

Franklin County Municipal Court, Clerk of Court Retention Schedule

Administration

| | Record Title and Description | Retention Period | Media Type |
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| 1 | ANNUAL REPORT – Annual report of financial and statistical statements. | Permanent. Retain 6 years then transfer to State Archives RC-3 required by OHS. | Paper/Electronic |
| 2 | ATTENDANCE RECORDS - All records which document or are the basis for payroll; including time reports, activity sheets, time or flextime authorizations and leave requests. | 3 years, then destroy, provided audited. | Paper/Electronic |
| 3 | BUSINESS CARD FILES - Personnel business cards. | Until obsolete or superseded, then destroy RC-3 not required. | Paper |
| 4 | CERTIFICATES OF RECORDS DISPOSAL - Used to certify the destruction or transfer of records retention schedule. | Retain 5 years then destroy. | Paper/Electronic |
| 5 | CHARITY/COMMUNITY PROJECTS - Record of current and previous projects endorsed by the Clerk's Office, such as Operation Feed, United Way, ETC... | Until no longer of Administrative value. | Paper/Electronic |
| 6 | COPIES - Imitation or reproduction of an Original. | Until no longer of Administrative value, and then destroy. RC-3 not required. | Paper/Electronic |
| 7 | CORRESPONDENCE - Requests for information pertaining to interpretations and other misc. inquiries; informative-does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes. | Retain until no Administrative value, and then destroy. RC-3 not required. | Paper/Electronic |
| 8 | CORRESPONDENCE - Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc... | Retain according to content, ensure metadata retained. | Paper/Electronic |
| 9 | CORRESPONDENCE - Communications which convey information of temporary importance in lieu of oral communications (i.e. drafts, meeting notices, etc...) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters. | Until no longer of Administrative value. | Paper/Electronic |
| 10 | CORRESPONDENCE - Substantive. Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters. | 5 years; file with related records if content requires longer retention; appraise for historical value. | Paper/Electronic |
| 11 | COURT ORDERS - Copies of Court Orders which affect or effect Court operations. Originals Maintained by Court Administration. | 1 year after recorded. | Paper/Electronic |

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| 12 | COURT ORDERS JOURNAL - Journal where all Court Orders which affect or effect Court operations are recorded. | 25 years after last entry. RC-3 required by OHS. | Paper/Electronic |
| 13 | DIVISIONAL STATISTICS REPORTS - Monthly reports by division of all activities within the division. | Retain until no Administrative value, then destroy. RC-3 not required. | Paper/Electronic |
| 14 | EMPLOYEE MANUAL - Manual listing policies, procedures and rules for the Clerk's Office. | Until updated and or revised. | Paper/Electronic |
| 15 | EMPLOYMENT APPLICATIONS - Pending applications for employment with the Clerk. | 2 years, if not hired. | Paper/Electronic |
| 16 | EQUIPMENT INVENTORY - Listing of all office furniture and equipment by location; including manuals. | Until updated and or revised. | Paper/Electronic |
| 17 | FEDERAL GRANT FILES - All records concerning federal grants to city agencies which document the expenditure of use of federal monies. | Retain until federal audits have been conducted, audit reports released, and audit resolutions issue or resolved. Review by State Archives for possible transfer. Destroy if no historical value to State Archives. | Paper/Electronic |
| 18 | JOB DESCRIPTIONS - Detailed job description for all positions setting responsibilities, hours, pay, etc... | Until updated and or revised. | Paper/Electronic |
| 19 | JOB POSTING DESCRIPTIONS - General job description summary used for posting open positions in all Divisions. | Until updated and or revised. | Paper/Electronic |
| 20 | JUDICIAL ACTIVITY COMPENSATION REPORT - Judge's reports of compensation received other than salary, as required by Cannon of Ethics. | 3 years, provided audited. | Paper/Electronic |
| 21 | JUDICIAL CAMPAIGN COMMITTEE REPORT - Judge's campaign committee reports as required by Cannon of Ethics. | 3 years, provided audited. | Paper/Electronic |
| 22 | MAIL LOG - Daily list of receipt and routing of all money received by mail. | 3 years, provided audited. | Paper/Electronic |
| 23 | MANAGEMENT FEASIBILITY REPORTS AND STUDIES - Reports and studies outlining way to improve/increase productivity. | Retain 5 years, then destroy. | Paper/Electronic |
| 24 | MINUTES - Minutes of management, supervisory and staff meetings. | Permanent. RC-3 required by OHS. | Paper/Electronic |
| 25 | NEWSPAPER RELEASES AND NEWS BULLETINS - Includes news/press releases and bulletins issued by the Agency. | Retain in agency until no longer of Administrative value, then transfer to State Archives. | Paper/Electronic |
| 26 | OATH OF OFFICE JOURNAL - Journal of Judges and Clerk's oaths of office. | Permanent. RC-3 required by OHS. | Paper/Electronic |
| 27 | PAYROLL REPORTS - Copies of time and attendance reports and payroll changes as submitted to City payroll. | 3 years, provided audited. | Paper/Electronic |
| 28 | PERSONNEL FILES - Files containing original application for employment, recognitions, disciplinary actions, job changes etc... | Permanent. | Paper/Electronic |

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| 29 | RESEARCH AIDS - Copies of laws, regulations, codes, rules, etc... which affect, effect or direct Court operations. | Until updated, revised or superseded. | Paper/Electronic |
| 30 | SEMINAR EXPENSE REPORTS - Includes all related reports. | Retain 4 years, then destroy provided audited and audit report is released. | Paper/Electronic |
| 31 | SOCIAL MEDIA - Content captured, made or received in connection with the transaction of public business, including original content and posts about content. | Retain in agency until no longer of Administrative value. | Paper/Electronic |
| 32 | SUPREME COURT REPORT - Criminal, traffic and civil case activation and disposition count as reported to Ohio Supreme Court. | Permanent. RC-3 required. | Paper/Electronic |
| 33 | TIME SHEETS - Employee sign in/out sheets used for payroll records. | 3 years, provided audited. | Paper/Electronic |
| 34 | TRANSIENT RECORDS - Phone messages, uncirculated drafts, bulletins board messages, sticky notes and any record that does not pertain to policy or guidelines. | Until no longer of Administrative value. RC-3 not required. | Paper/Electronic |
| 35 | TUITION REIMBURSEMENT RECORDS - Guidelines, correspondence and individual files on tuition reimbursement applicants. | 2 years after paid or denied. | Paper/Electronic |
| 36 | UNEMPLOYMENT COMPENSATION RECORDS - File for pending claims and or appeals. | Until added to personnel file. | Paper/Electronic |
| 37 | VISITOR'S LOG - Records documenting th entry and departure of employees and visitors into a City building during and or after office hours. | Retain 3 years, then destroy. | Paper/Electronic |

| Accounting/Finance | | | |
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| | Record Title and Description | Retention Period | Media Type |
| 1 | ACCOUNT BALANCING RECORDS - All batches, logs and reports associated with monthly bank statements, to include, but no limited to, adjustment log, deposit verification log, daily cashier batches and over/short log. | 3 years from audit. | Paper/Electronic |
| 2 | AUDIT REPORTS - Reports as prepared by Auditor's Office on financial and legal compliance. | 5 Fical years. | Paper/Electronic |
| 3 | BAIL/BOND RECORD BOOK - Listing of receipt and disposition of monies posted for bail/bond. Not Actual Receipts. | 3 years, provided audited. | Paper/Electronic |
| 4 | BONDSMAN BILLINGS - Record of billings to and payments from, bonding agencies. | 4 years, provided audited. | Paper/Electronic |
| 5 | CANCELLED CHECKS - All original checks issued by the Clerk, returned checks cancelled by the bank. | 3 years or audited whichever is later. | Paper/Electronic |
| 6 | CANCELLED CHECK ISSUED BY PAYER TO CLERK - All checks or money orders issued to the Clerk processed through Online Check Processing. | Until no longer of Administrative value. | Paper |

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| 7 | CHECK STUBS/CARBONS - Check stubs and or carbon copies of all checks issued by the Clerk. | 3 years and audited. | Paper/Electronic |
| 8 | CREDIT CARD PAYMENT AUTHORIZAION FORMS AND SALES DRAFTS - Original cardholder signed and/or faxed authorization forms containing customer credit card account numbers and credit card sales draft signed and unsigned. | 3 years and audited. | Paper/Electronic |
| 9 | DEPOSIT REVENUE REPORT - Monthly report of revenue deposited for all accounts. | 3 years and audited. | Paper/Electronic |
| 10 | DEPOSIT SLIPS - Bank deposit slips for all accounts. | 3 years and audited. | Paper/Electronic |
| 11 | DISBURSEMENT JOURNALS - Record of receipt and disbursement of all funds for all accounts, including, but not limited to: Government Disbursement Log, Overpayment/Refund Log, Bond Transfer/Bindover Book, Stop Payment Log | 3 years and audited. | Paper/Electronic |
| 12 | INTEREST MATURITY FILES - Record of daily rate of interest and actual interest earned for accounts. | 3 years and audited. | Paper/Electronic |
| 13 | RECEIPT JOURNALS - Listing of all receipts for all divisions. | 3 years and audited. | Paper/Electronic |
| 14 | RECEIPTS - Copies of all receipts issued by the Clerk. | 3 years and audited. | Paper/Electronic |
| 15 | UNCLAIMED FUNDS LIST - List of , and deposit sheet for, funds paid to the City's unclaimed funds account by case number. | 3 years and audited. | Paper/Electronic |

Civil

| | Record Title and Description | Retention Period | Media Type |
|---|--|--|------------------|
| 1 | CIVIL CASE FILES - Case files which contain all original filings, issuings, rulings, correspondence, ancillary actions, etc... | 2 years after closed and after the issuance of an audit report by the Auditor of State. RC-3 required by | Paper/Electronic |
| 2 | CIVIL DOCKETS/JOURNALS - Chronological listing of all pertinent information for each Civil case. | 25 years after last entry. RC-3 required by OHS. | Paper/Electronic |
| 3 | CIVIL INDEX - Yearly listing of all Civil cases filed in alphabetical order by both plaintiff and defendant.. | 25 years. RC-3 required by OHS. | Paper/Electronic |
| 4 | EMPLOYER ANSWER TO GARNISHMENT - Employer answer to a garnishment filed in the Civil Division. | Until imaged and maintained on the Court software. | Paper/Electronic |
| 5 | GARNISHMENT INTERIM REPORTS - Itemized deduction of garnishment. | 3 years, provided audited. | Paper/Electronic |
| 6 | RENT ESCROW CASE FILES - Case files including all original documents (Tenant/Lanlord disputes). | 5 years after last date of deposit. | Paper/Electronic |
| 7 | RENT ESCROW INDEX - Yearly listing al all rent escrow cases filed in alphabetical order by tenant. | 25 years after last entry. RC-3 required by OHS. | Paper/Electronic |

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| 8 | TRUSTEESHIP CASE FILES - Cases files including original documents. | 15 years after last payment. | Paper/Electronic |
| 9 | TRUSTEESHIP DEBTOR LEDGER - Detail of receipts and disbursements for each person in trusteeship. | 15 years after last payment. | Paper/Electronic |
| 10 | TRUSTEESHIP DOCKET - Chronological listing of all pertinent information for each trusteeship case filed. | 25 years after last entry. RC-3 required by OHS. | Paper/Electronic |
| 11 | TRUSTEESHIP INDEX - Yearly listing of all trusteeship cases filed in alphabetical order by filing party's last name. | 25 years after last entry. RC-3 required by OHS. | Paper/Electronic |

Criminal/Traffic

| | Record Title and Description | Retention Period | Media Type |
|----|---|---|------------------|
| 1 | ARRAIGNMENT COURT SHEETS - Court sheets showing arraignment decisions. | 1 year from case being updated in the Court's case management software. | Paper/Electronic |
| 2 | CRIMINAL CASE FILES (ALL EXCEPT MINOR MISDEMEANOR) - Case files including all original documents. | 50 years after final order and audited. RC-3 required by OHS. | Paper/Electronic |
| 3 | CRIMINAL CASE FILES (MINOR MISDEMEANOR) - Case files including all original documents. | 5 years after case closed. | Paper/Electronic |
| 4 | CRIMINAL DOCKET JOURNAL - Chronological listing of all pertinent information for each criminal case filed. | 50 years after last entry. RC-3 required by OHS. | Paper/Electronic |
| 5 | CRIMINAL INDEX - Yearly listing of all Criminal case filed in alphabetical order by defendant. | 25 years. RC-3 required by OHS. | Paper/Electronic |
| 6 | EXPUNGEMENT RECORDS - Sealed files including all original documents, for Criminal and Traffic cases ordered expunged. | 15 years after sealed. | Paper/Electronic |
| 7 | PAID CRIMINAL MISDEMEANOR PAYABLE CITATIONS - Paid Criminal misdemeanor citations. No Court appearance required. | 5 years after paid. | Paper/Electronic |
| 8 | PAID TRAFFIC CITATIONS - Paid Traffic citations, no Court appearance required. | 5 years after paid. | Paper/Electronic |
| 9 | PURGED CASE INDEX - Listing of all Criminal and Traffic cases ordered purged/expunged in alphabetical order by defendant. | 25 years. | Paper/Electronic |
| 10 | RECEIVING WARRANTS - Listing of all monies paid to City including codes and amounts. | 3 years, provided audited. | Paper/Electronic |
| 11 | SEALED SEARCH WARRANTS - Sealed city and county search warrants. | 5 years after sealed unless added to a case. | Paper/Electronic |
| 12 | SEARCH WARRANT LOG - Log of all search warrants on file. | 25 years. | Paper/Electronic |

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| 13 | SEARCH WARRANTS - Actual search warrants issued for City and County. | 15 years after service or last attempt. RC-3 not required. | Paper/Electronic |
| 14 | TRAFFIC CASE FILES - Case files including all original documents. | 25 years. 50 years for OVI cases, after final order and audited. RC-3 not required. | Paper/Electronic |
| 15 | TRAFFIC DOCKET/JOURNAL - Chronological listing of all pertinent information for each traffic case filed. | 25 years after last entry. RC-3 required by OHS. | Paper/Electronic |
| 16 | TRAFFIC INDEX - Yearly listing of all traffic cases filed in alphabetical order by defendant. | 25 years. RC-3 required by OHS. | Paper/Electronic |
| 17 | WARRANT VERIFICATION PHONE LOG - Listing of all phone calls to verify warrants. | Until no longer of Administrative value. | Paper/Electronic |
| 18 | WITNESS SUBPOENA AND VOUCHER RECORD - Copy of approved witness subpoenas and vouchers submitted to Auditor for payment. | 3 years, provided audited. | Paper/Electronic |

Fiscal

| | Record Title and Description | Retention Period | Media Type |
|---|--|---|------------------|
| 1 | ANNUAL BUDGET - All records used for preparation, submission and approval of annual operating budget. | 3 years, provided audited. | Paper/Electronic |
| 2 | BID PACKAGES - Copies of bids submitted to city (any type). | 4 years. RC-3 not required. | Paper/Electronic |
| 3 | BUDGET TRACKING SYSTEM NOTES - Programming notes for computerized budget tracking system. | 4 years. RC-3 not required. | Paper/Electronic |
| 4 | BUDGET TRACKING SYSTEM PROGRAMS - Computer programs for tracking annual budgets. | As long as system exists. | Paper/Electronic |
| 5 | CONTRACTS - Documents invoices, and pay records for all service and maintenance agreements. (See O.R.C. 2305.06) Includes mixed goods and services contracts, capitol improvements, personal service contracts, service support contracts. | 8 years after expiration of contract and/or audit report release. | Paper/Electronic |
| 6 | INVOICES (ACCOUNTS PAYABLE) - Bills for goods shipped and/or services rendered. | 4 years, provided audited. | Paper/Electronic |
| 7 | PURCHASE ENCUMBRANCE RECORDS - Requisitions, purchase orders, invoices and receipts for items costing \$500 or less. | 4 years, provided audited. RC-3 not required. | Paper/Electronic |
| 8 | PURCHASE ORDER RECORDS - Requisitions, purchase order, invoices and receipts for items costing more than \$500, but less than \$5,000. | 4 years, provided audited. RC-3 not required. | Paper/Electronic |
| 9 | PURCHASE ORDINANCE RECORDS - Requisitions, purchase order, legislation, invoices and receipts for items costing more than \$5,000. | 4 years, provided audited. RC-3 not required. | Paper/Electronic |

Audit/Internal Controls

| | Record Title and Description | Retention Period | Media Type |
|---|--|----------------------------|------------------|
| 1 | BANK STATEMENTS - Monthly bank statements and reconciliations for all accounts. | 3 years, provided audited. | Paper/Electronic |
| 2 | OPEN ITEM RECONCILIATIONS - Monthly reconciliation of all open items to bank account balances. | 3 years, provided audited. | Paper/Electronic |