

County Adult Probation Records Retention Schedule (Draft)

This schedule lists records commonly found in a county Adult Probation office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Center recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Records Series	Description	Retention
Accreditation Files	Records pertaining to the American Correctional Association accreditation process.	3 years, provided audited.
Expungements	Sealed case files. Official record held by the Clerk of Courts.	1 year, provided no action pending
HIV/STD Testing Results	HIV/STD test results.	5 years
Probation Files	Includes background checks, judgment entries, criminal background information and correspondence on all probation files.	3 years, provided no claims or litigation pending and all audits are complete
Pre-Sentencing Investigation Report (PSI)	The report on the history of the individual convicted of a crime, prior to sentencing.	Permanent
Pre-Trial Report	The report on the history of the individual convicted of a crime, prior to trial.	5 years