

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Athens County County Records Commission _____
15 S. Court Street Athens 45701 Athens
 (address) (City) (Zip Code) (County)

RECEIVED

APR 20 2010

(2) FROM: Athens County Prosecuting Attorney
 (Political Subdivision Name)


 (Signature of Responsible Official)

C. David Warren, Prosecutor
 (Name) (Title)

JILL A. THOMPSON
 (Date) **ATHENS COUNTY AUDITOR**

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action, or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on X as reflected by the minutes kept by this commission.

(4) The list below illustrates documents the Port Authority might create to document the activity of the office. The listing of a document should not be construed to require that the Port Authority create each document.

Chairman, Records Commission:

Jessica Markinos 2-16-10
 Signature Vice-Chair Date

(5) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3)

Cammie Conner 3/15/10
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Murr 4-6-10
 For the Ohio Auditor of State Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For Use by Auditor of State or OHS-LGRP
10-01	Accident Reports	2 yrs after end of FY	Paper	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.
10-02	Accounts Receivable Ledger And Documents (FOJ)	4 fiscal years after paid - provided audited	Paper	
10-03	Annual Budgets	Permanent	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET

FROM: Athens County Prosecutor's Office

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-04	Annual Reports of Prosecuting Attorney	10 years	Paper	
10-05	Appeals	10 years after final disposition	Multi	
10-06	Applications for Employment	1 yr. after receipt	Paper	
10-07	Audit Reports	Permanent	Paper	
10-08	Automatic Data Processing And Electronic Data Processing Media	Erase when no longer of adm. value	Multi	
10-09	Bank Deposit Receipts	2 yrs after end of FY provided audited	Paper	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.
10-10	Bank Statements	3 yrs after end of FY provided audited	Paper	
10-11	Blank Forms	Retain until no longer of adm. value (RC-3 not required)	Multi	
10-12	Bond Forfeiture	3 yrs after final disposition		

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(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-04	Annual Reports of Prosecuting Attorney	10 years	Paper	
10-05	Appeals	10 years after final disposition	Multi	
10-06	Applications for Employment	1 yr. after receipt	Paper	
10-07	Audit Reports	Permanent	Paper	
10-08	Automatic Data Processing And Electronic Data Processing Media	Erase when no longer of adm. value	Multi	
10-09	Bank Deposit Receipts	2 yrs after end of FY provided audited	Paper	<p>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.</p>
10-10	Bank Statements	3 yrs after end of FY provided audited	Paper	
10-11	Blank Forms	Retain until no longer of adm. value (RC-3 not required)	Multi	
10-12	Bond Forfeiture	3 yrs after final disposition		

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FROM: Athens County Prosecuting Attorney

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-13	Bulletins	Retain until no longer of adm. value (RC-3 not required)	Multi	<p>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.</p>
10-14	Cancelled Checks	3 yrs. after end of FY provided audited	Multi	
10-15	Case Files (Civil)	Case is disposed of in court including all appeals, and/or microfilmed.	Multi	
10-16	Case Files (Criminal)	Until Defendant is released from prison; and/or released from supervision; and/or all appeals are exhausted; and/or microfilmed	Multi	
10-17	Case Files (Closed Investigations)	6 years and/or microfilmed	Multi	
10-18	Murder Investigations	Permanent	Paper	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-19	Cash Books and Cash Journals	Until all items are cleared, provided audited	Paper	
10-20	Contracts	15 years after expiration	Paper	
10-21	General correspondence: Subject matter may include information concerning the general administration of the office including but not limited to projects, fiscal and personnel matters that may be received from either an external or internal source	4 yrs and/or until no longer of adm., legal or fiscal value. Appraise for historical value	Multi	
10-22	Client correspondence including but not limited to schools, boards, agencies, and county offices	2 years and/or until no longer of adm., value (RC-3 not required)	Multi	
10-23	Transient correspondence (i.e. post it notes)	Retain until no longer of adm. value (no RC-3 required)	Multi	
10-24	Unsolicited correspondence; unsolicited mail; unsolicited e-mail; and similar unsolicited communications	Retain until no longer of adm. value (no RC-3 required)	Multi	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-25	County Commissioners Agreements	Until expired	Paper	
10-26	County Commissioners Contracts	15 yrs after expiration	Paper	
10-27	Easements	Permanent	Multi	
10-28	Court dockets	5 yrs after last case is settled	Multi	
10-29	Dockets – Grand Jury	5 yrs after hg.	Paper	
10-30	Grand Jury – Subpoenas	5 yrs.	Paper	
10-31	Grand Jury Reports	5 yrs after date of filing	Paper	
10-32	Hourly, weekly, daily, monthly, and annual appointment books, records, calendars, schedules, organizers, and planners	Until no longer of adm. value (RC-3 not required)	Multi	
10-33	Index to Civil Cases	Permanent	Multi	
10-34	Index to Criminal Cases	Permanent	Multi	
10-35	Inventories	3 yrs provided audited	Multi	<p>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.</p>

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(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-36	Invoices (paid)	Record copy sent to County Auditor duplicate 3 copies – 3 yrs after end of FY – provided audited	Paper	
10-37	Job Descriptions	Until superseded or job classification abolished	Paper	
10-38	Juvenile Cases	Until Defendant turns 18	Multi	
10-39	Adults charged in Juvenile Court	Until victim turns 18	Multi	
10-40	Leave Requests (Sick and Vacation)	3 yrs after end of FY provided audited	Paper	<p>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.</p>
10-41	Legal Opinions	5 yrs and/or microfilmed	Multi	
10-42	Payroll Records	3 yrs after end of FY provided audited	Multi	
10-43	Personnel Files	Permanent	Multi	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-44	Professional Association Files	Retain until no longer of adm. value (RC-3 not required)	Multi	<p>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.</p>
10-45	Property Foreclosure (Criminal)	10 years	Paper	
10-46	Purchase Orders	3 yrs after end of FY – provided audited	Paper	
10-47	Records of Receipts and Expenditures	10 yrs after entry provided audited	Multi	
10-48	Subpoenas (Other than Grand Jury)	5 years and/or until microfilmed	Paper	
10-49	Tape Recordings/Video Recordings	10 yrs after final disposition or until all appeals are exhausted	Multi	
10-50	Telephone Bills/Telephone Long Distance Logs	2 yrs provided audited	Paper	
10-51	Taxes – Delinquent	1 yr after disposition	Multi	
10-52	Telephone Messages	Retain until no longer of adm. value – No RC-3 required	Multi	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-53	Time Sheets	3 yrs after end of FY – provided audited	Multi	<p>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.</p>
10-54	Township Trustee – Agreements	Until Expired	Paper	
10-55	Township Trustee – Leases	Until Expired	Paper	
10-56	Township Trustee – Contracts	15 yrs after expired	Paper	
10-57	Travel Expense Reports	3 yrs after end of FY – provided audited	Paper	
10-58	Policies, Procedures, Rules and Regulations	6 yrs after revised, superseded; or discontinued	Paper	
10-59	Ohio Public Records Compliance Folder (may contain appropriate RC-1; RC-2 or RC-3 forms)	25 yrs after revised, superseded, or discontinued	Paper	
10-60	Facsimile Logs/Cover Sheets/Confirmations	Until no longer of adm. value (RC-3 not required)	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-61	Back up data (not duplicated on desktops, laptops and PDAs)	Retain for 2 system backup cycles then delete, erase or destroy (RC-3 not required)	Multi	
10-62	Anonymous or Unfounded Complaints	Until no longer of adm. value (no RC-3 required)	Multi	
10-63	Press and News Releases	3 yrs, then appraise for adm. or historical value	Multi	
10-64	General Photos, Negatives, and Electronic Images	Retain images that have significant legal, fiscal, or historical value. Maintain significant images according to content. Erase images that have no significant value (RC-3 not required)	Multi	

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FROM: Athens County Prosecutor's Office

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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-65	Public Records Request Forms	1 year	Paper	
10-66	Copies -- Reading, informational, and reference	Retain until no longer of adm. value. (RC-3 not required)	Multi	
10-67	Drafts, Informal Notes, Reminder Notes	Retain until no longer of adm. value (RC-3 not required)	Multi	
10-68	Awards, Newspaper Clippings, and Newspaper Articles	25 yrs and no longer of historical value	Multi	
10-69	Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of adm. value (RC-3 not required)	Multi	
10-70	Professional Organizations and Association Files	1 yr and no longer of adm. value (RC-3 not required)	Multi	

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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For Use by Auditor of State or OHS-LGRP
10-71	Electronic mail system (E-mail, including cell phone and Blackberry e-mail – County owned property only)	Retain e-mail that has a significant administrative, legal or historical value. Maintain according to content. Erase e-mail that has no significant value (RC-3 not required)	Multi	
10-72	Equipment, Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the County (RC-3 not required)	Multi	
10-73	Equipment Maintenance and Repair Records	1 yr. after equipment sold, scrapped, or no longer the property of the County (RC-3 not required)	Multi	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
10-74	Voice Mails, Text Messages, Caller ID Logs, Pager Activity Logs, and related IT issues (relates only to County Owner Equipment)	Erase or delete when no longer of adm. value (RC-3 not required)	Multi	
10-75	Business Cards, Rolodexes, Software	Until no longer of adm. value (RC-3 not required)	Multi	
10-76	Client Correspondence including but not Limited to Schools, Boards, Agencies and County Offices	2 years	Multi	
	<u>VICTIM'S ASSISTANCE</u>			
10-77	Grant Records Federal: VOCA JAG VAW State: SVAA ODRC Local/Private	3 yrs from closeout notice FY audit 15 years after expiration	Multi	
10-78	Victim Information/Victim Cards	10 yrs after final disposition or until appeals are exhausted	Multi	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
	VICTIM'S ASSISTANCE CONTINUED			
10-79	Victim Files:			
	Juvenile	Until Defendant turns 18	Multi	
	Municipal Court	2 yrs after final disposition	Multi	
	Common Pleas Court	5 yrs after disposition and only destroyed if Defendant is no longer in prison, and/or under supervision, and/or all appeals are exhausted	Multi	
10-80	Civil Protections Orders and Anti Stalking Orders	Until full hearing is completed	Multi	
10-81	Victim's Letters	Until case is disposed of	Multi	
10-82	SVC Files	3 yrs from termination of case	Multi	
10-83	Domestic Violence Protocol	Until no longer of adm. value – (RC-3 not req.) available on internet	Multi	

ATHENS COUNTY RECORDS COMMISSION
MINUTES
February 16, 2010

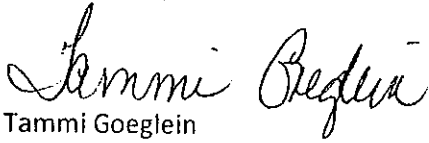
Recorder Jessica Markins called the meeting to order at 10:04 a.m. in the Commissioners Conference Room. In attendance were Clerk of Court Ann Trout, Prosecutor Dave Warren, Recorder Jessica Markins, Executive Assistant Tammi Goeglein representing Auditor Jill Thompson and Prosecutor's Office Paralegal Lou Anna Leniger.

Clerk of Courts Ann Trout presented a Certificate of Records Disposal (RC-3) for the Athens County Clerk of Courts Office. Prosecutor Warren made a motion to approve the RC-3 as presented, Recorder Markins seconded the motion; all voted aye. Motion carried.

Prosecutor Warren presented a Schedule of Records Retention (RC-2) for the Athens County Prosecutor's Office. Ms. Goeglein made a motion to approve the RC-2 as presented, Clerk of Courts Trout seconded the motion; Prosecutor Warren abstained. All others voted aye. Motion carried.

The meeting adjourned at 10:07 a.m.

Respectfully Submitted,



Tammi Goeglein
Executive Assistant
Acting Records Commission Secretary

