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

OHIO HISTORY CONNECTION
DEC 10 2025
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			1040
(Local government entity)			(Unit)
(Signature of responsible official)	Mark J. Tekulve (Name)	Prosecuting Attorney (Title)	11/19/25 (Date)

Section B: Records Commission

Clermont County Records Commission			(513) 735-8660
Records Commission			(Telephone number)
2425 Clermont Center Drive	Batavia	45103	Clermont
(Address)	(City)	(Zip code)	(County)

To have this form returned to the Records Commission electronically, include an email address: **msnyder@clermontcountyohio.gov**

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.

Claire B. Corcoran — 12/3/2025

Records Commission Chair Signature — Date

Section C: Ohio History Connection - State Archives

Connie Conner — Digitally signed by Connie Conner Date: 2026.02.02 12:27:30 -05'00' — Government Records Archivist

Signature — Title — Date

Section D: Auditor of State

Martin E. Meeks — Digitally signed by Martin E. Meeks Date: 2026.02.13 11:18:50 -05'00'

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

Prosecutor's Office (Local government entity) 1040 (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	**Appeals Case Files—Criminal**	**Permanent**	**Paper/Electronic**		☑
1040-02	**Bankruptcy Records –** For matters in which the County has not filed a proof of claim or other appearance	**Destruction after discharge**	**Paper/Electronic**		☐
	For matters in which the County has filed a proof of claim or other appearance	**3 years after discharge or dismissal**			
1040-03	**Bids - Successful -** Original if made a part of a contract and filed with contract	**6 years after contract award**	**Paper/Electronic**		☐
1040-04	**Civil – Adult Protective Services and Developmental Disability Cases**	**6 years after all matters relative to the individual have concluded, including active probate matters**	**Paper/Electronic**		☐
1040-05	**Civil Client Files – Litigation and Claims** – Record of civil litigation filed on behalf of or against the Prosecuting Attorney's clients	**12 years after the case is closed, including any appeals**	**Paper/Electronic**		☐
1040-06	**Civil Client Files – Non-Litigation–** Includes correspondence, notes, advice and documentation related to non-litigated client matters	**12 years**	**Paper/Electronic**		☐
1040-07	**Civil – Foreclosure Files**	**6 years after case closed**	**Paper/Electronic**		☐
1040-08	**Contracts** – Relative to the Prosecutor's Office	**6 years after completion**	**Paper/Electronic**		☐
1040-09	**Correspondence – Routine** – Includes communications of temporary importance	**Until no longer of administrative value**	**Paper/Electronic**		☐
1040-10	**Correspondence – Non-Routine** – Includes substantive communications that document the operations and decisions of the office, including policies and personnel matters	**1 year**	**Paper/Electronic**		☐

Schedule of Records Retention and Disposition

Prosecutor's Office 1040

(Local government entity)

(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
1040-11	**Correspondence – Case Related**	**Essential: Maintained as part of Civil or Criminal Case File** **Non-Essential: Until case is closed**	**Paper/Electronic**		☐
1040-12	**Common Pleas Criminal Case Files**	**Permanent**	**Paper/Electronic**		☑
1040-13	**Departmental Policies & Procedures -** Adopted and/or implemented, substantial reports & policies	**3 years after superseded/updated**	**Paper/Electronic**		☐
1040-14	**Document Processing Logs –** Includes Public Records Logs	**5 years**	**Paper/Electronic**		☐
1040-15	**EMAIL MESSAGES** **Transitory/Routine Messages**—Temporary value **Non-Routine/General Messages**—Documents operations of office, requests for non-routine information, etc. **Executive Messages**—Documents the Administration of the office, information regarding policies, personnel, fiscal matters, etc.	**Until no longer of administrative value** **Until no longer of administrative value** **Retain 2 years**	**Electronic**		☐
1040-16	**Escrow Bank Account Records**	**5 years after account closed, 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	☐
1040-17	**Furtherance of Justice Fund Records -** Canceled Checks, Check Registers, Paid Invoices, Receipts and Expenditures Records (R.C. 149.38 (D))	**4 Years**	**Paper/Electronic**		☐
1040-18	**Grand Jury Reports**	**5 years after date of filing**	**Paper/Electronic**		☐
1040-19	**Index to Criminal Case Files** – Electronic database	**Permanent**	**Electronic**		☑

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1040-20	**Juvenile Misdemeanors, Traffic and Felony Case Files**	**15 years**	**Paper/Electronic**		☐
1040-21	**Juvenile Permanent Custody Hearings Case Files and Dependency/Neglect Case Files**	**Cases originating 1/1/2026 or later will be maintained for 15 years.** **Cases opened prior to 1/1/2026 maintained until no longer of administrative value or until case closed.**	**Electronic**		☐
1040-23	**Mediation Records -** Complaints, activity logs, police referrals, pay-ins, check cards, check number books	**2 years**	**Paper/Electronic**		☐
1040-24	**Municipal Criminal Case Files**	**7 years**	**Electronic**		☐
1040-25	**Opinions**	**Permanent**	**Electronic**		☑
1040-26	**Personnel Files**	**10 years after termination**	**Paper/Electronic**		☐
1040-27	**Personnel Medical Files**	**10 years after termination**	**Paper/Electronic**		☐
1040-28	**Personnel Disciplinary Actions**	**Documented Verbal and Written Warnings – 2 years** **Documentation of Probation or Suspension – 5 years**	**Paper/Electronic**		☐
1040-29	**Public Records Requests & Responses** – Relative to the Prosecutor's Office	**6 years after response completed**	**Paper/Electronic**		☐
1040-30	**Reference Materials -** Agency copies of equipment/software manuals, State Codes/Regulations, and other records used for reference purposes.	**Until no longer of administrative value**	**Paper/Electronic**		☐
1040-31	**Research Records -** Information compiled for the purposes of research or analysis, such as comparing options, equipment, and/or plans of action.	**Until no longer of administrative value**	**Paper/Electronic**		☐

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1040-32	**Statistical Reports**	**Until no longer of administrative value**	**Paper/Electronic**		☐
1040-39	**Law Enforcement Trust Fund –** Cancelled Checks, Check Registers, Paid Invoices, Receipts and Expenditure Records	**3 years**	**Paper/Electronic**		☐
1040-40	**Grand Jury Records** Records pertaining to Grand Jury proceedings, transcripts, subpoena requests, subpoenas, records received in response to subpoenas, result sheets, audio recordings, schedules, arraignments, extradition files, non-case specific documents requests, documents related to the selection of petit jurors for court proceedings in which the county is a party to the suit or criminal cases prosecuted for the county. Confidential: Ohio Criminal Rule 6	**1 year after indictment**	**Paper/Electronic**		☐
1040-41	**Grand Jury Records for Cases Not Presented or Where No Indictment is Returned** Records pertaining to Grand Jury proceedings, transcripts, subpoena requests, subpoenas, records received in response to subpoenas, result sheets, audio recordings, schedules, arraignments, extradition files, non-case specific documents requests, documents related to the selection of petit jurors for court proceedings in which the county is a party to the suit or criminal cases prosecuted for the county. Confidential: Ohio Criminal Rule 6	**A: Murder & Aggravated Murder –** Permanent **B: Felony Charges Specified in R.C. 2901.13** – 30 years after matter opened **C: All Other Felony Charges** – 6 years after matter opened	**Paper/Electronic**		☐
1040-42	**Criminal Case Files Not Indicted or Otherwise Prosecuted, Including, But Not Limited to Investigation Files**	**A: Murder & Aggravated Murder –** Permanent **B: Felony Charges Specified in R.C. 2901.13** – 30 years after matter opened **C: All Other Felony Charges** – 6 years after matter opened **D: Misdemeanor Charges** – 2 years after matter opened	**Paper/Electronic**		☐

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1040-43	**Activity Reports** – Records of detailed financial, statistical, and/or other operational data not otherwise listed in this Retention Schedule. Reports compiled with activity information from other departments or divisions.	2 years	Paper/Electronic		☐
1040-44	**Records Provided to the Prosecutor's Office Per Statute** – Records provided to the Prosecutor's Office by another department or division as required by statute, i.e., delinquent tax report, tax assessment reports, delinquent tax contracts.	Until no longer of administrative value	Paper/Electronic		☐
	VICTIM ASSISTANCE DEPARTMENT				
1040-33	Correspondence	5 years	Paper/Electronic		☐
1040-34	Case Files	7 years	Paper/Electronic		☐
1040-35	Grants – From the Attorney General's Office	5 years	Paper/Electronic		☐
1040-36	Invoices	5 years	Paper/Electronic		☐
1040-37	Surveys	Maintained by State	Electronic		☐
1040-38	Time Sheets	5 years	Paper/Electronic		☐