

Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17th Avenue Columbus. OH 43211-2474

OHIO HISTORY CONNECTION

OCTOBER 17 2023

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Marysville Municipal	Court			
(Local Government Ent)ty			(Unit)	
AN The	de	Judge Robert W. Parrott	Municipal Court Judge	10-4-201
(Signature of Responsible (Official)	(Name)	(Title)	(Date)
Section B: Records Comn	nission			
City of Marysville Records	s Commission		937	7-645-4177
			(Tele	phone Number)
209 South Main Street	Marysvi	lle 43040	Union	
(Address)	(City			
To have this form returned	to the Records Co	mmission electronically, email a	ddress: shadenhon@unioncou	intvohio gov
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Marysville Municipal Court	Administrative Division
(Local Government Entity)	(Unit)

(1)	(2)	(3) Retention Period	(4) Media Typa	(5) For use by Auditor of	(6) RC-3
Authority Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required
Sup. R. 26.05(D)(4)	Supreme Court of Ohio	Permanent	Paper/Electronic		V
L.R. 23.02	Bail Bondsman Records (ORC 3905.87) Copies of agents' 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 along with any and all supplemental materials and also includes the list of court-registered surety bail bond agents	3 years, provided audit	Paper/Electronic	Audited means: the encompassed by have been audite Auditor of State a audit report has been released pursuan Sec. 117.26 O.R.	the record d by the nd the een t to
L.R. 23.02	Building Files Documents related to the construction and design of the Municipal Court	Permanent	Paper/Electronic		\sqrt
Sup. R. 26.00(C) Sup. R. 26.01(A)(1)	Case Files - Miscellaneous Compendium or original documents filed in the court related to administrative actions and miscellaneous filings, usually required by statute	Permanent	Paper		
Sup. R. 26.01(E)	Communication Records Records relating to the sharing of information, including routine telephone messages and text messages, where official action will be recorded elsewhere	Until no longer of value by the person holding the record	Paper/Electronic		
Sup. R. 26.01(F)	Correspondence & General Office Records Communications from external and internal sources, including all sent and received correspondence, and any and/or office records considered to be of a general administrative nature	Until no longer of value by the person holding the record	Paper/Electronic		
Sup. R. 26.01(G)	Drafts & Informal Notes Preliminary working documents and personal convenience notes of transitory information used to prepare an official record	Until no longer of value by the person holding the record	Paper/Electronic		
Sup. R. 26.01(H)	Employment Applications for Posted Positions Application submissions by individuals for job positions not chosen for employment; includes solicited and non-solicited applications, including, but not limited to, applicant letters, applicant tracking logs, background checks, pre-employment testing, driving abstracts, credit checks, references, resumes, and interview questions, notes and rating scales for prospective employees	2 years (29 CFR § 1602.14) (29 CFR § 1627.3)	Paper/Electronic		



Marysville Municipal Court	Administrative Division
(Local Government Entity)	(Unit)

(1) Authority 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
Sup. R. 26.01(I)	Employee Benefit & Leave Records Requests for use of sick, vacation, compensatory or other form of leave time including court office copies of life, dental, vision and medical insurance records	3 years, provided audit	Paper/Electronic		
Sup. R. 26.01(J)	Employee History & Discipline Records (Personnel Files) Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees	Permanent	Paper/Electronic		
L.R. 23.02	Job Descriptions Documents detailing the classification, needed experience, education, physical requirements and duties by position title; including position analysis	Until revised, superseded or obsolete	Paper/Electronic		
Sup. R. 26.01(A)	Journals - Court Orders Journal where all municipal court orders which affect court operations are recorded	Permanent	Paper		lacksquare
Sup. R. 26.01(A)	Journals - Oaths of Office Journal of judges, municipal court clerks, municipal employees and township officers oaths of office	Permanent	Paper		lacksquare
L.R. 23.02	Postal Records Records created in the use and functions of a postal machine and the logging of registered mail	2 years	Paper/Electronic		
Sup. R. 26.01(N)	Publications Received Various publications issued and sent by businesses, state and/or federal government	Until no longer of value by the person holding the publication	Paper/Electronic		
L.R. 23.02	Record Requests Formal requests to inspect and review public records, including backgrounds and record checks	2 years	Paper/Electronic		
L.R. 23.02	Record Requests - Concealed and Carry Records documenting criminal records checks performed on individuals who apply for a concealed handgun license; confidential ORC 2923.129(B)(1)	20 days (ORC 311.41)	Paper/Electronic		
L.R. 23.02	Supreme Court Reports Statistical summary reports submitted to the Ohio Supreme Court documenting criminal, civil and traffic case activation and disposition counts	Permanent	Paper/Electronic		\checkmark



Marysville Municipal Court	Fiscal Division
(Local Government Entity)	(Unit)

(1) Authority 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
Sup. R. 26.05(D)(1)	Audit Reports Financial examinations and reports issued by the Auditor of State under ORC 117.26	Permanent	Paper/Electronic		
Sup. R. 26.01(C)	Bank Records Records relating to banking transactions between the courts and financial institutions including but not limited to bank deposit receipts, bank statements, canceled checks and check registers	3 years, provided audit	Paper/Electronic		
Sup. R. 26.01(D)	Cash Books Financial ledgers that document the expenditure and/or receipt of cash items, including expense and receipt ledgers	3 years, provided audit	Paper/Electronic		
L.R. 23.02	Contracts and Agreements Legal agreements with individuals, organizations or entities to procure goods and/or services	6 years after expiration (ORC 2305.06)	Paper/Electronic		
Sup. R. 26.01(K)	Fiscal Records Records including copies of transactional budgeting and purchasing documents maintained by another office or agency; including, but not limited to, annual inventory, budget, invoices and purchase orders	3 years, provided audit	Paper/Electronic		
Sup. R. 26.01(L)	Grant Records Records of grants made or received by a court documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grant funds	5 years after expiration of grant, provided audit	Paper/Electronic		
	Monetary Records Fiscal records of the court, including, but not limited to, account balancing records, bail/bond records, deposit revenue records, fund disbursement records, interest accrual records and unclaimed funds	3 years, provided audit	Paper/Electronic		
Sup. R. 26.01(M)	Payroll Records Records of personnel time worked and copies of payroll records maintained by another office or agency, including time sheets	3 years, provided audit	Paper/Electronic		
Sup. R. 26.01(O)	Receipt Records Records acknowledging that payment has been received including balancing records	3 years, provided audit	Paper/Electronic		



Marysville Municipal Court	Fiscal Division
(Local Government Entity)	(Unit)

(1) Authority	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of	(6) RC-3
Number		recention I ellou	Wiedla Type	State or LGRP	Required
Sup. R. 26.05(D)(3)	rent into the court to force a landlord to make repairs	5 years after the last date of deposit	Paper/Electronic		
Sup. R. 26.01(P)	Requests for Proposals, Bids & Resulting Contracts Requests for proposals from vendors for services and/or merchandise, bids received in response to a request for proposal including publicizing, hearing and awarding of quoted bids to vendors, and contracts resulting from a request for proposal for the procuring of goods and/or services	6 years after contract expiration (ORC 2305.06)	Paper/Electronic		



Marysville Municipal Court	Civil Division
(Local Government Entity)	(Unit)

Authority Number	(1)	(2)	(3)	(4)	(5)	(6)
Audio Recordings/Stenographer Notes Voice recordings and/or machine shorthand soed by a court reporter to produce afficial transcripts of court hearings, depositions and orbit official proceedings Sup. R. Case Files - Civil (BMV) 26.00(C) (Bureau of Motor Vehicles) Sup. R. Compendium or original documents filed in an 26.05(G)(2) action or proceeding in the court related to Sup. R. Compendium or original documents filed in an 26.05(G)(2) Ohio Bureau of Motor Vehicles Case Files - Civil (CVF) (Personal Injury & Property Damage) Sup. R. Compendium or original documents filed in an 26.00(C) Sup. R. Compendium or original documents filed in an 26.00(C) Sup. R. Compendium or original documents filed in an 26.00(C) Case Files - Civil (CVF) (Contract Regular Civil) Sup. R. Compendium or original documents filed in an 26.00(C) action or suit, usually by pursuit of redress of wrongs by compelling compensation, restitution or recovery Case Files - Civil (CVF) (Compendium or original documents filed in an 26.00(C) action or suit, usually by pursuit of redress of wrongs by compelling compensation, restitution or recovery Case Files - Civil (CVG) (Corporable Harty & Detainer) Sup. R. Compendium or original documents filed in an 26.00(C) Sup. R. private rights and remedies that are sought by 26.05(E) action or suit, usually by pursuit of redress of wrongs by compelling compensation, restitution or recovery Case Files - Civil (CVG) (Compendium or original documents filed in an 26.00(C) Sup. R. private rights and remedies that are sought by 26.05(E) action or suit, usually by pursuit of redress of wrongs by compelling compensation, restitution or recovery Case Files - Civil (CVH) (Other Civil) Compendium or original documents filed in an 25 years Paper/Electronic	Authority		3 /	3. 7	For use by Auditor of	RC-3
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26.05(E) action or suit, usually by pursuit of redress of wrongs by compelling compensation,	, ,		25 years	Paper/Electronic		
wrongs by compelling compensation,	_					
	20.03(E)					
		restitution or recovery				



Marysville Municipal Court	Civil Division
(Local Government Entity)	(Unit)

(1)	(2)	(3)	(4)	(5)	(6)
Authority	Record Title and Description	Retention Period	Media Type	For use by Auditor of	RC-3
Number				State or LGRP	Required
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (CVI) (Small Claims) Compendium or original documents filed in an 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	25 years	Paper/Electronic		
Sup. R. 26.05(G)(6)	Case Files - Civil (Real Estate) Compendium or original documents filed in an action or proceeding in the court related to matters that resulted in a final judgment determining title or interest in real estate	Permanent	Paper/Electronic		
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (Trusteeship) Compendium or original documents filed in an action or proceeding in the court related to a system where a person pays a percentage of their earning into the court to be prorated among their creditor in an effort to prevent a garnishment	25 years	Paper/Electronic		
Sup. R. 26.05(E)	Court Docket Record where the clerk enters all of the information included in the appearance docket, the trial docket, and the journal, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate, schedule of court proceedings, all actions taken by the court to enforce orders or judgment, and all information necessary to document the activity of the clerk regarding the case	25 years	Electronic		
Sup. R. 26.05(F)	Drafts and Informal Notes Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum	Kept separate from case file Retained in case file Destroy at discretion of preparer	Paper/Electronic		



Marysville Municipal Court	Civil Division
(Local Government Entity)	(Unit)

(1) Authority 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
Sup. R. 26.00(F)	formally introduced as evidence in court;	60 days after appeal date expiration, provided written notification	Paper/Electronic		
L.R. 23.02	Expunged Records (ORC 2953) Records ordered by court order to be destroyed, deleted, and erased from records, as appropriate for the record's physical or electronic form or characteristic, so that the records is permanently irretrievable; confidential ORC 2953	Destroy immediately	Paper/Electronic		
L.R. 23.02	Jury Records - Administrative Records of a jury summoned and empaneled in the trail of a specific case, including, but not limited to, names and addresses of jurors summoned, excuse requests, questionaries and sign-in sheets	1 year	Paper/Electronic		
L.R. 23.02	Jury Records - Financial Records of a jury summoned and empaneled in the trail of a specific case showing the service of jurors and payment rendered	3 years, provided audit	Paper/Electronic		
L.R. 23.02	summons sent via certified mail, which are returned to the court by the postal service; certified mail receipts maintained with case file	Until no longer of administrative value	Paper/Electronic		
L.R. 23.02	Sealed Records (ORC 2953) Records ordered by court order to be removed from the main file of similar records and secured it in a separate file that contains only sealed records accessible only to the municipal court; confidential ORC 2953	25 years	Paper		



Marysville Municipal Court	Criminal/Traffic Division
(Local Government Entity)	(Unit)

(1) Authority 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
L.R. 23.02	Audio Recordings/Stenographer Notes Voice recordings and/or machine shorthand used by a court reporter to produce official transcripts of court hearings, depositions and other official proceedings	3 years	Audio/Electronic/ Paper		
L.R. 23.02	record information based off cases adjudicated by the Municipal Court	6 months	Paper/Electronic		
Sup. R. 26.05(G)(3)	action or proceeding in the court related to the punishment of offenses against the public	50 years	Paper/Electronic		
Sup. R. 26.05(G)(3)	action or proceeding in the court related to the punishment of offenses against the public	50 years	Paper/Electronic		
Sup. R. 26.05(G)(3)	extradition of a defendant from another jurisdiction	50 years	Paper/Electronic		
Sup. R. 26.05(G)(2)	Case Files - Traffic (TRC) (O.V.I.) Compendium or original documents filed in an action or proceeding in the court related to the punishment of offenses against the public related to driving under the influence of alcohol or drugs	50 years	Paper/Electronic		
Sup. R.	Case Files - Traffic (TRD) (Other Traffic) Compendium or original documents filed in an action or proceeding in the court related to the punishment of traffic offenses against the public	25 Years	Paper/Electronic		



Marysville Municipal Court	Criminal/Traffic Division
(Local Government Entity)	(Unit)

(1)	(2)	(3)	(4)	(5)	(6)
Authority	Record Title and Description	Retention Period	Media Type	For use by Auditor of	RC-3
Sup. R. 26.05(E)	Court Docket Record where the clerk enters all of the information included in the appearance docket, the trial docket, and the journal, including the names and addresses of all the parties; names, addresses and registration numbers of all counsel; the issuance of documents for service upon a party and the return of service or lack of return; brief description of all records and orders filed in the proceedings, the date and time filed, and a cross reference to other records as appropriate, schedule of court proceedings, all actions taken by the court to enforce orders or judgment, and all information necessary to document the activity	25 years	Electronic	State or LGRP	Required
Sup. R. 26.05(F)	research prepared for the purpose of compiling	Kept separate from case file Retained in case file Destroy at discretion of preparer	Paper/Electronic		
Sup. R. 26.00(F)	formally introduced as evidence in court; witness's out-of-court testimony that is reduced to writing for later use in court, and official record of proceedings in a trial	60 days after appeal date expiration, provided written notification	Paper/Electronic		
L.R. 23.02	Expunged Records (ORC 2953) Records ordered by court order to be destroyed, deleted, and erased from records, as appropriate for the record's physical or electronic form or characteristic, so that the records is permanently irretrievable; confidential ORC 2953	Destroy immediately	Paper/Electronic		
L.R. 23.02	Jury Records - Administrative Records of a jury summoned and empaneled in the trail of a specific criminal case, including, but not limited to, names and addresses of jurors summoned, excuse requests, questionaries and sign-in sheets	1 year	Paper/Electronic		



Marysville Municipal Court	Criminal/Traffic Division
(Local Government Entity)	(Unit)

(1)	(2)	(3)	(4)	(5)	(6)
Authority	Record Title and Description	Retention Period	Media Type	For use by Auditor of	RC-3
Number	•			State or LGRP	Required
	Jury Records - Financial				
	Records of a jury summoned and empaneled in	3 years, provided	D/E14:		
	the trail of a specific criminal case showing the		Paper/Electronic		
	service of jurors and payment rendered				
	Minor Misdemeanor Criminal Citations (Paid)				
Sup. R.	Criminal minor misdemeanor citations paid to	5 years, provided	Paper/Electronic		
26.05(G)(4)	the municipal court without a court	audit	r aper/Electronic		
	appearance required				
	Minor Misdemeanor Traffic Citations				
	(BMV Forfeitures)				
Sup. R.	Traffic minor misdemeanor citations that have	50 years	Paper/Electronic		
26.05(G)(4)	not been paid and have been submitted to the	30 years	r upen zheen eme		
	Ohio Bureau of Motor Vehicles for a driver				
	license forfeiture				he years the record by the and the peen
	Minor Misdemeanor Traffic Citations	5 years after payment, provided audit	Paper/Electronic		
	(BMV Forfeitures) (Paid)				
Sup. R.	Traffic minor misdemeanor citations that have				
26.05(G)(4)	not been paid and have been submitted to the				
, , , ,	Ohio Bureau of Motor Vehicles for a driver				
	license forfeiture that have subsequently been				
	paid Minor Misdemeanor Traffic Citations (Paid)			A 124 1 41	
Sup. R.	Traffic minor misdemeanor citations paid to	5 years, provided	1	Audited means: th	
-	the municipal court without a court	audit	Paper/Electronic	encompassed by	
20.03(G)(T)	appearance required	audit		have been audited	
	Parking Ticket Records			Auditor of State a	
Sup. R.	Parking ticket citations paid to the municipal	5 years, provided	Paper/Electronic	audit report has be	een _□ ∣
26.05(G)(5)	court without a court appearance required	audit	r upen zheen eme	released pursuant	
	Returned Certified Mail Contents			Sec. 117.26 O.R.0	
	Contains copies of complaints, petitions and/or	Until no longer of			
L.R.	summons sent via certified mail, which are	administrative	Paper/Electronic		
23.02	returned to the court by the postal service;	value	1		
	certified mail receipts maintained with case file				
	Sealed Records (ORC 2953)				
	Records ordered by court order to be removed				
L.R.	from the main file of similar records and	50 years	Do:		
23.02	secured it in a separate file that contains only		Paper		
	sealed records accessible only to the municipal				
	court; confidential ORC 2953				
	Search Warrant Records	5 years after date of			
Sup. R.	Judge's written order authorizing a law-	service or	Paper/Electronic		
26.05(G)(7)	enforcement officer to conduct a search of a	last attempt in	1 aper/Diectronic		
	specified place and to seize evidence	original form			



Marysville Municipal Court	Probation Department
(Local Government Entity)	(Unit)

(1)	(2)	(3)	(4)	(5)	(6)
Authority Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required
L.R. 23.03	Case Files - Community Control Documents related to the supervision of felons where a prison term is not imposed in which the freedom of a defendant is restricted within the community, home, or noninstitutional residential placement through the imposition and enforcement of specific sanctions; confidential ORC 149.43(A)(1)(b)	5 years after closed	Paper/Electronic		
L.R. 23.03	Case Files - Community Service Documents relating to the administration of convicted criminals who perform activities for the benefit of the public or public institutions, as an alternative form of sentencing in lieu of other judicial remedies and/or sanctions; confidential ORC 149.43(A)(1)(b)	5 years after closed	Paper/Electronic		
L.R. 23.03	Case Files - Probation Documents related to a form of community supervision, after a defendant is released from confinement, requiring specified contacts with parole and probation officers and other terms and conditions as provided by the court; confidential ORC 149.43(A)(1)(b)	5 years after closed	Paper/Electronic		