

Common Pleas Court Retention Schedule (Draft)

This schedule lists Common Pleas Court 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
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	Two copies maintained permanently (26.01 B)
Audit Reports	Financial examinations and reports	Three 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)
Court Proceedings - Capital Case	Recording of all activities in the court or on the record in the judicial chambers.	Ten years or until the final disposition of the action and exhaustion of all appeals, whichever is longer (ORC 2301.20)
Court Proceedings - Civil	Recording of all activities in the court or on the record in the judicial chambers.	90 days or exhaustion of all appeals, whichever is longer (ORC 2301.20)

Court Proceedings - Criminal	Recording of all activities in the court or on the record in the judicial chambers.	5 years or exhaustion of all appeals, whichever is longer (ORC 2301.20)
Court Proceedings - Murder	Recording of all activities in the court or on the record in the judicial chambers.	15 years or exhaustion of all appeals, whichever is longer (ORC 2301.20)
Depositions	Witness' out-of-court testimony that is reduced to writing for later use in court.	60 days after notice (26 F (2))
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 Applications for Posted Positions	Employment applications for posted or advertised positions.	2 years (26.01 H)
Employee Benefit and Leave Records	Includes copies of life and medical insurance records	3 years, provided audited (26.01 I)
Employee History and Discipline Records	Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination and retirement of court employees	10 years after termination of employment. (26.01 J)
Exhibits from Court Cases	All exhibits presented as evidence in a court case.	60 days after notice (26 F (2))
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)
Judges' Meeting Minutes	Court entries or a record of court entries regarding policies and issues not related to cases.	Permanent (26.01 A)
Judicial Appointment Books	Used to schedule trials, pre-trials, and other case-related events.	3 years
Juror Dismissal	Request by potential juror to be excused from service.	30 days after excusal
Juror Questions	Written questions asked of potential jurors.	3 weeks after completion of trial
Mediation Case Files	Documents relating to the process of nonbinding dispute resolution involving a neutral third party who tries to assist the disputing parties reach a mutually agreeable solution.	Until no longer of administrative value

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
Payroll Records	Payroll records of personnel time and copies of payroll records maintained by another office	3 years, provided audited (26.01 M)
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)
Transcripts	Official record of proceedings in a trial.	60 days after notice (26 F (2))