

Law Library Records Retention Schedule (Draft)

This schedule lists Law Library records commonly found in county offices. 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.

| Record Series | Description | Retention Period |
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| Checkout Cards | Record of when items get checked in and checked out. | Until no longer of administrative value |
| Inmate Inquiries | Requests for legal material from inmates | 2 years, pending no legal action |
| Law and Reference Materials | All law and reference materials acquired by the law library. | Until obsolete or no longer of administrative or historical value. Keep historical items permanently. |
| Law Library Board Meeting Minutes | Transient notes, drafts and audio/video records taken during meeting | Until transcribed and minutes have been approved. |
| Law Library Board Meeting Minutes | Approved official copy of minutes. | Permanent |
| Law Library Board Meeting Packets/Agenda | Materials distributed to board members and those in attendance of the meeting. | 2 years |
| Legal Opinions | Written explanation by a judge or group of judges that accompanies an order or ruling in a case, laying out the rationale and legal principles for the ruling. (Convenience copy, original kept with ruling party). | Until obsolete or superseded. |
| Legal Resources/Purchase Requests | Purchase requests submitted by departments and other patrons. | Until no longer of administrative value |
| Materials Index | Index of all law and reference materials | Update whenever new materials are acquired/ removed. Keep as long as Law Library is in existence. If system is upgraded/ changed, migrate when necessary and dispose of obsolete index. |

| Record Series | Description | Retention Period |
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| Notary Public Records | Records documenting the administration, application, renewal and testing of individuals for the position of Notary Public as per O.R.C. 147. | 5 years |
| User/Law Library Account Application | Applications for members/user accounts | Until superseded or no longer needed |

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