



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.

Section A: Local Government Unit

Marysville Municipal Court

(Local Government Entity)

(Unit)

Judge Robert W. Parrott

Municipal Court Judge

10-4-2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Marysville Records Commission

937-645-4177

(Telephone Number)

209 South Main Street

Marysville

43040

Union

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, email address: sbadenhop@unioncountvohio.gov

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

10/17/23

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/19/2023

Signature

Title

Date

Section D: Auditor of State

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



RECORDS RETENTION SCHEDULE (RC-2)

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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. 26.05(D)(4)	Annual Reports (Yearly Reports) <i>Clerk of Court's annual statistical report to the Supreme Court of Ohio</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 23.02	Bail Bondsman Records (ORC 3905.87) <i>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</i>	3 years, provided audit	Paper/Electronic	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.	<input type="checkbox"/>
L.R. 23.02	Building Files <i>Documents related to the construction and design of the Municipal Court</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.01(A)(1)	Case Files - Miscellaneous <i>Compendium or original documents filed in the court related to administrative actions and miscellaneous filings, usually required by statute</i>	Permanent	Paper		<input checked="" type="checkbox"/>
Sup. R. 26.01(E)	Communication Records <i>Records relating to the sharing of information, including routine telephone messages and text messages, where official action will be recorded elsewhere</i>	Until no longer of value by the person holding the record	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(F)	Correspondence & General Office Records <i>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</i>	Until no longer of value by the person holding the record	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(G)	Drafts & Informal Notes <i>Preliminary working documents and personal convenience notes of transitory information used to prepare an official record</i>	Until no longer of value by the person holding the record	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(H)	Employment Applications for Posted Positions <i>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</i>	2 years (29 CFR § 1602.14) (29 CFR § 1627.3)	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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



RECORDS RETENTION SCHEDULE (RC-2)

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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 <i>Financial examinations and reports issued by the Auditor of State under ORC 117.26</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.01(C)	Bank Records <i>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</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(D)	Cash Books <i>Financial ledgers that document the expenditure and/or receipt of cash items, including expense and receipt ledgers</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Contracts and Agreements <i>Legal agreements with individuals, organizations or entities to procure goods and/or services</i>	6 years after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(K)	Fiscal Records <i>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</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(L)	Grant Records <i>Records of grants made or received by a court documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grant funds</i>	5 years after expiration of grant, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(D)(2)	Monetary Records <i>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</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(M)	Payroll Records <i>Records of personnel time worked and copies of payroll records maintained by another office or agency, including time sheets</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.01(O)	Receipt Records <i>Records acknowledging that payment has been received including balancing records</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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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
L.R. 23.02	Audio Recordings/Stenographer Notes <i>Voice recordings and/or machine shorthand used by a court reporter to produce official transcripts of court hearings, depositions and other official proceedings</i>	3 years	Audio/Electronic/ Paper		<input type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(G)(2) Sup. R. 26.05(G)(3)	Case Files - Civil (BMV) (Bureau of Motor Vehicles) <i>Compendium or original documents filed in an action or proceeding in the court related to reinstate of driving privileges filed against the Ohio Bureau of Motor Vehicles</i>	50 years	Paper		<input type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (CVE) (Personal Injury & Property Damage) <i>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</i>	25 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (CVF) (Contract/Regular Civil) <i>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</i>	25 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (CVG) (Forcible Entry & Detainer) <i>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</i>	25 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (CVH) (Other Civil) <i>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</i>	25 years	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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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(C) Sup. R. 26.05(E)	Case Files - Civil (CVI) (Small Claims) <i>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</i>	25 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(6)	Case Files - Civil (Real Estate) <i>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</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(E)	Case Files - Civil (Trusteeship) <i>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</i>	25 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(E)	Court Docket <i>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</i>	25 years	Electronic		<input type="checkbox"/>
Sup. R. 26.05(F)	Drafts and Informal Notes <i>Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum</i>	1. Kept separate from case file 2. Retained in case file 3. Destroy at discretion of preparer	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Marysville Municipal Court
(Local Government Entity)

Civil Division
(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)	Exhibits, Depositions and Transcripts <i>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 court, and official record of proceedings in a trial</i>	60 days after appeal date expiration, provided written notification	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Expunged Records (ORC 2953) <i>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</i>	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Jury Records - Administrative <i>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, questionnaires and sign-in sheets</i>	1 year	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Jury Records - Financial <i>Records of a jury summoned and empaneled in the trail of a specific case showing the service of jurors and payment rendered</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Returned Certified Mail Contents <i>Contains copies of complaints, petitions and/or summons sent via certified mail, which are returned to the court by the postal service; certified mail receipts maintained with case file</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Sealed Records (ORC 2953) <i>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</i>	25 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

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 <i>Voice recordings and/or machine shorthand used by a court reporter to produce official transcripts of court hearings, depositions and other official proceedings</i>	3 years	Audio/Electronic/ Paper		<input type="checkbox"/>
L.R. 23.02	Bureau of Motor Vehicle (BMV) Reports <i>Daily reports submitted to the Ohio Bureau of Motor Vehicles transmitting updated driving record information based off cases adjudicated by the Municipal Court</i>	6 months	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(3)	Case Files - Criminal (CRA) (Felonies) <i>Compendium or original documents filed in an action or proceeding in the court related to the punishment of offenses against the public</i>	50 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(3)	Case Files - Criminal (CRB) (Misdemeanors) <i>Compendium or original documents filed in an action or proceeding in the court related to the punishment of offenses against the public</i>	50 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(3)	Case Files - Criminal Rule 4 (CRA/CRB) <i>Compendium or original documents filed in an action or proceeding in the court related to the extradition of a defendant from another jurisdiction</i>	50 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(2)	Case Files - Traffic (TRC) (O.V.I.) <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</i>	50 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.00(C) Sup. R. 26.05(G)(3)	Case Files - Traffic (TRD) (Other Traffic) <i>Compendium or original documents filed in an action or proceeding in the court related to the punishment of traffic offenses against the public</i>	25 Years	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Marysville Municipal Court
(Local Government Entity)

Criminal/Traffic Division
(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(E)	Court Docket <i>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</i>	25 years	Electronic		<input type="checkbox"/>
Sup. R. 26.05(F)	Drafts and Informal Notes <i>Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum</i>	1. Kept separate from case file 2. Retained in case file 3. Destroy at discretion of preparer	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.00(F)	Exhibits, Depositions and Transcripts <i>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 court, and official record of proceedings in a trial</i>	60 days after appeal date expiration, provided written notification	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Expunged Records (ORC 2953) <i>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</i>	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Jury Records - Administrative <i>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, questionnaires and sign-in sheets</i>	1 year	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Marysville Municipal Court
(Local Government Entity)

Criminal/Traffic Division
(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	Jury Records - Financial <i>Records of a jury summoned and empaneled in the trail of a specific criminal case showing the service of jurors and payment rendered</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(4)	Minor Misdemeanor Criminal Citations (Paid) <i>Criminal minor misdemeanor citations paid to the municipal court without a court appearance required</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(4)	Minor Misdemeanor Traffic Citations (BMV Forfeitures) <i>Traffic minor misdemeanor citations that have not been paid and have been submitted to the Ohio Bureau of Motor Vehicles for a driver license forfeiture</i>	50 years	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(4)	Minor Misdemeanor Traffic Citations (BMV Forfeitures) (Paid) <i>Traffic minor misdemeanor citations that have not been paid and have been submitted to the Ohio Bureau of Motor Vehicles for a driver license forfeiture that have subsequently been paid</i>	5 years after payment, provided audit	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.05(G)(4)	Minor Misdemeanor Traffic Citations (Paid) <i>Traffic minor misdemeanor citations paid to the municipal court without a court appearance required</i>	5 years, provided audit	Paper/Electronic	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.	<input type="checkbox"/>
Sup. R. 26.05(G)(5)	Parking Ticket Records <i>Parking ticket citations paid to the municipal court without a court appearance required</i>	5 years, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Returned Certified Mail Contents <i>Contains copies of complaints, petitions and/or summons sent via certified mail, which are returned to the court by the postal service; certified mail receipts maintained with case file</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
L.R. 23.02	Sealed Records (ORC 2953) <i>Records ordered by court order to be removed from the main file of similar records and secured in a separate file that contains only sealed records accessible only to the municipal court; confidential ORC 2953</i>	50 years	Paper		<input type="checkbox"/>
Sup. R. 26.05(G)(7)	Search Warrant Records <i>Judge's written order authorizing a law-enforcement officer to conduct a search of a specified place and to seize evidence</i>	5 years after date of service or last attempt in original form	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Marysville Municipal Court
(Local Government Entity)

Probation Department
(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. 23.03	Case Files - Community Control <i>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)</i>	5 years after closed	Paper/Electronic		<input type="checkbox"/>
L.R. 23.03	Case Files - Community Service <i>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)</i>	5 years after closed	Paper/Electronic		<input type="checkbox"/>
L.R. 23.03	Case Files - Probation <i>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)</i>	5 years after closed	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>