

Coroner's Office / Medical Examiner (Draft)

This schedule lists records commonly found in the county Coroner's office. Local governments may also enact a General Schedule that covers this department. 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 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. 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.

Record Series	Description	Retention Period
Case Files	Source documents and records for each case investigated. Includes autopsy reports, investigation reports, Coroner's verdicts, copies of certificates of death, correspondence, working notes, etc. (ORC 313.09)	Permanent
Case File Supporting Documents	Working papers and preparation documents used to create Case Files. Includes instrumental data, chain-of custody documents, toxicology reports, etc.	5 years
Cavity Swabs	A specimen of mucus or other material removed with a swab	Homicides permanent. All others, 3 years.
Daily Record	Chronological log of cases.	Permanent
Death Reports	Record of deaths reported to--but not investigated by--the Coroner.	2 years
DNA Cards	Samples used for DNA analysis.	Homicides permanent. All others, 10 years.
Index to Cases Files	Index of case files, autopsies or inquests.	Permanent
Inquests	Record of Coroner's inquiry into cases of homicide, accidental or sudden death.	Permanent
Instrumental Maintenance Records	Maintenance records for scientific equipment.	5 years after life of equipment.
Microscopic Slides	Glass slides made from tissue block samples.	Homicides permanent. All others, 25 years.
Photographs	Photographs taken in the course of an investigation.	Homicides permanent. All others, 25 years.
Property Records	Record of personal property found on decedents.	2 years after disposal of all property.

Record Series	Description	Retention Period
Records of Chemical Tests	Record of all chemical tests and other tests performed each fiscal year, the public agency, hospital or person for whom the test was performed and the cost incurred for each test. (ORC 313.21)	Permanent
Tissue Blocks	Tissue samples assembled in paraffin blocks.	Homicides permanent. All others, 25 years.
Tissue Samples	Samples taken at time of autopsy.	6 months
X-Rays	X-rays taken in the course of an investigation.	Homicides permanent. All others 25 years.

DRAFT