed and prosecuted for the county where the party involved has abused and/or neglected a minor, which may have resulted in the dependency of the minor; includes appellate case files</i>	3 years after minor reaches age 18. If file is part of an associated case then retain 3 years after youngest sibling reaches age 18	Paper/Electronic		<input type="checkbox"/>
PA15-06	Case Files - Juvenile (Adult Contributor) <i>Contains a record of cases filed and prosecuted for the county where the party involved has contributed to the delinquency and/or unruliness of a minor</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
PA15-07	Case Files - Juvenile (Delinquency/Unruly) <i>Contains a record of cases filed and prosecuted for the county where the party involved is a minor, who has committed an offense that would be considered criminal if committed by an adult; except those cases determined to constitute a serious delinquency; includes appellate case files</i>	5 years after minor reaches age 18	Paper/Electronic		<input type="checkbox"/>



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PA15-08	Case Files - Juvenile (Serious Delinquency) <i>Contains a record of cases filed and prosecuted for the county where the party involved is a minor, who has committed homicide, ORC 2903.01 to ORC 2903.06; kidnapping, ORC 2905.01 to ORC 2905.02; a sexual offense, ORC 2907.02 to ORC 2907.06; arson, ORC 2909.02 to ORC 2909.03; robbery, ORC 2911.01 to ORC 2911.02 and/or burglary, ORC 2911.11 to ORC 2911.12; includes appellate case files</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
PA15-09	Case Files - Juvenile (Traffic) <i>Contains a record of cases filed and prosecuted for the county where the party involved is a minor and has committed a traffic offense</i>	1 year	Paper/Electronic		<input type="checkbox"/>
PA15-10	Case Files - Municipal <i>Contains a record of cases filed and prosecuted for the county in the Municipal Court; including Operating a Vehicle under the Influence (OVI)</i>	6 years	Paper/Electronic		<input type="checkbox"/>
PA15-11	Case Files - Municipal (Traffic) <i>Contains a record of cases filed for the county in the Municipal Court where the individual is charged with a traffic offense and waives their right to trial and pays the fine and court costs without prosecution</i>	1 year	Paper/Electronic		<input type="checkbox"/>
PA15-12	Case Files - Tax Foreclosure <i>Contains a record of cases filed and prosecuted for the county where the party involved is in delinquent payment of taxes and the county forces a sale of the property to satisfy the unpaid debt</i>	5 years	Paper/Electronic		<input type="checkbox"/>
PA15-13	Delinquent Tax and Assessment Collection Fund (DTAC) Records <i>Records related to the expenditure and receipt of money from the Delinquent Tax and Assessment Collection (DTAC) Fund</i>	4 years, provided audit (ORC 149.38)	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.	<input type="checkbox"/>
PA15-14	Furtherance of Justice Fund (FOJ) Records <i>Fiscal and administrative records of the Furtherance of Justice Fund, which relates to expenses that the prosecuting attorney incurs in the performance of the prosecutor's official duties and in the furtherance of justice</i>	4 years, provided audit (ORC 149.38)	Paper/Electronic		<input type="checkbox"/>



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PA15-15	Index to Civil Cases <i>Index to civil case files in which the county or a township is a party to the suit</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-16	Index to Criminal Cases <i>Index to criminal case files that are filed and prosecuted for the county</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-17	IV-D Billing Records <i>Records related to the administrative and fiscal operations, including receipts and expenditures, of County Prosecutor involved child support enforcement (IV-D) cases</i>	4 years, provided audit	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.	<input checked="" type="checkbox"/>
PA15-18	Jury Records - Grand Jury <i>Documents produced by the Grand Jury in relation to individual cases deliberated within the Grand Jury, reports issued by the Grand Jury in completion of mandated tours of public correctional institutions and indictments returned by the Grand Jury; confidential Ohio Criminal Rule 6</i>	5 years	Paper		<input type="checkbox"/>
PA15-19	Jury Records - Petit Jury <i>Documents related to the selection of Petit Jurors for court proceedings in which the county is a party to the suit or criminal cases prosecuted for the county</i>	1 year	Paper		<input type="checkbox"/>
PA15-20	Non-Prosecuted Case Documents <i>Copies of police reports, complaints and/or charging affidavits that are not made part of a prosecutor file, because, but not limited to the fact, that a defendant disposes of the case at arraignment, charges are never filed, or before a formal prosecutor's file is created</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
PA15-21	Opinions <i>Official recommendations, advice or opinions of the Prosecuting Attorney issued and directed to county and township officials</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PA15-22	Subpoenas <i>Documents issued by the Prosecuting Attorney calling individuals and/or the production of materials before a court</i>	6 years	Paper		<input type="checkbox"/>



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PA15-23	Violence Against Women Act (VAWA) Grant Records <i>Records related to the administrative and fiscal operations of the Violence Against Women Assistance Program, which seeks to reduce domestic violence, dating violence, sexual assault, and stalking</i>	7 years, provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
PA15-24	Victims of Crimes Act (VOCA) Grant Records <i>Records related to the administrative and fiscal operations of the Victims of Crimes Assistance Program, which seeks to assist victims of crimes with crisis intervention, counseling and criminal justice advocacy</i>	7 years, provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
PA15-25	VOCA Victim Files (Felony) <i>Files related to the advocacy and support of the victims of felony criminal behavior; records filed with criminal case file</i>	Permanent	Paper		<input type="checkbox"/>
PA15-26	VOCA Victim Files (Juvenile) <i>Files related to the advocacy and support of the victims of juvenile delinquency</i>	3 years	Paper		<input type="checkbox"/>
PA15-27	VOCA Victim Files (Misdemeanor) <i>Files related to the advocacy and support of the victims of misdemeanor criminal behavior</i>	1 year	Paper		<input type="checkbox"/>
PA15-28	VOCA Victim Files (Violent Crimes) <i>Files related to the advocacy and support of the victims of violent criminal behavior; records filed with criminal case file</i>	Permanent	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>