



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, OH 43211-2474
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OHIO HISTORY CONNECTION
 OCTOBER 25 2023
 STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Union County Clerk of Courts

(Local Government Entity)

(Unit)

Danielle N Sullivan

Danielle Sullivan

Clerk of Courts

10-5-2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.68 – ORC 149.412 for Records Commission Information

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, email address: sbadenhop@unioncountyoohio.gov

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.

Diana J...

Records Commission Chair Signature

10-25-23

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/26/2023

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Clerk of Courts
(Local Government Entity)

Administrative Division
(Unit)

(1) Authority 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
Sup. R. 26.01(A)	Administrative Journal <i>Journals that consists of court entries, or a record of court entries, regarding policies and issues not related to specific court cases</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.01(B)	Annual Reports <i>Clerk of Court's annual statistical report to the Supreme Court of Ohio</i>	Permanent - 2 copies	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.01(C)	Bank Records <i>Records relating to banking transactions between the courts and financial institutions including but not limited to bank deposit receipts, bank statements, canceled checks and check registers</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(D)	Cash Books <i>Financial ledgers that document the expenditure and/or receipt of cash items, including expense and receipt ledgers</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(E)	Communication Records <i>Records relating to the sharing of information, including routine telephone messages and text messages, where official action will be recorded elsewhere</i>	Until no longer of value by the person holding the record	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	6 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(F)	Correspondence & General Office Records <i>Communications from external and internal sources, including all sent and received correspondence, and any and/or office records considered to be of a general administrative nature</i>	Until no longer of value by the person holding the record	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(G)	Drafts & Informal Notes <i>Preliminary working documents and personal convenience notes of transitory information used to prepare an official record</i>	Until no longer of value by the person holding the record	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(H)	Employment Applications for Posted Positions <i>Application submissions by individuals for job positions posted or advertised</i>	2 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(I)	Employee Benefit & Leave Records <i>Requests for use of sick, vacation, compensatory or other form of leave time including court office copies of life, dental, vision and medical insurance records</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>



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Union County Clerk of Courts
(Local Government Entity)

Administrative Division
(Unit)

(1) Authority 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
Sup. R. 26.01(J)	Employee History & Discipline Records <i>Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees</i>	10 years after termination of employment	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(K)	Fiscal Records <i>Records including copies of transactional budgeting and purchasing documents maintained by another office or agency; including annual inventory</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(L)	Grant Records <i>Records of grants made or received by a court documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grant funds</i>	3 years after expiration of grant, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(M)	Payroll Records <i>Records of personnel time worked and copies of payroll records maintained by another office or agency</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Postal Records <i>Records created in the use and functions of a postal machine and the logging of registered mail</i>	2 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(N)	Publications Received <i>Various publications issued and sent by businesses, state and/or federal government</i>	Until no longer of value by the person holding the publication	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(O)	Receipt Records <i>Records acknowledging that payment has been received including balancing records</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Record Requests <i>Formal requests to inspect and review public records, including backgrounds and record checks</i>	1 year	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Record Requests - Concealed and Carry <i>Records documenting criminal records checks performed on individuals who apply for a concealed handgun license; confidential ORC 2923.129(B)(1)</i>	20 days (ORC 311.41)	Paper/Electronic		<input type="checkbox"/>



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Union County Clerk of Courts
(Local Government Entity)

Administrative Division
(Unit)

(1) Authority 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
Sup. R. 26.01(P)	Requests for Proposals, Bids & Resulting Contracts <i>Requests for proposals from vendors for services and/or merchandise, bids received in response to a request for proposal including publicizing, hearing and awarding of quoted bids to vendors, and contracts resulting from a request for proposal for the procuring of goods and/or services</i>	8 years after contract expires	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Statistical/Administrative Reports <i>Documents compiled about an office's operations for fiscal, administrative, or managerial decision making or other information purposes, including, but not limited to Conviction and Incarceration Reports and Supreme Court Reports</i>	3 years	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Clerk of Courts
(Local Government Entity)

Court of Appeals Division
(Unit)

(1) Authority 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
Sup. R. 26.02(E)(1)	Case Files - Court of Appeals (AP) <i>Compendium or original documents filed in an action or proceeding in the court, including the pleadings, motions, orders, and judgments of the court on a case by case basis</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.02(D)	Court Docket <i>Record where the clerk enters all of the information included in the appearance docket, the trial docket, the journal, and the execution docket, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate, schedule of court proceedings, and all actions taken by the court to enforce orders or judgments</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.02(D)	Court Index <i>Reference record used to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.02(E)(2)	Drafts and Informal Notes <i>Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum</i>	1. Kept separate from case file 2. Retained in case file 3. Destroy at discretion of preparer	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26(F)	Exhibits, Depositions and Transcripts <i>Documents, records, or other tangible objects formally introduced as evidence in court; witness's out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial</i>	60 days after appeal date expiration	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Expunged Records (ORC 2953) <i>Records ordered by court order to be destroyed, deleted, and erased from records, as appropriate for the record's physical or electronic form or characteristic, so that the records is permanently irretrievable; confidential ORC 2953</i>	Destroy immediately (ORC 2953)	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Clerk of Courts
(Local Government Entity)

General Division
(Unit)

(1) Authority 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
L.R. 38.02	Bail Bondsman Records (ORC 3905.87) <i>Copies of agents' surety bail bond licenses, agents' driver's licenses or state identification cards, and certified copies of the surety bail bond agents' appointments by power of attorney from each insurer that the surety bail bond agent represents along with any and all supplemental materials and also includes the list of court-registered surety bail bond agents</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(F)(5)	Case Files - Certificate of Judgment (CJ) <i>Compendium or original documents filed in an action or proceeding in the court related to a judgment issued against a debtor for collection and/or a lien imposed on the debtor's nonexempt property</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(F)(2) Sup. R. 26.03(F)(4) Sup. R. 26.03(F)(5)	Case Files - Civil (CV) <i>Compendium or original documents filed in an action or proceeding in the court related to private rights and remedies that are sought by action or suit, usually by pursuit of redress of wrongs by compelling compensation, restitution or recovery</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(F)(1) Sup. R. 26.03(F)(4) Sup. R. 26.03(F)(5)	Case Files - Criminal (CR) <i>Compendium or original documents filed in an action or proceeding in the court related to the punishment of offenses against the public</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(F)(5)	Case Files - Miscellaneous (MS) <i>Compendium or original documents filed in the court related to administrative actions and miscellaneous filings, usually required by statute along with proceedings in court not previously addressed under the Rules of Superintendence for the Courts of Ohio Rule 26.03(F)</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(F)(5)	Case Files - State Lien (SL) <i>Compendium or original documents filed in an action or proceeding in the court related to a judgment issued in favor of the state of Ohio against a debtor for a lien imposed on the debtor's nonexempt property</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>



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Union County Clerk of Courts
(Local Government Entity)

General Division
(Unit)

(1) Authority 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
Sup. R. 26.03(D)	Court Docket <i>Record where the clerk enters all of the information included in the appearance docket, the trial docket, the journal, and the execution docket, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate, schedule of court proceedings, all actions taken by the court to enforce orders or judgment, and all information necessary to document the activity of the clerk regarding the case</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.03(D)	Court Index <i>Reference record used to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.03(E)	Drafts and Informal Notes <i>Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum</i>	1. Kept separate from case file 2. Retained in case file 3. Destroy at discretion of preparer	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26(F)	Exhibits, Depositions and Transcripts <i>Documents, records, or other tangible objects formally introduced as evidence in court; witness's out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial</i>	60 days after appeal date expiration	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Expunged Records (ORC 2953) <i>Records ordered by court order to be destroyed, deleted, and erased from records, as appropriate for the record's physical or electronic form or characteristic, so that the records is permanently irretrievable; confidential ORC 2953</i>	Destroy immediately (ORC 2953)	Paper/Electronic		<input type="checkbox"/>



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Union County Clerk of Courts
(Local Government Entity)

General Division
(Unit)

(1) Authority 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
L.R. 38.02	Jury Records - Grand Jury <i>Records pertaining to the convening of the Grand Jury, who decide whether to issue indictments, witnesses called before the Grand Jury including subpoenas issued, deliberation and voting records on the issuing of indictments, and payment of Grand Jurors and witnesses; confidential Ohio Criminal Rule 6</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Jury Records - Petit Jury <i>Records of a jury summoned and empaneled in the trail of a specific case showing names and addresses of jurors summoned and payment of Petit Jurors</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Returned Certified Mail Contents <i>Contains copies of complaints, petitions and/or summons sent via certified mail, which are returned to the court by the postal service; certified mail receipts maintained with case file</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Returned Certified Mail Failures <i>Envelopes sent via certified mail, which are returned to the court by the postal service undelivered to the recipient. A photocopy of the envelope, with the failure notice, will be maintained in the case file</i>	30 days after appeal date expiration	Paper		<input type="checkbox"/>
L.R. 38.02	Sealed Records (ORC 2953) <i>Records ordered by court order to be removed from the main file of similar records and secured in a separate file that contains only sealed records accessible only to the clerk of courts; confidential ORC 2953</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(F)(3)	Search Warrant Records <i>Judge's written order authorizing a law-enforcement officer to conduct a search of a specified place and to seize evidence</i>	5 years after date of service or last attempt in original form	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Clerk of Courts
(Local Government Entity)

Domestic Relations Division
(Unit)

(1) Authority 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
Sup. R. 26.03(G)(2) Sup. R. 26.03(G)(3) Sup. R. 26.03(G)(6)	Case Files - Divorce (DR) <i>Compendium or original documents filed in a divorce proceeding where one or both of the parties cannot agree on the terms and conditions terminating the marriage and enlist the help of the court in resolving the ending to that marriage</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(G)(2) Sup. R. 26.03(G)(3) Sup. R. 26.03(G)(5) Sup. R. 26.03(G)(6)	Case Files - Dissolutions (DS) <i>Compendium or original documents filed in a dissolution or legal separation proceeding where both parties mutually agree to terminate their marriage and are in agreement on all of the matters relating to ending that marriage</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(G)(4)	Case Files - Domestic Violence (DV) <i>Compendium or original documents filed in an action or proceeding in the court related to violence between members of a household or between romantic or sexual partners</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(G)(7) Sup. R. 26.03(G)(8)	Case Files - Miscellaneous (MS) <i>Compendium or original documents filed in an action or proceeding in the court related to, but not limited to, registration or adoption of foreign decree, and Uniform Interstate Family Support Act (UIFSA) filings</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(D)	Court Docket <i>Record where the clerk enters all of the information included in the appearance docket, the trial docket, the journal, and the execution docket, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate, schedule of court proceedings, all actions taken by the court to enforce orders or judgment, and all information necessary to document the activity of the clerk regarding the case</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>



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Union County Clerk of Courts
(Local Government Entity)

Domestic Relations Division
(Unit)

(1) Authority 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
Sup. R. 26.03(D)	Court Index <i>Reference record used to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.03(E)	Drafts and Informal Notes <i>Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum</i>	1. Kept separate from case file 2. Retained in case file 3. Destroy at discretion of preparer	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26(F)	Exhibits, Depositions and Transcripts <i>Documents, records, or other tangible objects formally introduced as evidence in court; witness's out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial</i>	60 days after appeal date expiration	Paper/Electronic		<input type="checkbox"/>
L.R. 38.02	Sealed Records (ORC 2953) <i>Records ordered by court order to be removed from the main file of similar records and secured in a separate file that contains only sealed records accessible only to the clerk of courts; confidential ORC 2953</i>	Permanent	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.	<input type="checkbox"/>
					<input type="checkbox"/>