



MAR 04 2021

ATHENS COUNTY, OHIO

STATE AND LOCAL  
GOVERNMENT RECORDS

MAR 29 2021

*Candy S. Russell*, CLERK  
OF COMMON PLEAS COURT

**RECORDS RETENTION SCHEDULE (RC-2) - Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

Section A and Section B must be filled out and signed by local government before submission to the State Archives

**Section A: Local Government Unit**

**ATHENS COUNTY CLERK OF COURTS**

(Units)

ATHENS COUNTY  
(Local Government Entity)

*Candy S. Russell*

CANDY S. RUSSELL

CLERK OF COURTS

02-26-21

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 - ORC 149.412 for Records Commission information*

ATHENS COUNTY

Records Commission

(740) 593-5342

(Telephone Number)

15 SOUTH COURT STREET

ATHENS

45701

ATHENS

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

[tgoeglein@athensoh.org](mailto:tgoeglein@athensoh.org)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

*Ray Eli*

3/4/21

**Section C: Ohio History Connection - State Archives**

Amanda Rindler

Digitally signed by Amanda Rindler  
Date: 2021.03.15 15:47:36 -0400

Local Government Records Archivist

3/15/2021

Signature

Title

Date

**Section D: Auditor of State**

Martin E. Meeks

Digitally signed by Martin E. Meeks  
Date: 2021.03.19 15:19:37 -0500

Records Manager

Signature

Title

Date

**Please Note:** The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
COC-1	<b>ADMINISTRATIVE JOURNAL</b> CONSISTS OF COURT ENTRIES, OR A RECORD OF COURT ENTRIES, REGARDING POLICIES & ISSUES NOT RELATED TO CASES	PERMANENT (26.01 A)	PAPER		<input checked="" type="checkbox"/>
COC-2	<b>ANNUAL BUDGETS</b> ANNUAL FISCAL ALLOCATION, MAY INCLUDE WORKING DOCUMENTS	3 YEARS, PROVIDED AUDITED	MULTI	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Section 17.26 O.R.C.	
COC-3	<b>ANNUAL REPORTS</b> CONTAINS SUBSTANTIVE INFORMATION OF OPERATIONS, POLICIES, PROCEDURES AND PLANNING	2 COPIES MAINTAINED PERMANENTLY (26.01 B)	MICROFILMED		<input checked="" type="checkbox"/>
COC-4	<b>APPLICATION FOR EMPLOYMENT</b> APPLICATION SUBMISSIONS FOR OPEN POSITIONS	2 YEARS (26.01 H)	PAPER		<input type="checkbox"/>
COC-5	<b>AUDIT REPORTS</b> FINANCIAL EXAMINATIONS AND REPORTS	3 YEARS, PROVIDED AUDITED	MULTI		<input type="checkbox"/>
COC-6	<b>BANK RECORDS</b> RECORD OF ALL BANK TRANSACTIONS	3 YEARS, PROVIDED AUDITED (26.01 C)	ELECTRONIC & PAPER		<input type="checkbox"/>
COC-7	<b>CASH BOOKS</b> INCLUDES EXPENSE AND RECEIPT LEDGERS, END OF MONTH & END OF YEARS	3 YEARS, PROVIDED AUDITED (26.01 D)	PAPER		<input type="checkbox"/>
COC-8	<b>COMMUNICATION RECORDS</b> INCLUDES ROUTINE TELEPHONE MESSAGE ON ANY MEDIUM WHERE OFFICIAL ACTION WILL BE RECORDED ELSEWHERE	UNTIL NO LONGER OF ADMINISTRATIVE VALUE (26.01 E)	MULTI		<input type="checkbox"/>
COC-9	<b>CORRESPONDENCE AND GENERAL OFFICE RECORDS</b> INCLUDES ALL SENT AND RECEIVED CORRESPONDENCE ON ANY MEDIUM	UNTIL NO LONGER OF ADMINISTRATIVE VALUE (26.01 F)	MULTI		<input type="checkbox"/>
COC-10	<b>DRAFTS AND INFORMAL NOTES</b> DRAFTS AND INFORMAL NOTES CONSISTING OF TRANSITORY INFORMATION USED TO PREPARE THE OFFICIAL RECORD	UNTIL NO LONGER OF ADMINISTRATIVE VALUE (26.01 G)	MULTI		<input type="checkbox"/>
COC-11	<b>EMPLOYEE BENEFIT AND LEAVE RECORDS</b> INCLUDES COPIES OF LIFE AND MEDICAL INSURANCE RECORDS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE (26.01 I)	MULTI		<input type="checkbox"/>
COC-12	<b>FISCAL RECORDS</b> INCLUDES COPIES OF TRANSACTIONAL BUDGETING AND PURCHASING	3 YEARS, PROVIDED AUDITED	ELECTRONIC &		

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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	DOCUMENTS MAINTAINED BY ANOTHER OFFICE OR AGENCY. MAY INCLUDE INVOICES, BILLING RECORDS/ STATEMENTS, RECEIPT DOCUMENTS	(26.01 K)	PAPER		<input type="checkbox"/>
COC-13	<b>GRANT RECORDS</b> RECORDS OF GRANTS MADE OR RECEIVED BY THE COURT	3 YEARS AFTER EXPIRATION (21.06)	MULTI		<input type="checkbox"/>
COC-14	<b>OHIO SUPREME COURT QUARTERLY REPORT</b> STATISTICAL REPORTING INFORMATION PROVIDED TO THE OHIO SUPREME COURT	PERMANENT	MULTI		<input checked="" type="checkbox"/>
COC-15	<b>PAY-INS TO TREASURY</b> RECEIPT OF FUNDS PAID INTO THE COUNTY TREASURY	3 YEARS, PROVIDED AUDITED	ELECTRONIC & PAPER		<input type="checkbox"/>
COC-16	<b>PAYROLL RECORDS</b> PAYROLL RECORDS OF PERSONNEL TIME AND COPIES OF PAYROLL RECORDS MAINTAINED BY ANOTHER OFFICE	3 YEARS, PROVIDED AUDITED	ELECTRONIC & PAPER		<input type="checkbox"/>
COC-17	<b>PERSONNEL FILES</b> RECORDS CONCERNING THE HIRING, PROMOTION, EVALUATION, ATTENDANCE, MEDICAL ISSUES, DISCIPLINE, TERMINATION AND RETIREMENT OF COURT EMPLOYEES	10 YEARS AFTER TERMINATION (26.01 J)	ELECTRONIC		<input type="checkbox"/>
COC-18	<b>PUBLICATIONS RECEIVED</b> PUBLICATIONS RECEIVED BY THE COURT	UNTIL NO LONGER OF ADMINISTRATIVE VALUE (26.01 N)	MULTI		<input type="checkbox"/>
COC-19	<b>RECEIPT RECORDS</b> RECEIPT AND BALANCING RECORDS	3 YEARS, PROVIDED AUDITED (26.01 O)	ELECTRONIC & PAPER		<input type="checkbox"/>
COC-20	<b>REPARATIONS ROTARY REPORTING</b> THE MONTHLY PAYMENT OF ALL REPARATIONS ROTARY FEES THROUGH THE TREASURER OF THE STATE'S ONLINE PAYMENT SYSTEM, INCLUDED IN MONTHLY BOOKS	3 YEARS, PROVIDED AUDITED	ELECTRONIC & PAPER		<input type="checkbox"/>
COC-21	<b>REQUESTS FOR PROPOSALS, BIDS AND RESULTING CONTRACTS</b> 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)	MULTI		<input type="checkbox"/>
COC-22	<b>TRAVEL RECEIPTS &amp; REQUESTS</b> RECEIPTS, RECORDS & REQUESTS	3 YEARS, PROVIDED AUDITED	PAPER		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

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<b>COC-23</b>	<b>TAPE RECORDINGS</b> RECORDINGS OF COURT PROCEEDINGS	1 YEAR FROM HEARING DATE, UNLESS THERE IS AN APPEAL	ELECTRONIC		<input type="checkbox"/>
<b>COC-24</b>	<b>TAX RECORDS</b> 1099'S TO GAL & APPRAISERS	3 YEARS, PROVIDED AUDITED	PAPER		<input type="checkbox"/>
<b>COC-25</b>	<b>BAIL BONDSMAN RECORDS</b> 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	PAPER		<input type="checkbox"/>
<b>COC-26</b>	<b>CASE FILES- CERTIFICATES OF JUDGMENT</b> LIEN FILED BY A CREDITOR AGAINST THE CURRENT OR FUTURE REAL PROPERTY OF A DEBTOR	PERMANENT	MULTI		<input checked="" type="checkbox"/>
<b>COC-27</b>	<b>CASE FILES- CIVIL</b> DOCUMENTS FILED IN ANY 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	12 YEARS, PROVIDED AUDITED	MULTI		<input type="checkbox"/>
<b>COC-28</b>	<b>CASE FILES- REAL ESTATE</b> CASE FILES FOR CIVIL MATTERS THAT RESULT IN FINAL JUDGMENT DETERMINING TITLE OR INTEREST IN REAL ESTATE.	PERMANENT (26.03 F2)	MULTI		<input checked="" type="checkbox"/>
<b>COC-29</b>	<b>CASE FILES- VOLUNTARY DISMISSALS</b> CASE FILES FOR CIVIL MATTERS THAT ARE VOLUNTARILY DISMISSED	3 YEARS AFTER THE DATE OF THE DISMISSAL	MULTI		<input type="checkbox"/>
<b>COC-30</b>	<b>CASE FILES- CRIMINAL</b> DOCUMENTS FILED IN AN ACTION OR PROCEEDING IN THE COURT RELATED TO THE PUNISHMENT OF OFFENSES AGAINST THE PUBLIC	12 YEARS AFTER FINAL ORDER	MULTI		<input type="checkbox"/>
<b>COC-31</b>	<b>CASE FILES- DEATH PENALTY</b> CASES IN WHICH THE SENTENCE OF DEATH HAS BEEN GIVEN	PERMANENT (26.03 F1)	MULTI		<input checked="" type="checkbox"/>
<b>COC-32</b>	<b>CASE FILES- FUGITIVE (EXTRADITION)</b> DOCUMENTS RELATED TO THE EXTRADITION OF FUGITIVES TO OTHER STATES OR JURISDICTION	15 YEARS	MULTI		<input type="checkbox"/>

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COC-33	<b>CASE FILES- OTHER</b> 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)	MULTI		<input type="checkbox"/>
COC-34	<b>CIRCUIT COURT RECORDS</b> THE CIRCUIT COURT HAS APPELLATE JURISDICTION ON THE COUNTY LEVEL FROM 1883-1912. ITS RECORDS MAY INCLUDE DOCKETS, JOURNALS, RECORDS AND CASE FILES	PERMANENT	PAPER		<input checked="" type="checkbox"/>
COC-35	<b>CORONER'S INQUESTS</b> RECORDS OF CORONER'S INVESTIGATIONS, INQUEST PROCEEDINGS AND VERDICTS	PERMANENT	MULTI		<input checked="" type="checkbox"/>
COC-36	<b>DISTRICT COURT RECORDS</b> 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	PAPER		<input checked="" type="checkbox"/>
COC-37	<b>DOCKET (BLOTTER, APPEARANCE DOCKET)</b> A CHRONOLOGICAL RECORD OF ALL ORDERS AND JUDGMENTS IN EACH CASE BEFORE THE COURT	PERMANENT (26.03 D)	PAPER & MICROFILM		<input checked="" type="checkbox"/>
COC-38	<b>EXECUTION OF SERVICE</b> ORDERS ISSUED BY THE COURT TO SATISFY JUDGMENTS IN CIVIL CASES (CJ RELEASES)	PERMANENT	PAPER		<input checked="" type="checkbox"/>
COC-39	<b>DEPOSITIONS/ TRANSCRIPTS</b> 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 THE COURT, AND OFFICIAL RECORD OF PROCEEDINGS IN A TRIAL	60 DAYS AFTER NOTIFICATION OF DESTRUCTION (26 F)	PAPER		<input type="checkbox"/>
COC-40	<b>INDEX</b> 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)	PAPER & MICROFILM		<input checked="" type="checkbox"/>

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<b>COC-41</b>	<b>JOURNAL (RECORD)</b> VERBATIM RECORD OF A COURT PROCEEDING ARRANGED CHRONOLOGICALLY	PERMANENT (26.03 D)	PAPER & MICROFILM		<input checked="" type="checkbox"/>
<b>COC-42</b>	<b>JURY RECORDS-GRAND JURY</b> 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	ELECTRONIC		<input type="checkbox"/>
<b>COC-43</b>	<b>MINUTES</b> A VERBATIM RECORD OF EVERY COURT ORDER OR JUDGMENT ISSUED BY THE COURT ARRANGED CHRONOLOGICALLY.	PERMANENT	MULTI		<input checked="" type="checkbox"/>
<b>COC-44</b>	<b>OATHS &amp; APPOINTMENT</b> OATHS OF ELECTED OR APPOINTED OFFICIALS. CAN INCLUDE CERTIFICATES OF APPOINTMENT AND CANCELLATION OF APPOINTMENTS	PERMANENT	PAPER		<input checked="" type="checkbox"/>
<b>COC-45</b>	<b>POLICE COMMISSIONS</b> COPIES OF APPOINTMENTS AND COMMISSIONS BY THE GOVERNOR TO POLICE FORCES SHOWING DATE OF APPOINTMENT, APPOINTEE, RAILROAD WHERE EMPLOYED, TERM OF EMPLOYMENT AND DATE FILED.	PERMANENT	PAPER		<input checked="" type="checkbox"/>
<b>COC-46</b>	<b>SEARCH WARRANT RECORDS</b> 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)	MULTI		<input type="checkbox"/>
<b>COC-47</b>	<b>VICTIM/ WITNESS RECORDS</b> RECORD OF RESTITUTION PAID TO VICTIMS OR WITNESSES TO CRIMES.	15 YEARS	PAPER		<input type="checkbox"/>
<b>COC-48</b>	<b>DIVORCE OR DISSOLUTION-MINOR CHILDREN</b> CASE FILES OF DIVORCE OR DISSOLUTION THAT INVOLVE MINOR CHILDREN.	25 YEARS AFTER THE DATE OF THE FINAL ORDER (26.03 G2)	MULTI		<input type="checkbox"/>
<b>COC-49</b>	<b>DIVORCE OR DISSOLUTION- NO CHILDREN</b> CASE FILES OF DIVORCE OR DISSOLUTION NOT INVOLVING MINOR CHILDREN	12 YEARS AFTER FINAL ORDER (26.03 G3)	MULTI		<input type="checkbox"/>

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<b>COC-50</b>	<b>DOMESTIC VIOLENCE PETITIONS</b> CASE FILES FOR PETITIONS FOR DOMESTIC VIOLENCE PROTECTION ORDERS	1 YEAR AFTER THE EXPIRATION OF ANY RESULTING PROTECTION ORDER	MULTI		<input type="checkbox"/>
<b>COC-51</b>	<b>DOMESTIC VIOLENCE PETITIONS- DIVORCE</b> CASE FILES FOR PETITIONS FOR DOMESTIC VIOLENCE PROTECTION ORDERS IN WHICH PARTIES ARE ALSO PARTIES TO A DIVORCE	1 YEAR AFTER THE EXPIRATION OF ANY RESULTING PROTECTION ORDER OR UNTIL THE PARTIES ARE DIVORCED, WHICHEVER IS LATER (26.03 G4)	MULTI		<input type="checkbox"/>
<b>COC-52</b>	<b>DOMESTIC VIOLENCE PETITIONS- NO ORDER ISSUED</b> CASE FILE FOR PETITIONS OF DOMESTIC VIOLENCE PROTECTIONS ORDERS IN WHICH NO PROTECTION ORDER IS ISSUED	1 YEAR FROM THE DATE THE PETITION WAS FILED (26.03 G4)	MULTI		<input type="checkbox"/>
<b>COC-53</b>	<b>DOMESTIC VIOLENCE PETITIONS- POST DECREE MOTIONS</b> CASE FILED FOR PETITIONS OF DOMESTIC VIOLENCE PROTECTION ORDERS IN WHICH POST DECREE MOTIONS HAVE BEEN FILED	1 YEAR AFTER ADJUDICATION OF THE POST-DECREE MOTION OR THE DATE SPECIFIED FOR CASE FILES OF PETITIONS FOR DOMESTIC VIOLENCE PROTECTION ORDERS IN 26.03 G4,WHICHEVER IS LATER (26.03 G4)	MULTI		<input type="checkbox"/>
<b>COC-61</b>	<b>LEGAL SEPARATION</b> CASE FILES OF LEGAL SEPARATIONS	RETAIN UNTIL PARTIES ARE DIVORCED OR FOR TWO YEARS AFTER THE SPOUSAL SUPPORT TERMINATES, WHICHEVER IS LATER, UNLESS OTHERWISE ORDERED BY THE COURT	MULTI		<input type="checkbox"/>

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COC-62	<p><b>LEGAL SEPARATION- POST DECREE MOTIONS</b> CASE FILES OF LEGAL SEPARATIONS IN WHICH POST-DECREE MOTIONS HAVE BEEN FILED</p>	<p>2 YEARS AFTER ADJUDICATION OF THE POST-DECREE MOTIONS OR THE DATE SPECIFIED FOR CASE FILES IN DIVISION 26.03 G5 OF THIS RULE, WHICHEVER IS LATER (26.03 G5)</p>	MULTI		
COC-63	<p><b>REGISTRATION OR ADOPTION OF FOREIGN DECREE</b> CASE FILED OF REGISTRATIONS OR ADOPTIONS OF FOREIGN (I.E., OUT OF STATE) DECREES</p>	<p>2 YEARS AFTER THE EMANCIPATION OF ALL THE PARTIES' MINOR CHILDREN. (26.03 G7)</p>	MULTI		
COC-64	<p><b>REGISTRATION OR ADOPTION OF FOREIGN DECREE- POST DECREE</b> CASE FILES OF REGISTRATIONS OR ADOPTIONS OF FOREIGN (I.E., OUT OF STATE) DECREES IN WHICH POST-DECREE MOTIONS HAVE BEEN FILED</p>	<p>2 YEARS AFTER ADJUDICATION OF THE POST-DECREE MOTIONS OR THE DATE SPECIFIED FOR CASE FILES IN DIVISION 26.03 G5 OF THIS RULE, WHICHEVER IS LATER (26.03 G7)</p>	MULTI		
COC-65	<p><b>UNIFORM RECIPROCAL ENFORCEMENT OR SUPPORT ACT (URESА) FILINGS</b> CASE FILES INVOLVING THE ENFORCEMENT OF ALIMONY OR CHILD SUPPORT ORDERS ACROSS STATE LINES</p>	<p>19 YEARS AFTER THE FINAL ORDER OF THE DOMESTIC RELATIONS DIVISION OR 1 YEAR AFTER THE TRANSFER OF THE CASE TO ANOTHER JURISDICTION (26.03 G8)</p>	MULTI		

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### CLERK OF COURTS AUTO TITLE RECORDS RETENTION SCHEDULE

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
COCT-1	<b>MOBILE (MANUFACTURED) HOME TITLES</b> CERTIFICATE OF TITLES AND SUPPORTING EVIDENCE FOR MOBILE/ MANUFACTURED HOME TITLES, AS PER ORC 4505.08. ELECTRONIC MAINTAINED BY THE STATE ATPS DATABASE	30 YEARS	MULTI		
COCT-2	<b>1173 FORM</b> SUPPORTING DOCUMENTATION RELATED TO THE OHIO BUREAU OF MOTOR VEHICLE RECORD REQUEST FORM INCLUDING COPY OF RECEIPTS.	3 YEARS,	MULTI		
COCT-3	<b>PASSPORT TRANSMITTALS</b> RECEIPTS AND SUPPORTING INFORMATION FOR AUTHORIZED PASSPORT APPLICATION TRANSMITTAL FORMS.	23 MONTHS AFTER APPLICATION COMPLETED	PAPER		
COCT-4	<b>TITLES</b> CERTIFICATE OF TITLES AND SUPPORTING EVIDENCE INCLUDING TITLES FOR: AUTO, WATERCRAFT, TRAVEL TRAILER, MOTORCYCLE, ETC. ELECTRONIC MAINTAINED BY THE STATE ATPS DATABASE.	7 YEARS (ORC 4505.08)	MULTI		
COCT-5	<b>WATERCRAFT REGISTRATIONS</b> ALL DOCUMENTATION RELATED TO WATERCRAFT REGISTRATIONS	ORIGINAL REGISTRATION SENT TO THE OHIO DEPARTMENT OF NATURAL RESOURCES. COPIES AND RELATED DOCUMENTATION KEPT FOR 3 YEARS AFTER DATE OF ISSUANCE	MULTI		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C