

DEC 27 2024

STATE AND LOCAL GOVERNMENT RECORDS



Ohio History Connection State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Clermont County Public Defender 2170
(Local government entity) (Unit)

Stephen Haynes Director 8-29-24
(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 the Ohio Revised Code, §121.22, 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.

Bonnie Batchler 12/16/2024
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Government Records Archivist 1/9/2025
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

Section E: Records Retention Schedule

Clermont County Public Defender

2170

(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 LGRP	(6) For use by LGRP RC-3 Required
2170-01	Annual Budget Tax Appropriations	5 years	Paper/Electronic		<input type="checkbox"/>
2170-02	Appeals Case Files	18 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-03	Case Logbook	2 years	Paper/Electronic		<input type="checkbox"/>
2170-04	Contracts/Agreements	6 years after completion	Paper/Electronic		<input type="checkbox"/>
2170-05	Death Penalty Case Files	100 years	Paper/Microfilm		<input checked="" type="checkbox"/>
2170-06	Domestic Case Files	2 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-08	Felony Case Files	15 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-09	OPD Index Database – Includes index information on all Case types	Retention controlled by the State	Electronic		<input type="checkbox"/>
2170-10	Job Descriptions	Until superseded or classification abolished	Paper/Electronic		<input type="checkbox"/>
2170-11	Juvenile Case Files	2 years after case closed	Paper/Electronic		<input type="checkbox"/>
2170-13	Leave Requests	Maintained in County's accounting system per Auditor's retention schedule. Duplicates maintained until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
2170-14	Misdemeanor Case Files	2 years after case closed	Paper/Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

Clermont County Public Defender

2170

(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 LGRP	(6) For use by <u>LGRP</u> RC-3 Required
2170-15	Not Eligible Forms	1 year after ineligibility established	Paper/Electronic		<input type="checkbox"/>
2170-17	Personnel Files	10 years after termination	Paper/Electronic		<input type="checkbox"/>
2170-18	Public Defender Commission Minutes	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
2170-19	Statistical Reports Monthly & Annual	5 years	Paper/Electronic		<input type="checkbox"/>