

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: CLERMONT COUNTY Records Commission

(2) FROM: CLERMONT COUNTY PROBATE COURT *BUDG 1009*

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official:

Lawrence S. Carlier
 Name title LAWRENCE S. CARLIER Date 1/17/96
 MAGISTRATE

Chairman, Records Commission:

Robert L. Ford
 Name Robert L. Ford Date 1-25-96

Ohio Historical Society:

John A. Brannick
 Name John A. Brannick Date 1-31-96

Auditor of State, Bureau of Inspection and Supervision:

Martin E. Meeks
 Name Martin E. Meeks Date 2-8-96

(5) Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
1.	ACCOUNT RECORDS - ADMINISTRATORS', EXECUTORS', GUARDIANS', TRUSTEES'	21 years after close or termination of administration	
2.	ADMINISTRATION DOCKETS	PERMANENT	
3.	ADMINISTRATORS' ACCOUNTS	PERMANENT	
4.	ADMINISTRATORS' BONDS AND LETTERS	PERMANENT	
5.	ADOPTION RECORDS	PERMANENT	
6.	ANNUAL BUDGETS	PERMANENT	
7.	ANNUAL REPORTS	PERMANENT	
8.	APPEAL BONDS - 13 spec. bond	UNTIL DISCHARGED	
9.	APPLICATION FOR EMPLOYMENT	ONE YEAR AFTER RECEIPT	
10.	AUDIT REPORTS	PERMANENT	
11.	AUTOMATIC DATA PROCESSING AND ELECTRONIC DATA PROCESSING MEDIA	ERASE WHEN NO LONGER OF ADMINISTRATIVE VALUE	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
12.	BANK DEPOSIT RECEIPTS	Two years after end of fiscal year provided audited by auditor of state	<p style="text-align: center; transform: rotate(-45deg);"> Records audited by the Auditor of State and the Audit report is released. </p>
13.	BANK STATEMENTS	Three years after end of fiscal year provided audited by auditor of state.	
14.	BILLS OF EXCEPTION	One year after last appeal is resolved	
15.	BIRTH RECORDS	Permanent	
16.	BONDS AND LETTERS (Administrators' Bonds and Letters, Executors' Bonds and Letters, Guardians' Bonds and Letters and Trustees' Bonds and Letters	Permanent	
17.	CASH BOOKS - 13 spec. bond	Until all items are cleared, provided audited by auditor of state	D
18.	CASE FILES	PERMANENT	
19.	CANCELLED CHECKS	THREE years after end of fiscal year, provided audited by auditor of state	<p style="text-align: center; transform: rotate(-45deg);"> Audit records are released by the Auditor of State and the Audit report is released. </p>
20.	CHECK REGISTERS	THREE years after end of fiscal year, provided audited by auditor of state	<p style="text-align: center; transform: rotate(-45deg);"> Audit records are released by the Auditor of State and the Audit report is released. </p>
21.	CIVIL DOCKETS - Miscellaneous	Permanent	
22.	COMPLETE RECORDS	Permanent	
23.	CORRESPONDENCE	One year	
24.	COST BILL RECORDS	Until audited	
25.	COURT CALENDARS	Two years	8

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Schedule number	Record title and description	Retention period	For use by approving agencies
26.	DEATH RECORDS	PERMANENT	
27.	ESTATE TAX RECORDS	PERMANENT	
28.	EXECUTORS' ACCOUNTS	PERMANENT	
29.	EXECUTORS' BONDS AND LETTERS	PERMANENT	
30.	EXECUTORS' DOCKETS	PERMANENT	
31.	GUARDIANS' ACCOUNTS	PERMANENT	
32.	GUARDIANS' BONDS AND LETTERS	PERMANENT	
33.	GUARDIANS' DOCKETS	PERMANENT	
34.	HEIRSHIP RECORDS	PERMANENT	
35.	INDEXES TO CASE FILES DECEDENTS' ESTATES, GUARDIANSHIPS, MENTAL ILLNESS, PETITION RECORDS AND TRUSTEES AND LAND SALES RECORDS	PERMANENT	
36.	INDEXES TO MARRIAGES - FEMALE AND MALE	PERMANENT	
37.	INDEX TO REAL ESTATE RECORDS	PERMANENT	
38.	INDEXES TO REGISTRATION AND CORRECTION OF BIRTH RECORDS	PERMANENT	
39.	INHERITANCE TAX RECORDS	PERMANENT	
40.	INVENTORIES	Three years, provided audited by auditor of state	<i>Provided audited by the Auditor of State and the Audit report is released.</i>
41.	INVENTORY AND APPRAISEMENT RECORDS	PERMANENT	
42.	JOURNALS	PERMANENT	
43.	LAND SALES RECORDS	PERMANENT	
44.	LEAVE REQUESTS	THREE YEARS AFTER END OF FISCAL YEAR PROVIDED AUDITED BY AUDITOR OF STATE	<i>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.</i>
45.	MARRIAGE RECORDS	PERMANENT	

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46.	MENTALLY ILL PERSONS RECORDS	PERMANENT	
47.	MINISTERS' LICENSE RECORDS (NOT RECORDED IN PROBATE COURT AFTER 1/4/1976)	PERMANENT	
48.	NAME CHANGE RECORDS	PERMANENT	
49	PATERNITY RECORDS	PERMANENT	
50	PAY-INS TO TREASURY RECORDS	Four fiscal years, provided audited	
51.	PAYROLL RECORDS (original held by county auditor)	PERMANENT	<p style="text-align: right;"><i>Records are to be retained until the report is released.</i></p>
52.	PERMIT TO GIVE PUBLIC ENTERTAINMENT RECORDS	ONE YEAR AFTER END OF FISCAL YEAR, PROVIDED AUDITED	
53.	PERSONNEL FILES	UNTIL EMPLOYEE TERMINATES, THEN MICROFILM AND DESTROY PAPER COPY. RETAIN MICROFILM PERMANENTLY.	
54.	PETITION RECORDS	PERMANENT	
55.	PHYSICIANS, SURGEONS, AND LIMITED PRACTITIONERS RECORDS	PERMANENT	<p style="text-align: right;"><i>Records are to be retained until the report is released.</i></p>
56.	PURCHASE RECORDS	Three years after end of fiscal year, provided audited by auditor of state.	<p style="text-align: right;"><i>Records are to be retained until the report is released.</i></p> <p style="text-align: right;"><i>Sec. 117.25 O.R.C.</i></p>
57.	RECEIPT BOOKS	UNTIL AUDITED BY AUDITOR OF STATE	
58.	TAPE RECORDINGS	TWO YEARS FOR STATUTORY BOARDS AND COMMISSIONS	
59.	TRUSTEES' ACCOUNTS	PERMANENT	
60.	TRUSTEES' BONDS AND LETTERS	PERMANENT	
61	VITAL AND SOCIAL STATISTICS	PERMANENT	

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Schedule number	Record title and description	Retention period	For use by approving agencies
62.	WILL RECORDS	PERMANENT	
63.	WILLS	PERMANENT	