

Clerk of Courts - General Division (Draft)

This schedule lists Clerk of Courts - General Division records commonly found in county offices. The retention periods specified herein are either required by the Rules of Superintendence for the State of Ohio (Rule 26) 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 Connection 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 Period
Administrative Records		
Administrative Journal	Consists of court entries, or a record of court entries, regarding policies and issues not related to cases	Permanent (26.01 A)
Annual Budgets	Annual fiscal allocation, may include working documents	3 years, provided audited
Annual Reports	Contains substantive information of operations, policies, procedures and planning	2 copies maintained permanently (26.01 B)
Application for Employment	Application submissions for open positions	2 years (26.01 H)
Audit Reports	Financial examinations and reports	3 years
Bank Records	Record of all bank transactions	3 years, provided audited (26.01 C)
Cash Books	Includes expense and receipt ledgers	3 years, provided audited (26.01 D)
Communication Records	Includes routine telephone message on any medium where official action will be recorded elsewhere	Until no longer of administrative value (26.01 E)
Correspondence and General Office Records	Includes all sent and received correspondence on any medium	Until no longer of administrative value (26.01 F)
Drafts and Informal Notes	Drafts and informal notes consisting of transitory information used to prepare the official record	Until no longer of administrative value (26.01 G)
Employee Benefit and Leave Records	Includes copies of life and medical insurance records	3 years, provided audited (26.01 I)
Fiscal Records	Includes copies of transactional budgeting and purchasing documents maintained by another office or agency. May include invoices, billing records/statements, and receipt documents	3 years, provided audited (26.01 K)
Grant Records	Records of grants made or received by the court	3 years after expiration (26.01 L)
Ohio Supreme Court Quarterly Report	Statistical reporting information provided to the Ohio Supreme court	Permanent
Pay-Ins to Treasury	Receipt of funds paid into the county Treasury	3 years, provided audited

Records Series	Description	Retention Period
Payroll Records	Payroll records of personnel time and copies of payroll records maintained by another office	3 years, provided audited (26.01 M)
Personnel Files	Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination and retirement of court employees	10 years after termination (26.01 J)
Publications Received	Publications received by the Court	Until no longer of administrative value (26.01 N)
Receipt Records	Receipt and balancing records	3 years, provided audited (26.01 O)
Reparations Rotary Reporting	The monthly payment of all reparations rotary fees through the Treasurer of State's online payment system	3 years, provided audited
Requests for proposals, bids and resulting contracts	Requests for proposals, bids received in response to a request for proposal, and contracts resulting from a request for proposal	3 years after expiration of contract (26.01 P)
Tape Recordings	Recordings of court proceedings	1 year from hearing date, unless there is an appeal
Clerk of Courts - General Division Records		
Per Rule 26 C, the Court may create Combined Files wherein the components of Indexes, Dockets and Journals are contained in the electronic Case File		
Bail Bondsman Records	Copies of agent's surety bail bond licenses, agents' driver's licenses or state identification cards and certified copies of the surety bail bond agents' appointments by power of attorney from each insurer that the surety bail bond agent represents. Can also include supplemental materials and lists of court-registered surety bail bond agents. (ORC 3905.87)	3 years provided audited.
Case Files - Certificates of Judgement	Lien filed by a creditor against the current or future real property of a debtor.	Permanent
Case Files - Civil	Documents filed in an action or proceeding in the court related to private rights and remedies that are sought by action or suit, usually by pursuit of redress of wrongs by compelling compensation, restitution or recovery.	Permanent
Case Files - Criminal	Documents filed in an action or proceeding in the court related to the punishment of offenses against the public.	Permanent
Case Files - Death Penalty Cases	Cases in which the sentence of death has been given.	Permanent (26.03 F1)
Case Files - Fugitive (Extradition)	Documents related to the extradition of fugitives to other states or jurisdictions.	15 years

Records Series	Description	Retention Period
Case Files - Real Estate	Case files for civil matters that result in final judgement determining title or interest in real estate.	Permanent (26.03 F2)
Case Files - Voluntary Dismissals	Case files for civil matters that are voluntarily dismissed.	3 years after the date of the dismissal. (26.03 F4)
Case Files - Other	Case files that do not belong to any of the following categories: Death Penalty, Real Estate, Search Warrants or Voluntary Dismissals.	Retain for 12 years after the final order of the general division. Documents within the case file admissible as evidence of a prior conviction in a criminal proceeding shall be retained for 50 years after the final order of the general division. (26.03 F5)
Chancery Records	Chancery Court provided a system of finding justice between two parties whose rights conflicted. It dealt with divorce, mortgage foreclosures, petitions to sell land, partition suits, and real property disputes.	Permanent
Charitable Organizations	Registration of charitable organizations within the county. Shows organization, date registered and officers. May include articles of incorporation and financial reports.	Permanent
Circuit Court Records	The Circuit Court had appellate jurisdiction on the county level from 1883-1912. Its records may include dockets, journals, records and case files.	Permanent
Coroner's Inquests	Records of Coroner's investigations, inquest proceedings and verdicts.	Permanent
District Court Records	The District Court had appellate jurisdiction on the county level from 1852-1883. Its records may include dockets, journals, minute books, records and case files.	Permanent
Docket (Blotter, Appearance Docket)	A chronological record of all orders and judgements in each case before the court.	Permanent (26.03 D)
Drafts and Informal Notes	Judge, magistrate and clerk notes, drafts and research prepared for the purpose of compiling a report, opinion or other document or memorandum.	Until no longer of administrative value (26.03 E)
Election Records	Prior to the establishment of the Board of Elections by the General Assembly in 1891, the Clerk of Courts was responsible for the recording of election results within a county. Records may include ballots, election abstracts and election results.	Permanent

Records Series	Description	Retention Period
Embalmer's Register	Recording of licenses issued by the state board of embalming examiners to embalm and prepare for burial, transport or cremate dead human bodies showing license number, licenses and dates issued and filed.	Permanent
Execution of Service	Orders issued by the court to satisfy judgements in civil cases.	Permanent
Exhibits, Depositions, Transcripts	Documents, records or other tangible objects formally introduced as evidence in court; witness's out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial.	60 days after notification of destruction (26 F)
Index	Reference record used to locate journals, dockets, case files and case numbers, including directly and in reverse the names of all parties to the cases.	Permanent (26.03 D)
Journal (Record)	Verbatim record of a court proceeding arranged chronologically.	Permanent (26.03 D)
Jury Records - Grand Jury	Records pertaining to the convening of a Grand Jury, who decide whether to issue indictments, witnesses called before the Grand Jury including subpoenas issued, deliberation and voting records on the issuing of indictments, and payment of Grand Jurors and witnesses. Confidential per Ohio Criminal Rule 6.	3 years provided audited
Jury Records - Petit Jury	Records of jury summoned and empaneled in the trial of a specific case showing names and addresses of jurors summoned and payment of Petit Jurors.	3 years provided audited
Justice of Peace Commissions	Recording of the appointment or election of a justice of the peace.	Permanent
Justice of the Peace Records	Dockets, record and minutes recording the actions of a Justice of the Peace.	Permanent
Manumission Records (Emancipations of Free Blacks)	Registration of freedom deeds, freedom papers or other written proof of freedom. From 1804 to 1857, freed slaves were required to register these documents in the county in which they desired residency or employment.	Permanent
Minutes	A verbatim record of every court order or judgement issued by the court arranged chronologically.	Permanent
Motor Vehicle Register	Registration of a motor vehicle with the Clerk of Courts. Includes owner, make and model of the vehicle. Obsolete. Record now maintained by the State of Ohio.	Permanent
Naturalization Records	Records of a petitioner's application to become a citizen. Can include a record of naturalization proceedings, declarations of intent, petition and final papers.	Permanent

Records Series	Description	Retention Period
Notary Public Commissions	Record of a notary's authorization by the state to administer oaths, certify documents and attest to the authenticity of signatures filed in the court. (ORC 147.05)	6 years
Oaths & Appointments	Oaths of elected or appointed officials. Can include certificates of appointment and cancellation of appointments.	Permanent
Partnership Agreements (Partnership and Traders Records, General Partnership Record, Limited Partnership Record)	Copies of general and limited partnership agreements showing partnership, partners, capital invested, stock issued, purpose, principal office and officers.	Permanent
Police Commissions	Copies of appointments and commissions issued by the governor to police forces showing date of appointment, appointee, railroad where employed, term of employment and date filed.	Permanent
Probate Records Prior to 1851 (Common Pleas Court exercised jurisdiction in probate and testamentary matters from 1802 until the probate court was re-established in 1851.)	See Probate Court Schedule	
Quadrennial Enumerations (Enumeration of White Male Inhabitants)	Enumeration of male inhabitants of the county over 21 years showing name, address, race, occupation and whether or not he was a freeholder of land within the county.	Permanent
Railroad Police Commissions	Copies of appointments and commissions issued by the governor to railroad police showing date of appointment, appointee, railroad where employed, term of employment and date filed.	Permanent
Registration of Land Titles	Record of court proceedings under the Torrens System or registration of title to real property.	Permanent
Register of Trade Marks and Brands	Record of the name and address of registrant, kind of business, facsimile of trademark or name and date filed.	Permanent
Returned Certified Mail Contents	Contains copies of complaints, petitions and/or summons sent via certified mail, which are returned to the court by the postal service; certified mail receipts maintained with the case file.	Until of no longer of administrative value.
Search Warrant Records	Judge's written order authorizing a law enforcement officer to conduct a search of a specified place and to seize evidence.	5 years after the date of service or last service attempt. (26.03 F3)
Sheep Breeding Records	Records of sheep breeding operations. Includes identification, breed and condition of the sheep.	Permanent

Records Series	Description	Retention Period
Stray Animal Register (Records of Estrays)	Copies of notices filed by persons having possession of stray domestic animals, showing date reported, description of stray, name and address of person holding the stray, justice of the peace's appraisal and date claimed or sold at auction.	Permanent
Superior Court Records	Special courts set up by the Ohio Assembly at the request of county courts. Includes dockets, minutes and record books.	Permanent
Supreme Court Records	The Supreme Court had appellate jurisdiction on the county level from 1803 to 1851. Its records may include dockets, journals, minutes, records and case files.	Permanent
Victim/Witness Records	Record of restitution paid to victims or witnesses to crimes.	15 years

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