



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

OHIO HISTORY CONNECTION

DEC 16 2016

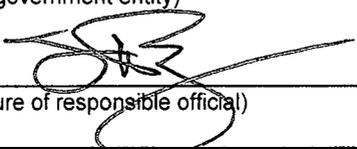
STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2) – Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A: Local Government Unit**

Clermont County Public Defender 2170  
 (Local government entity) (Unit)

 Stephen Haynes Director 10/31/16  
 (Signature of responsible official) (Name) (Title) (Date)

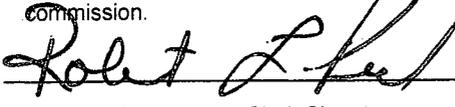
**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

289 East Main Street Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
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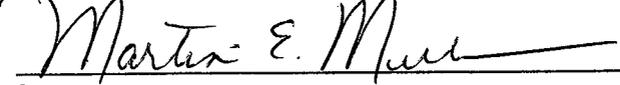
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 12-14-16  
 Records Commission Chair Signature Date

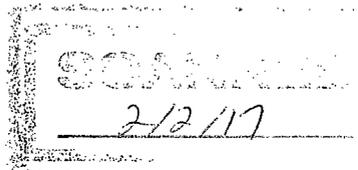
**Section C: Ohio History Connection - State Archives**

 Local Government Records Archivist 1/14/17  
 Signature Title Date

**Section D: Auditor of State**

 1-19-17  
 Signature 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

**Section E: Records Retention Schedule**
**Clermont County Public Defender**
**2170**

(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
2170-01	<b>Annual Budget Tax Appropriations</b>	5 years	Paper/Electronic		<input type="checkbox"/>
2170-02	<b>Appeals Case Files</b>	18 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-03	<b>Case Load Record</b>	20 years	Paper/Electronic		<input type="checkbox"/>
2170-04	<b>Contracts/Agreements</b>	8 years after completion	Paper/Electronic		<input type="checkbox"/>
2170-05	<b>Death Penalty Case Files</b>	100 years	Paper/Microfilm		<input checked="" type="checkbox"/>
2170-06	<b>Domestic Case Files</b>	2 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-07	<b>Felony Card Index</b> –No longer created, historical records 1975-1986	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
2170-08	<b>Felony Case Files</b>	15 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-09	<b>Index Database</b> – Includes index information on all Case types	20 years	Electronic		<input type="checkbox"/>
2170-10	<b>Job Descriptions</b>	Until superseded or classification abolished	Paper/Electronic		<input type="checkbox"/>
2170-11	<b>Juvenile Case Files</b>	2 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-12	<b>Leases</b>	5 years after expiration provided audited by state	Paper/Electronic		<input type="checkbox"/>
2170-13	<b>Leave Requests</b>	Maintained in County's accounting system per Auditor's retention schedule. Duplicates maintained until no longer of administrative value	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.**

## Schedule of Records Retention and Disposition

Clermont County

Public Defender

(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 Require d by OHS- LGRP
2170-14	Misdemeanor Case Files	2 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-15	Not Eligible Forms	2 years after ineligibility established	Paper/Electronic		<input type="checkbox"/>
2170-16	Pay-Ins To Treasury Records	3 years provided audited	Paper/Electronic		<input type="checkbox"/>
2170-17	Personnel Files	60 years after termination	Paper/Microfilm		<input type="checkbox"/>
2170-18A	Public Defender Commission Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
2170-18B	Public Defender Commission Minutes	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
2170-19A	Statistical Reports Monthly & Annual	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic		<input type="checkbox"/>
2170-19B	Statistical Reports Monthly & Annual	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>

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