



Union County Records Center & Archives  
Union County Records Commission  
128 South Main Street, Suite 114  
Marysville, OH 43040

## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

### Section A: Local Government Unit

#### Union County Common Pleas Court

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

Don Fraser

(Name)

Common Pleas Court Judge

(Title)

7-21-2015

(Date)

I hereby certify that the Union County Common Pleas Court approved the schedules listed on this form and any continuation sheets, pursuant to local Rules of Practice 38. I further certify that our office will make every effort to prevent these record 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.

### 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)

#### NOT REQUIRED – RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO (RULE 26)

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

#### NOT REQUIRED – RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO (RULE 26)

Signature

Title

Date

### Section D: Auditor of State

#### NOT REQUIRED – RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO (RULE 26)

Signature

Title

Date

*Please Note: The Union County Records Commission retains RC-2 forms permanently.*



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Common Pleas Court

Administrative Division

(Local Government Entity)

(Unit)

| (1)<br>Authority<br>Number | (2)<br>Record Title and Description  | (3)<br>Retention Period                                   | (4)<br>Media Type |
|----------------------------|--|---|-------------------|
| Sup. R. 26.01(B)           | Annual Reports<br><i>Clerk of Court's annual statistical report to the Supreme Court of Ohio</i>   | Permanent - 2 copies                                      | Paper/Electronic  |
| Sup. R. 26.01(C)           | Bank Records<br><i>Records relating to banking transactions between the court 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  |
| Sup. R. 26.01(D)           | Cash Books<br><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  |
| Sup. R. 26.01(E)           | Communication Records<br><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  |
| L.R. 38.02                 | Community Service Case Files<br><i>Documents relating to the administration of convicted criminals who perform activities for the benefit of the public or public institutions, as an alternative form of sentencing in lieu of other judicial remedies and/or sanctions; confidential ORC 149.43(A)(1)(b)</i> | 5 years after closed                                      | Paper/Electronic  |
| L.R. 38.02                 | Contracts and Agreements<br><i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>   | 8 years, after expiration (ORC 2305.06)                   | Paper/Electronic  |
| Sup. R. 26.01(F)           | Correspondence & General Office Records<br><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  |
| Sup. R. 26.01(G)           | Drafts & Informal Notes<br><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  |
| Sup. R. 26.01(H)           | Employment Applications for Posted Positions<br><i>Application submissions by individuals for job positions posted or advertised</i>   | 2 years   | Paper/Electronic  |
| Sup. R. 26.01(I)           | Employee Benefit & Leave Records<br><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  |
| Sup. R. 26.01(J)           | Employee History & Discipline Records<br><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  |



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Common Pleas Court

Administrative Division

(Local Government Entity)

(Unit)

| (1)<br>Authority<br>Number | (2)<br>Record Title and Description   | (3)<br>Retention Period  | (4)<br>Media Type |
|----------------------------|---|--|-------------------|
| L.R. 15.09                 | Exhibits, Depositions and Transcripts<br><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  |
| Sup. R. 26.01(K)           | Fiscal Records<br><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  |
| Sup. R. 26.01(L)           | Grant Records<br><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  |
| L.R. 38.02                 | Jury Commission Records<br><i>Records related to the administration and selection of jurors for Grand Jury and Petit Jury</i>   | 1 year   | Paper/Electronic  |
| L.R. 38.02                 | Mediation Case Files<br><i>Documents relating to the process of a nonbinding dispute resolution involving a neutral third party who tries to assist the disputing parties reach a mutually agreeable solution; confidential ORC 2710.03(A) &amp; ORC 2710.07</i>  | Until no longer of administrative value                        | Paper/Electronic  |
| Sup. R. 26.01(M)           | Payroll Records<br><i>Records of personnel time worked and copies of payroll records maintained by another office or agency</i>   | 3 years, provided audit  | Paper/Electronic  |
| L.R. 38.02                 | Pre-Sentencing Investigation (PSI) Reports<br><i>Probation officer's detailed account of a convicted defendant's educational, criminal, family, and social background, conducted at the court's request as an aid in passing sentence; confidential ORC 2951.03</i>   | Permanent  | Paper/Electronic  |
| Sup. R. 26.01(N)           | Publications Received<br><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  |
| Sup. R. 26.01(O)           | Receipt Records<br><i>Records acknowledging that payment has been received including balancing records</i>  | 3 years, provided audit  | Paper/Electronic  |
| Sup. R. 26.01(P)           | Requests for Proposals, Bids & Resulting Contracts<br><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> | 3 years after contract expires                                 | Paper/Electronic  |

*See instructions before completing this form.*

Administrative Division  
(Unit)[illegible]





## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Common Pleas Court  
(Local Government Entity)

Adult Parole Division  
(Unit)

| (1)<br>Authority<br>Number | (2)<br>Record Title and Description   | (3)<br>Retention Period | (4)<br>Media Type |
|----------------------------|---|-------------------------|-------------------|
| L.R. 27.06                 | Case Files - Community Control<br><i>Documents related to the supervision of felons where a prison term is not imposed in which the freedom of a defendant is restricted within the community, home, or noninstitutional residential placement through the imposition and enforcement of specific sanctions; confidential ORC 149.43(A)(1)(b)</i> | 5 years after closed    | Paper/Electronic  |
| L.R. 27.06                 | Case Files - Community Service<br><i>Documents relating to the administration of convicted criminals who perform activities for the benefit of the public or public institutions, as an alternative form of sentencing in lieu of other judicial remedies and/or sanctions; confidential ORC 149.43(A)(1)(b)</i>                                  | 5 years after closed    | Paper/Electronic  |
| L.R. 27.06                 | Case Files - Judicial Release<br><i>Documents related to probation that is granted to a defendant after a brief stay in jail or prison; confidential ORC 149.43(A)(1)(b)</i>  | 5 years after closed    | Paper/Electronic  |
| L.R. 27.06                 | Case Files - Probation<br><i>Documents related to a form of community supervision, after a defendant is released from confinement, requiring specified contacts with parole and probation officers and other terms and conditions as provided by the court; confidential ORC 149.43(A)(1)(b)</i>  | 5 years after closed    | Paper/Electronic  |
|                            |   |                         |                   |
|                            |   |                         |                   |
|                            |   |                         |                   |
|                            |   |                         |                   |