



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

OHIO HISTORY CONNECTION

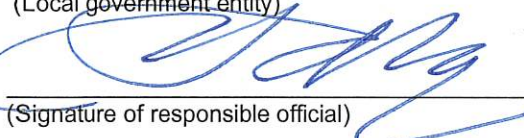
JUN 12 2025

**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)

 Mark J. Tekulve Prosecuting Attorney 5/28/25  
 (Signature of responsible official) (Name) (Title) (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.

 6/9/2025  
 Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archives**

 State Archivist 6-17-2025  
 Signature Title 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**

# Schedule of Records Retention and Disposition

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

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**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		<input type="checkbox"/>
1040-12	Criminal Case Files	Permanent	Paper/Electronic		<input type="checkbox"/>
1040-13	Departmental Policies & Procedures - Adopted and/or implemented, substantial reports & policies	3 years after superseded/updated	Paper/Electronic		<input type="checkbox"/>
1040-14	Document Processing Logs -- Includes Public Records Logs	5 years	Paper/Electronic		<input type="checkbox"/>
1040-15	<p><b>EMAIL MESSAGES</b></p> <p><u>Transitory/Routine Messages</u>—Temporary value</p> <p><u>Non-Routine/General Messages</u>—Documents operations of office, requests for non-routine information, etc.</p> <p><u>Executive Messages</u>—Documents the Administration of the office, information regarding policies, personnel, fiscal matters, etc.</p>	<p>Until no longer of administrative value</p> <p>Until no longer of administrative value</p> <p>Retain 2 years</p>	Electronic		<input type="checkbox"/>
1040-16	Escrow Bank Account Records	5 years after account closed, provided audited	Paper/Electronic		<input type="checkbox"/>
1040-17	Furtherance of Justice Fund Records - Canceled Checks, Check Registers, Paid Invoices, Receipts and Expenditures Records	3 Years after Fiscal Year, provided audited	Paper/Electronic		<input type="checkbox"/>
1040-18	Grand Jury Reports	5 years after date of filing	Paper/Electronic		<input type="checkbox"/>
1040-19	Index to Criminal Case Files -- Electronic database	Permanent	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

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1040-20	Juvenile Misdemeanors, Traffic and Felony Case Files	15 years	Paper/Electronic		<input type="checkbox"/>
1040-21	Juvenile Permanent Custody Hearings Case Files	Until no longer of administrative value or until case is closed	Paper/Electronic		<input type="checkbox"/>
1040-22	Juvenile Dependency/Neglect Case Files	Until no longer of administrative value or until case is closed	Paper/Electronic		<input type="checkbox"/>
1040-23	Mediation Records - Complaints, activity logs, police referrals, pay-ins, check cards, check number books	2 years	Paper/Electronic		<input type="checkbox"/>
1040-24	Municipal Criminal Case Files	7 years	Electronic		<input type="checkbox"/>
1040-25	Opinions	Permanent	Electronic		<input checked="" type="checkbox"/>
1040-26	Personnel Files	10 years after termination	Paper/Electronic		<input type="checkbox"/>
1040-27	Personnel Medical Files	10 years after termination	Paper/Electronic		<input type="checkbox"/>
1040-28	Personnel Disciplinary Actions	Documented Minor Infractions – 2 years  Signed Disciplinary Actions – 5 years	Paper/Electronic		<input type="checkbox"/>
1040-29	Public Records Requests & Responses – Relative to the Prosecutor's Office	6 years after response completed	Paper/Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>

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1040-32	Statistical Reports	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1040-39	Law Enforcement Trust Fund	3 years	Paper/Electronic		<input type="checkbox"/>
1040-40	<p><b>Grand Jury Records</b> 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.</p> <p>Confidential: Ohio Criminal Rule 6</p>	1 year after indictment	Paper/Electronic		<input type="checkbox"/>
1040-41	<p><b>Grand Jury Records for Cases Not Presented or Where No Indictment is Returned</b> 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.</p> <p>Confidential: Ohio Criminal Rule 6</p>	<p><b>A: Murder &amp; Aggravated Murder – Permanent</b></p> <p><b>B: Felony Charges Specified in R.C. 2901.13 – 30 years after matter opened</b></p> <p><b>C: All Other Felony Charges – 6 years after matter opened</b></p>	Paper/Electronic		<input type="checkbox"/>
1040-42	Criminal Case Files Not Indicted or Otherwise Prosecuted, Including, But Not Limited to Investigation Files	<p><b>A: Murder &amp; Aggravated Murder – Permanent</b></p> <p><b>B: Felony Charges Specified in R.C. 2901.13 – 30 years after matter opened</b></p> <p><b>C: All Other Felony Charges – 6 years after matter opened</b></p> <p><b>D: Misdemeanor Charges – 2 years after matter opened</b></p>	Paper/Electronic		<input type="checkbox"/>

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1040-43	<b>Activity Reports</b> – 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		<input type="checkbox"/>
1040-44	<b>Records Provided to the Prosecutor's Office Per Statute</b> – 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		<input type="checkbox"/>
	<b><u>VICTIM ASSISTANCE DEPARTMENT</u></b>				
1040-33	Correspondence	5 years	Paper/Electronic		<input type="checkbox"/>
1040-34	Case Files	7 years	Paper/Electronic		<input type="checkbox"/>
1040-35	Grants – From the Attorney General's Office	5 years	Paper/Electronic		<input type="checkbox"/>
1040-36	Invoices	5 years	Paper/Electronic		<input type="checkbox"/>
1040-37	Surveys	Maintained by State	Electronic		<input type="checkbox"/>
1040-38	Time Sheets	5 years	Paper/Electronic		<input type="checkbox"/>