



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

DEC 11 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

TRUMBULL COUNTY CLERK OF COURT _____
 (local government entity) _____ (unit)
Mary Vane _____
 (signature of responsible official) (name) Office manager (title) 12/10/2015 (date)

Section B: Records Commission

Trumbull County (330) 675-2518 _____
 Records Commission (telephone number)
 160 High St NW Warren, OH 44481 _____
 (address) (city) (zip code) Trumbull (county)

To have this form returned to the Records Commission electronically, include an email address: rswallac@co.trumbull.oh.us

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.

Paula Woods-Klotz _____
 Records Commission Chair Signature Date 12/10/2015

Section C: Ohio Historical Society - State Archives

Amanda D. Binkley _____
 Signature Title Local Government Records Archivist Date 12/29/15

Section D: Auditor of State

Martin E. Muehl _____
 Signature Date 1-20-16

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



Section E: Records Retention Schedule:

(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
COCL-14	Ohio District Court Records -- records of District Court (appellate level) proceedings in Trumbull County	permanent	Paper		<input checked="" type="checkbox"/>
COCL-15	Ohio District Court & Circuit Court Cases -- records of District Court and Circuit Court appeals in Trumbull County, 1883-1903 (note: District Courts became Circuit Courts in 1883.)	permanent	Vol 1,17,18		<input checked="" type="checkbox"/>
COCL-16	Circuit Court Records -- records of Circuit Court cases (appeals) in Trumbull County, 1889-1912 (note: Circuit Courts became current Courts of Appeals after 1912.)	permanent	Paper		<input checked="" type="checkbox"/>
COCL-17	Ohio Circuit Court Journal -- journal entries of Circuit Court sitting in Trumbull County, 1895-1913	permanent	Vol 2 & 3		<input checked="" type="checkbox"/>
COCL-18	Index to Chancery proceedings -- index to chancery (civil) proceedings before the Trumbull County Common Pleas Court 1842-1851	permanent	Vo 5 & 6 9,10,11		<input checked="" type="checkbox"/>
COCL-19	Court of Appeals Record Book -- record of Court of Appeals cases in Trumbull County, 1913-1955 (ORC 2303.17)	permanent	Vol 1		<input checked="" type="checkbox"/>
COCL-20	Criminal Record Book -- record of criminal cases in Common Pleas Court,(ORC 2303.17)	permanent	Paper		<input checked="" type="checkbox"/>
COCL-21	Common Pleas Record Books -- record of civil and domestic relations cases in Common Pleas Court (ORC 2303.17)	permanent	Paper		<input checked="" type="checkbox"/>
COCL-22	Criminal Witness Docket -- docket listing names of witnesses called criminal cases	permanent	Paper		<input checked="" type="checkbox"/>
COCL-23	Civil Witness Docket -- docket listing names of witnesses called in civil cases	permanent	Paper		<input checked="" type="checkbox"/>
COCL-24	Attorneys' Register of Certificates -- certificates of registration to practice before Supreme Court of Ohio that were filed with Clerk	permanent	Paper		<input checked="" type="checkbox"/>
COCL-25	Railroad Policemen Commissions -- record filed with Clerk of commissions of individuals appointed as railroad policemen or other special police commissions, 1918-1960	permanent	Vol 2		<input checked="" type="checkbox"/>
					<input type="checkbox"/>



Section E: Records Retention Schedule CLERK OF COURT

(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
COCL-26a	Oath & Appointments -- oaths of elected/appointed officials in Trumbull County, including certificates of appointment and cancellations of appointments, filed with Clerk	10 years from date of filing	Electronic/ Paper		<input type="checkbox"/>
COCL-27a	Sheriff Candidacy Applications -- applications for candidacy and related journal entries for Trumbull County Sheriff pursuant to ORC 311.01	10 years from date of filing	Electronic/ Paper		<input type="checkbox"/>
COCL-27b	Sherriff Candidacy Applications -- applications for candidacy and related journal entries for Trumbull County Sheriff pursuant to ORC 311.01 (run on General Div. court journal)	permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-28	Reports to Trumbull County Board of Elections -- monthly reports from Clerk to Board of Elections of felony convictions for disenfranchisement per ORC 3503.18	1 year from date of report	Electronic/ Paper		<input type="checkbox"/>
COCL-29	Campaign Finance Reports and Campaign Treasure Designations -- campaign finance reports for candidates seeking a Trumbull County office, and campaign treasurer designation	10 years from date of filing	Electronic/ Paper		<input type="checkbox"/>
COCL-30a	Optometry Certificates -- copies of State Board of Optometry licenses filed with Clerk	10 years from date of filing	Electronic/ Paper		<input type="checkbox"/>
COCL-30b	Optometry Certificates -- copies of State Board of Optometry licenses filed with Clerk (run on General Div. court journal)	permanent	Electronic/ Paper		<input type="checkbox"/>
COCL-31a	Registration of Retired Judges & Certificates of Assignment -- registration of retired judges per ORC 2701.10 and certificates of assignment filed by OH Supreme Court for common pleas cases	10 years from date of filing	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-31b	Registration of Retired Judges & Certificates of Assignment -- registration of retired judges per ORC 2701.10 and certificates of assignment, filed by OH Supreme Court for common pleas cases (run on Gen. Div. journal)	permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-32a	Court of Appeals Dockets -- records of all papers filed/procedural occurrences in Eleventh District Court of Appeals cases (Trumbull County) -- dockets from 2000-present are in electronic cases management system	Paper-Until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>



(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
COCL-32b	Court of Appeals Dockets – records of all papers filed/ procedural occurrences in Eleventh District Court of Appeals cases (Trumbull County)	permanent per SupR26.02 (D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-33a	Court of Appeals Journal – journal entries of Eleventh District Court of Appeals (Trumbull County), 2008-present	Paper-Until filmed until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-33b	Court of Appeals Journal – journal entries of Eleventh District Court of Appeals (Trumbull County), 1913-1983 Vol 1-12	permanent per SupR26.02 (D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-34a	Court of Appeals Index – index to cases in the Eleventh District Court of Appeals, Trumbull County	Paper-Until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-34b	Court of Appeals Index – index to cases in the Eleventh District Court of Appeals, Trumbull County	Paper-until filmed Microfilm Permanent per SupR26.02	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-35	Court of Appeals Case Files – original action and appellate case files (excluding murder and real estate cases) of the Eleventh District Court of Appeals, Trumbull County	15 years from date of final order of the court	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-36	Court of Appeals Murder Appeals – case files of murder/capital cases incl. transcripts of proceedings filed in the Eleventh District Ct. App., Trumbull County (filed with trial court files beginning with case #32318)	Paper-until filmed Permanent Microfilm	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-37a	Court of Appeals Real Estate Files – case files involving questions of title to real estate including transcripts of proceedings filed in the Eleventh District Court of Appeals, Trumbull County	Paper-Until filmed Microfilm permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-37b	Court of Appeals Real Estate Files – case files involving questions of title to real estate including transcripts of proceedings filed in the Eleventh District Court of Appeals, Trumbull County	Paper-until filmed permanent referencing Sup.R26.03 (F)(2)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-38	Transcripts of Proceedings – trial transcripts prepared for appeal to Eleventh District Court of Appeals, Trumbull County (excl. murder and real estate cases)	15 years from date of final order of the Court of Appeals	Electronic/ Paper		<input checked="" type="checkbox"/>



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COCL-39a	Criminal Case Dockets – records of all papers filed/procedural occurrences in criminal cases in General Div. of Common Pleas Court	Permanent per Sup.R.26.03 (D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-39b	Criminal Case Dockets – records of all papers filed/procedural occurrences in criminal cases in General Div. (dockets from 1988-present in electronic CMS)	Paper-Until filmed Microfilm. Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-40	Criminal Nolle/No Bill/Dismissed Cases -- nolle prosequi/no bill (no indictment)/dismissed criminal actions of Common Pleas Court.	3 years from date nolle, no billed, or dismissed	Electronic/ Paper		<input type="checkbox"/>
COCL-41	Index to Sealed Criminal Cases – index to criminal cases sealed (not public record) by Common Pleas Court	Permanent per Sup.R. 26.03 (D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-42a	Criminal Case Files – criminal case files of Common Pleas Court (excl. murder/capital punishment cases), 1996-present (see ORC 2301.141 and Sup.R. 26.03(F)(5))	50 years from final order of court	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-42b	Criminal Case Files – criminal case files of Common Pleas Court (excl. murder capital punishment cases)	Paper- until filmed. Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-43	Grand Jury B&C Lists – lists of accused individuals coming before Grand Jury who have posted bail ("B") or who are committed to jail ("C")	6 months from date of Grand Jury proceeding	Electronic/ Paper		<input type="checkbox"/>
COCL-44a	Grand Jury Reports & Proceedings – reports and proceedings of Trumbull County Grand Jury (indicate defendants indicted, no billed, or passed from consideration)	6 months from date of Grand Jury proceeding	Electronic/ Paper		<input type="checkbox"/>
COCL-44b	Grand Jury Reports & Proceedings – reports and proceedings of Trumbull County Grand Jury (indicate defendants indicted no billed, or passed from consideration) that have been run on Gen. Div. court journal	Paper- until filmed Microfilm Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-45	Search Warrants & Returns – search warrants and returns of service and inventories, sealed or unsealed (excluding interception warrants)	5 years from date of service or last service attempt	Electronic/ Paper		<input type="checkbox"/>
COCL-46	Interception Warrants – warrant applications, warrants, and returns of service and inventories pertaining to interception of wire, oral, or telephonic communications, sealed or unsealed (ORC 2933.56(B))	destroy upon court order at least 10 yrs. from	Electronic/ Paper		<input type="checkbox"/>



(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
		application date			
COCL-47	Criminal Reparations Applications – applications made by victims of crime for awards of reparations, 1978-2000 (apps now filed with OH Attorney General per ORC 2743.56)	50 years from application	Electronic/ Paper		<input type="checkbox"/>
COCL-48a	General Division Court Journal -- civil and criminal journal entries and all other items run on court journal of the General Division of Common Pleas Court	Paper-until filmed Microfilm Permanent per Sup.R26.03 (D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-48 b	General Division Court Journal – civil and criminal journal entries and all other items run on court journal of the General Division of common Pleas Court	Paper-until filmed Microfilm kept Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-49a	Old Common Pleas Court Index – index to civil, criminal, and domestic relations cases in Common Pleas Court	Paper-until filmed Microfilm Permanent per Sup.R. 26.03(D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-49b	Old General Division Index – Index cataloging civil and criminal cases filed in Common Pleas Court, 1973-1987	Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-49c	Old Domestic Relations Division Index – cataloging domestic relations cases filed in Common Pleas Court	Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-49d	General Division and Domestic Relations Division Index – index to civil, criminal, and domestic relations cases filed in Common Pleas Court, 1988-present (index is part of electronic CMS)	until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-50a	Civil Case/Appearance Dockets – appearance dockets for civil cases in Common Pleas Court (1858-1964 – record series is named "Appearance Dockets", 1964-1987 series is named "Civil Case Dockets")	Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-50b	Civil Case/Appearance Dockets – appearance dockets for civil cases in Common Pleas Court, 1988-present (part of electronic CMS)	Paper-until filmed Microfilm Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-51a	General Division IR Cases -- civil/criminal miscellaneous docket case type files (matters such as contraband destruction, aircraft liens, license suspensions, subpoenas, etc.)	Permanent until filmed Microfilm Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>



(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
COCL-51b	General Division IR Cases -- civil/criminal miscellaneous docket case type files (matters such as contraband destruction, license suspensions, subpoenas, etc.), 1996-present	15 years from final order of court	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-52a	Civil Case Files -- civil case files of Common Pleas Court all case types	Until Microfilmed/ Permanent on Microfilm	Electronic/ Paper /Microfilm		<input checked="" type="checkbox"/>
COCL-52b	Civil Case Files -- civil case files of Common Pleas Court, excluding real estate cases going to judgment (1991-present)	15 years from date of judgment or dismissal	Electronic/ Paper		<input type="checkbox"/>
COCL-53a	General Division Real Estate Cases -- all civil case files (incl. foreclosures) with judgment involving questions of title to or interest in real estate, 1991-present (all cases prior to 1996 already filmed)	permanent per Sup.R26.03 (F)(2) Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-53b	General Division Real Estate Cases -- all civil case files (incl. foreclosures) with judgment involving questions of title or interest in real estate, 1991-present (some may be scanned)	Paper-until filmed Microfilm - Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-54a	Sealed Civil Cases -- sealed civil case files (not public record)	15 years from date of order to	Electronic/ Paper		<input type="checkbox"/>
COCL-54b	Sealed Criminal Cases -- sealed criminal and relevant appellate case files (not public record) of the general Division	50 years after order to seal or per court order establishing different retention period	Electronic/ Paper		<input type="checkbox"/>
COCL-54c	Sealed Domestic Relations Cases -- sealed domestic relations case files of the Domestic Relations Division	destroy only upon court order	Electronic/ Paper		<input type="checkbox"/>
COCL-55	Certificates of Judgment -- certificates (CJs) issued by Clerk memorializing judgment liens of courts/agencies and related filings (satisfactions, executions, etc.) (CJs from vol. 134-present are scanned)	40 years from date of issuance	Electronic/ Paper		<input type="checkbox"/>
COCL-56	Deposition & Exhibits -- deposition transcripts and exhibits (exclude items proffered as evidence, which are retained by Court Reports or parties) filed w/Clerk in civil and domestic relations cases	6 months after time for direct appeal has expired and upon notice (Sup.R.26)	Electronic/ Paper		<input type="checkbox"/>



(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
COCL-57	Transcripts of Proceedings – transcripts of court/agency proceedings filed in civil, administrative appeals, or domestic relations cases (excl. transcripts otherwise described in retention schedule)	18 years from date of judgment or dismissal	Electronic/ Paper		<input type="checkbox"/>
COCL-58	Tax Appearance Docket – appearance docket of delinquent tax foreclosure cases brought forward in General Division by Trumbull County	Paper- until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-59	Tax Journal – journal entries in tax foreclosure cases of the General Division (no longer maintained as a separate record series)	permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-60	Delinquent Tax Foreclosures and Dockets -- dockets and case files of delinquent tax foreclosures in the General Division, Civil Files	Permanent until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input type="checkbox"/>
COCL-61a	Tax Foreclosure Case – tax foreclosure cases filed in the Gen. Div. (judgments may involve questions of title to/interest in real estate)	Paper-until filmed Microfilm Permanent per Sup.R.26.03 (F)(2)	Electronic/ Paper/ Microfilm		<input type="checkbox"/>
COCL-61b	Tax Foreclosure Cases – tax foreclosure cases filed in the Gen. Div. (judgments may involve questions of title to/interest in real estate), 1992-present (some are scanned)	Paper- until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		
COCL-62a	Domestic Relations Dockets & Journal -- Domestic Relations Div. records of all papers filed/procedural occurrences and journal entries	permanent per Sup.R.26.03 (D)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-62b	Domestic relations Journal -- journal entries of Domestic Relations Division of Common Pleas Court, 1960-1962 vols. 183-243	Paper- until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-62c	Domestic Relations Journal – journal entries of Domestic Relations Division of Common Pleas Court, 2011-present (may be scanned)	Permanent Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-63a	Domestic Relations Divorce Dockets – appearance dockets and records of all papers filed/procedural occurrences in the Domestic Relations Division	Permanent Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-63b	Domestic Relations Dockets – appearance dockets and records of all papers filed/procedural occurrences in the Dom. Rel. Div., all case types, 1988-present (part of electronic CMS)	Paper- until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>



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(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
COCL-64	Reciprocal Dockets – Domestic Relations Div. dockets for claims for child/spousal support from other jurisdictions, 1967-1987 (no longer maintained as an independent record series)	Permanent until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-65	Custody Dockets – dockets of custody actions filed in the Dom. Rel. Div. (instead of Juvenile Div. of Common Pleas Court)	Permanent until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-66	No Fault Divorce Dockets – dockets of “no fault” or dissolution cases filed in the Domestic Relations Division, 1974-1986 (no longer maintained as an independent record series)	Permanent until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-67	Old Domestic Relations Case Files – Domestic Relations Div. case files on microfilm, 1933-1991	Paper- until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-68a	Domestic Relations Division Real Estate Cases – all domestic relations case files with judgments involving questions of title to or interest in real estate	Paper-until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-68b	Domestic Relations Division Real Estate Cases – all domestic relations case files with judgments involving questions of title to or interest in real estate	Paper-Until filmed until filmed Microfilm Permanent per Sup.R.26.03 (F)(2)	Electronic/ Paper/ Microfilm		<input checked="" type="checkbox"/>
COCL-69	Divorce/Dissolution Cases Involving Minor Children – Divorces, dissolutions, legal separations, registration of foreign decrees, and URESA/UIFSA filings w/minor children involved, 1977-present	25 years after final order of the court (Sup.R26.03 (G))	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-70	Domestic Relations Cases With No Minor Children – divorces, dissolutions, legal separations, and miscellaneous/other case types not otherwise described in retention schedule	15 years after final order of court	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-72	Domestic Violence Petitions – petitions for protection orders involving family/household members filed in Domestic Relations Div. (see Sup.R. 26.03(G)(4))	1 year after order expires or 1 yr. after final order, whichever is later	Electronic/ Paper		<input type="checkbox"/>
COCL-73	Certified Mail Receipts – certified mail return receipt cards from domestic relations case files of uncontested matters and post-decree motions (for case files that have been	50 years from date of issuance per	Electronic/ Paper		<input type="checkbox"/>



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(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
	destroyed)	SupR.26.03 (G)			
COCL74	Notary Book – scanned recorded of all notary public commissions recorded in Trumbull County per ORC 147.05 (excl. attorney commissions, which are held by Ohio secretary of State)	6 years	Electronic/ Paper		<input type="checkbox"/>
COCL-75a	LOCAL Rules of Court -- local court rules promulgated by General & Domestic Relations Divisions of Common Pleas Court, and the Eleventh District Court of Appeals	retain only current rules in force minus one	Electronic/ Paper		<input type="checkbox"/>
COCL-75b	Local Rules of Court -- local court rules promulgated by General & Domestic Relations Divisions of Common Pleas Court (run on court journals)	permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
COCL-76	Employment Applications- completed employment applications received by Clerk from individuals seeking employment in any division (if hired, becomes part of Employee Personnel Files)	2 years from date of receipt if not hired (Sup.R26.01 (H))	Electronic/ Paper		<input type="checkbox"/>
COCL-77	Employee Personnel Files – personnel files of current/former employees of any division in Clerk's office (incl. employment apps, New hire & benefits paperwork, handbook and policy acknowledgments, etc.)	10 years following termination per Sup.R 26.01(J)	Electronic/ Paper		<input type="checkbox"/>
COCL-78	Employee Leave Reports – annual reports documenting sick, vacation, personal, FMLA, or other types of leave for clerk employees, all divisions	2 years after audit	Electronic/ Paper		<input type="checkbox"/>
COCL-79	Employee Payroll Records -- annual payroll reports for Clerk employees, all divisions	2 years after audit	Electronic/ Paper		<input type="checkbox"/>
COCL-80	Job Descriptions & Classifications – job descriptions and job classifications for Clerk employees , all divisions (established 2005)	until superseded or abolished	Electronic/ Paper		<input type="checkbox"/>
COCL-81	Leases & Contracts, and related documents for all Clerk divisions (excl. Collective Bargaining Agreement)	3 years following agreement expiration (Sup.R26.01 (P))	Electronic/ Paper		<input type="checkbox"/>
COCL-82	Office Communication Records – voicemail, text messages, e-mail, letters, memoranda, notes, drafts, calendars, and correspondence from or received by Clerk employees, any division (Sup.R. 26.01(E), (F), (G))	until no longer considered of value by person creating/hol	Electronic/ Paper		<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.



(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
		ding item			
COCL-83	Publications – flyers, magazines, brochures, instructions, manuals not otherwise described in retention schedule, and other publications received by or issued from any Clerk division (Sup.R. 26.01(N))	until no longer considered of value by person creating/holding item	Electronic/ Paper	<input type="checkbox"/>	<input type="checkbox"/>
COCL-84	Office Forms – blank forms & templates, notices & instructions provided to public, attorneys, courts, motor vehicle dealers, state, and other stakeholders for transacting business with Clerk's office, any division	until superseded or abolished	Electronic/ Paper	<input type="checkbox"/>	<input type="checkbox"/>
COCL-85	Public Records Policies -- public access to court records and public records policies of all Clerk divisions, including records retention schedules	until superseded or abolished	Electronic/ Paper	<input type="checkbox"/>	<input type="checkbox"/>
COCL-86a	Deposition/Exhibit Destruction Log- log of all depositions or exhibits retrieved or destroyed in General Division	Permanent until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm	<input type="checkbox"/>	<input type="checkbox"/>
COCL-86b	Deposition/Exhibit Destruction Notes - notes of depositions or exhibits retrieved or destroyed General Division cases (noted on dockets of individual cases in which items were filed)	Paper- until filmed Microfilm Permanent	Electronic/ Paper/ Microfilm	<input type="checkbox"/>	<input type="checkbox"/>
COCL-87	Personnel Policy Manual – personnel policy manual and related items such as emergency procedures (not public record) for Clerk employees, all divisions	until superseded or abolished	Electronic/ Paper	<input type="checkbox"/>	<input type="checkbox"/>
COCL-88	Foreclosures Filed Reports – monthly reports prepared by Clerk listing foreclosure cases filed, parcel #s involved, and street addresses of properties	6 months from date of creation	Electronic/ Paper	<input type="checkbox"/>	<input type="checkbox"/>
	NOTE* The retention on all Permanent should be: "Paper retained until microfilmed" and the microfilm would be permanent.				



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Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497
- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.