

## Clerk of Courts - Juvenile Division (Draft)

This schedule lists Clerk of Courts - Juvenile 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	Definition	Retention
<b>Administrative Records</b>		
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

Records Series	Definition	Retention
Pay-Ins to Treasury	Receipt of funds paid into the county Treasury	3 years, provided audited
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 - JUVENILE DIVISION

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.

Records Series	Definition	Retention
Abuse, Neglect, Dependency Records	Case files pertaining to the abuse, neglect or dependency of a child.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or 2 years after the child who is the subject of the case obtains the age of majority, whichever is later. (26.03 H3)
Adult Records	Case files pertaining to proceedings involving adults in which Juvenile Court has jurisdiction.	2 years after the final order or 1 year after the issuance of an audit report by the Auditor of State, whichever is later. (26.03 H1)

Records Series	Definition	Retention
Adult Records - Evidence of a Prior Conviction	An adult record that contains documents that are admissible as evidence of a prior conviction in a criminal proceeding.	50 years after the final order (26.03 H1)
Custody Records	Case files pertaining to custody actions.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or 2 years after the child who is the subject of the case obtains the age of majority, whichever is later. (26.03 H3)
Delinquency Records	Case files for children charged with delinquency.	2 years after the final order or 1 year after the issuance of an audit report by the Auditor of State, whichever is later. (26.03 H1)
Delinquency Records - Evidence of a Prior Conviction	A delinquency record that contains documents that are admissible as evidence of a prior conviction in a criminal proceeding.	50 years after the final order (26.03 H1)
Docket (Blotter, Appearance Docket)	A chronological record of all orders and judgments 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.	Destroy when no longer of administrative value. (26.03 E)
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)
Expunged Records	Case files for which a court has issued an expungement order. (ORC 2151.35.5-2151.35.8)	Destroy upon receipt of the expungement order.
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)

Records Series	Definition	Retention
Juvenile By-Pass Records	Record of child's request to the court for permission to by-pass parental consent. Record is a two page complaint, each page, including supporting documentation, being maintained in two separate files.	Retain each file for 2 years after the final order, or if an appeal is sought, for 2 years after the filing of the appeal. (26.03 H2)
Marriage Consent Records	Case files pertaining to a parents' consent for their child to be married.	2 years after the final order or 1 year after the issuance of an audit report by the Auditor of State, whichever is later. (26.03 H5)
Minutes	A verbatim record of every court order or judgement issued by the court arranged chronologically.	Permanent
Parentage Records	Case files pertaining to the determination of the paternity of a child.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or two years after child who is the subject obtains the age of majority, whichever is later. (26.03 H3)
Permanent Custody Records	Case files pertaining to permanent custody actions.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or two years after child who is the subject obtains the age of majority, whichever is later. (26.03 H3)
Probation Files	Court file created parallel to the Clerk of Courts case file. Contains confidential background information.	Retain until the child obtains the age of majority.
Sealed Records	Case files for which an order to seal the case has been issued by the court. (ORC 2151.35.5-2151.35.8)	5 years or until the child obtains the age of majority, whichever is sooner.

Records Series	Definition	Retention
Search Warrant Records	Search warrants and returns retained in their original form.	5 years after the date of service or the last service attempt (26.03 H4)
Support Enforcement Records	Case files pertaining to support enforcement actions.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or 2 years after the child who is the subject of the case obtains the age of majority, whichever is later. (26.03 H3)
Traffic Records - Minor Misdemeanors	Case files for minor misdemeanor traffic records.	5 years after the final order (26.03 H5)
Traffic Records - Misdemeanors	Case files for misdemeanor traffic records.	25 years after the final order (26.03 H5)
Traffic Records - Others	Case files for traffic records that do are not misdemeanors or minor misdemeanors.	50 years after the final order (26.03 H1)
Unruly Records	Case files containing records of children charged with an unruly acts.	2 years after the final order of the juvenile division or 1 year after the issuance of an audit report by the Auditor of State, whichever is later. (26.03 H5)
URESAs Records	Case files containing Uniform Reciprocal Enforcement of Support Act (URESAs) filings.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or 2 years after the child who is the subject of the case obtains the age of majority, whichever is later. (26.03 H3)

Records Series	Definition	Retention
Visitation Records	Case files pertaining to visitation actions.	2 years after the child who is the subject of the case obtains the age of majority. If post-decree motions have been filed, retain for one year after the adjudication of the post-decree motion or 2 years after the child who is the subject of the case obtains the age of majority, whichever is later. (26.03 H3)

DETENTION FACILITIES		
Inmate Records	Records pertaining to the detention of a child. Can include incident reports, arrest cards, photographs, release information, etc.	Retain until 21 years of age.
Medical Records	Records pertaining to child's medical condition while in the detention facility. Can include medical charts, health assessments and drug lists.	7 years
School Records	Records of a child's education while in the detention facility. Can include grades, transcripts, testing evaluations and educational awards.	Retain until 21 years of age
Security and Control Documentation	Records documenting events within the detention facility. Can include logs, use of force forms, daily shift reports, daily detention lists, etc.	Migrate individual records into inmate record. All other records 3 years.
Master Inmate List	List of current inmates.	3 years
Prison Rape Elimination Act (PREA) Aggregate Data	Data related to incidents of sexual abuse in the facility. Required to be collected by PREA Section 115.387.	10 years (PREA Section 115.389)
Safety and Emergency Procedures	Records describing safety and emergency procedures within the facility. Can include evacuation routes, disaster recovery procedures, etc.	2 years or until superseded, whichever is longer