



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

OHIO HISTORY CONNECTION

DEC 13 2023

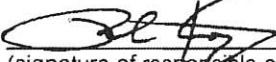
STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Clermont County Municipal Clerk of Court
 (local government entity)


 (signature of responsible official)

Paul Kamphaus
 (name)

Clerk of Municipal Court
 (title)

11/1/2023
 (date)

Section B: Records Commission

Clermont County Records Commission

513-735-8660

Records Commission

(telephone number)

2425 Clermont Center Drive
 (address)

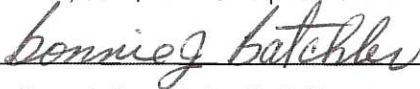
Batavia
 (city)

45103
 (zip code)

Clermont
 (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.



12-04-2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection- State Archives

 Signature

Government Records Archivist
 Title

12/14/2023
 Date

Section D: Auditor of State

 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

RECORDS RETENTION SCHEDULE (RC-2)

Clermont County Municipal Clerk of Court

(Local government entity)

MUNICIPAL COURT RECORDS					
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2161-01	Auditor Reports (Sup. R. 26.05 (D) (1))	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
2161-02	Civil Case Files (Sup. R. 26.05 (G) (1)) Case files of matters that do not determine title or interest in real estate	2 years after issuance of audit report by Auditor of State	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"/>
2161-03	Civil Case Files – Dormant Judgements (O.R.C. 2329.07)	5 years from date of judgement if not in favor of the state. 15 years from date if in favor of the state.	Paper/Electronic		<input type="checkbox"/>
2161-04	Docket, Index, Journal (Sup. R. 26.05 (E)) Electronic Database includes names and addresses of all parties, names and addresses and attorney registration numbers of all council, a brief description of all records and orders filed, a schedule of court proceedings, all actions taken to enforce orders or judgements	25 years	Electronic		<input type="checkbox"/>
2161-05	DUI Case Files (Sup. R. 26.05 (G)) Driving under the influence of alcohol or drug (“DUI”) case files.	50 years after final order of the Municipal Court	Paper/Electronic		<input type="checkbox"/>
2161-06	First through Fourth Degree Misdemeanor Criminal Case Files (Sup. R. 26.05 (G))	50 years after final order of Municipal Court	Paper/Electronic		<input type="checkbox"/>
2161-07	First through Fourth Degree Misdemeanor Traffic Case Files (Excluding DUI cases) (Sup. R. 26.05 (G))	25 years after final order of Municipal Court	Paper/Electronic		<input type="checkbox"/>

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Clermont County Municipal Clerk of Court

(Local government entity)

MUNICIPAL COURT RECORDS					
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2161-08	<p>Judge, Magistrate and Clerk notes, drafts and research (Sup. R. 26.02)</p> <p>Prepared for the purpose of compiling a report, opinion, or other document</p>	Until no longer of value to the preparer	Paper/Electronic		<input type="checkbox"/>
2161-09	<p>Minor Misdemeanor Traffic and Criminal (Sup. R. 26.05 (G))</p> <p>May include Parking Ticket records from other municipalities.</p>	5 years after final order of Municipal Court	Paper/Electronic		<input type="checkbox"/>
2161-10	<p>Monetary Records (Sup. R. 26.05 (D) (2))</p> <p>As related to the imposition of fines, costs and other fees in cases heard by Municipal Court</p>	Maintained by County Auditor per Auditor Retention Schedule	Paper/Electronic		<input type="checkbox"/>
2161-11	<p>Real Estate (Sup. R. 26.05 (G))</p> <p>Case files of matters that resulted in final judgment determining title or interest in real estate</p>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
2161-12	<p>Rental Escrow Account Records (Sup. R. 26.05 (D) (3))</p>	Five years after last date of deposit	Paper/Electronic		<input type="checkbox"/>
2161-13	<p>Yearly Reports (Sup. R. 26.05 (D) (4))</p>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
2161-14	<p>Search Warrant Records (Sup. R. 26.05 (G))</p> <p>Warrants and Returns</p>	5 years after date of service of last service attempt	Paper/Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2)

Clermont County Municipal Clerk of Court

(Local government entity)

ADMINISTRATIVE RECORDS					
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2161-15	Annual Reports (Sup. R. 26.01)	Two copies maintained permanently	Paper/Electronic		<input checked="" type="checkbox"/>
2161-16	Bank Records/Cash Books (Sup. R. 26.01) Bank transactions and cash records including expense and receipt ledgers	Maintained by County Auditor per Auditor Retention Schedule	Paper/Electronic		<input type="checkbox"/>
2161-17	Correspondence Records (Sup. R. 26.01) Includes all sent and received correspondence in any medium	Until no longer of value to the person holding the records	Paper/Electronic		<input type="checkbox"/>
2161-18	Employment Applications (Sup. R. 26.01) Includes interview questionnaire if applicable	2 years	Paper/Electronic		<input type="checkbox"/>
2161-19	Personnel Files (Sup. R. 26.01) Includes evaluations, promotions, attendance, medical issues, discipline, termination and retirement	10 years after termination	Paper/Electronic		<input type="checkbox"/>
2161-20	Fiscal Records (Sup. R. 26.01) Includes copies of budgeting and purchasing documents	Maintained by County Auditor per Auditor Retention Schedule	Paper/Electronic		<input type="checkbox"/>
2161-21	Grant Records (Sup. R. 26.01) Records of Grants made or received by the Municipal Court	3 years after expiration of grant	Paper/Electronic		<input type="checkbox"/>

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ADMINISTRATIVE RECORDS					
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2161-22	Payroll Records (Sup. R. 26.01) Personnel time and copies of payroll records	Maintained by County Auditor per Auditor Retention Schedule	Paper/Electronic		<input type="checkbox"/>
2161-23	Requests for Proposals, Bids and Resulting Contracts (Sup. R. 26.01)	Three years after completion of contract	Paper/Electronic		<input type="checkbox"/>

The Clermont County Municipal Clerk of Court will use the Clermont County General Records Retention Schedule for records not specifically addressed on the Clerk of Court's Schedule.