



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

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

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Prosecutor's Office
 (Local government entity)

1040
 (Unit)

G. Ernie Ramos Jr.
 (Signature of responsible official)

G. Ernie Ramos Jr. Assistant Prosecuting Attorney
 (Name) (Title)

11-30-2016
 (Date)

Section B: Records Commission

Clermont County Records Commission
 Records Commission

(513) 735-8660
 (Telephone number)

289 East Main Street
 (Address)

Batavia
 (City)

45103
 (Zip code)

Clermont
 (County)

To have this form returned to the Records Commission electronically, include an email address:

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.

Robert R. Paul
 Records Commission Chair Signature

12-14-16

Date

Section C: Ohio History Connection - State Archives

Amanda D. Rindler
 Signature

Local Government Records Archivist
 Title

1/4/17
 Date

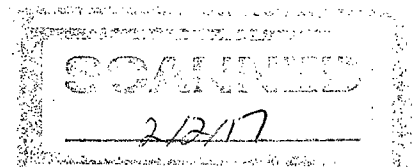
Section D: Auditor of State

Martin E. Murr
 Signature

1-19-17

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 Continuation Sheet

Section E: Records Retention Schedule

Prosecutor's Office**1040**

(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 |
|---------------------------|---|--|-------------------|---|--|
| 1040-01 | Furtherance of Justice Fund Records - Canceled Checks, Check Registers, Paid Invoices, Receipts and Expenditures Records | Three Years after Fiscal Year, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-02A | Civil Case Files | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic | | <input type="checkbox"/> |
| 1040-02B | Civil Case Files | 26 Years | Paper/Microfilm | | <input type="checkbox"/> |
| 1040-03 | Personnel Files | 60 years after termination | Paper/Microfilm | | <input type="checkbox"/> |
| 1040-04A | Criminal Case Files | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic | | <input type="checkbox"/> |
| 1040-04B | Criminal Case Files | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 1040-06 | Municipal Criminal Case Files | Three years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-07A | Appeals Case Files—Criminal | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic | | <input type="checkbox"/> |
| 1040-07B | Appeals Case Files—Criminal | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 1040-08 | Fiscal Records -Includes copies of transactional budgeting and purchasing documents maintained by another agency/department | Three years provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-09 | Grand Jury Reports | Five years after date of filing | 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 Continuation Sheet

Prosecutor's Office

1040

(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 |
|---------------------------|--|--|-------------------|---|--|
| 1040-11A | Index to Criminal Case Files | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic | | <input type="checkbox"/> |
| 1040-11B | Index to Criminal Case Files | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 1040-12 | Bids - Unsuccessful | Two years after contract award, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-13 | Bids - Successful - for the provision of goods and/or other services where no contract is required | Three years after the purchase | Paper/Electronic | | <input type="checkbox"/> |
| 1040-14 | Bids - Successful - Original if made a part of a contract and filed with contract | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |
| 1040-16 | Bulletins, Posters and Notices | Destroy as soon as determined by the Office to have no more value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-17 | Calendars/Schedules | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-18 | Catalogs, Manuals or Publications | Destroy upon review | Paper/Electronic | | <input type="checkbox"/> |
| 1040-20 | Contracts | 8 years after completion | Paper/Electronic | | <input type="checkbox"/> |
| 1040-21 | General Correspondence | Until no longer of administrative value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-22 | Drafts and Informal Notes - Drafts, working papers, memoranda, informal notes, telephone and electronic messages, etc., used to prepare county records | Destroy or erase as soon as determined by the Office to have no more value | Paper/Electronic | | <input type="checkbox"/> |
| 1040-23 | Employment Applications/Resumes | One year after receipt | Paper/Electronic | | <input type="checkbox"/> |
| 1040-24 | Inventory | Three years provided audited | 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 Continuation Sheet

Prosecutor's Office

1040

(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 |
|---------------------------|---|--|-------------------|--|--|
| 1040-26A | Statistical Reports | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic | | <input type="checkbox"/> |
| 1040-26B | Statistical Reports | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| 1040-28 | Time Sheets, Leave and Vacation Requests | Three years provided audited | 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"/> |
| 1040-29 | Travel Requests | Until Audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-31 | Mediation Records - Complaints, activity logs, police referrals, pay-ins, check cards, check number books | 2 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-32 | Bankruptcy Records | 3 years after Discharge or Dismissal | Paper/Electronic | | <input type="checkbox"/> |
| 1040-33 | Escrow Bank Account Records | 5 years after account closed, provided audited | Paper/Electronic | | <input type="checkbox"/> |
| 1040-39 | Document Processing Logs – Includes Public Records Logs and Opinion Logs | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-40A | Opinions | Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format | Electronic | | <input type="checkbox"/> |
| 1040-40B | Opinions | Permanent | Paper/Microfilm | | <input checked="" type="checkbox"/> |
| | <u>VICTIM ASSISTANCE DEPARTMENT</u> | | | | |
| 1040-34 | Time Sheets | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-35 | Surveys | 5 years | Paper/Electronic | | <input type="checkbox"/> |

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Prosecutor's Office**1040**

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|---------------------------|--|-------------------------|-------------------|---|--|
| 1040-36 | Invoices | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-37 | Grants – From the Attorney General's Office | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| 1040-38 | Correspondence | 5 years | Paper/Electronic | | <input type="checkbox"/> |