



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17th Avenue  
 Columbus, OH 43211-2474  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

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

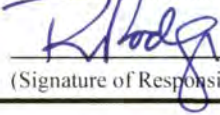
### Section A: Local Government Unit

**Union County Court of Common Pleas**

**Probate & Juvenile Divisions**

(Local Government Entity)

(Unit)



**Judge Rick Rodger**

**Probate & Juvenile Judge**

**10/5/2023**

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.68 – ORC 149.412 for Records Commission Information*

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street  
(Address)

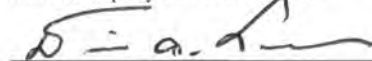
Marysville  
(City)

43040  
(Zip Code)

Union  
(County)

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



**10-25-23**

Records Commission Chair Signature

Date

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

**Government Records Archivist**

**10/26/2023**

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)

*See instructions before completing this form.*

Union County Court of Common Pleas

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(A)	Administrative Journal <i>Journals that consists of court entries, or a record of court entries, regarding policies and issues not related to specific court cases</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.01(B)	Annual Reports <i>Probate and/or Juvenile Court's annual statistical report to the Supreme Court of Ohio and annual statistical and summarization report</i>	Permanent - 2 copies	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.01(C)	Bank Records <i>Records relating to banking transactions between the court 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	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.	
L.R. 10.0 L.R. 26.0	Bar Applicant Interview Packets <i>Questionnaires and interview notes for attorneys for the bar</i>	3 years	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"/>
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"/>
L.R. 10.0 L.R. 26.0	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(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 posted or advertised</i>	2 years	Paper/Electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Court of Common Pleas  
(Local Government Entity)

Administrative 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. 26.01(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 <i>Records concerning the hiring, promotion, evaluation, attendance, medical issues, discipline, termination, and retirement of court employees</i>	10 years after termination of employment	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 annual inventory</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>	3 years after expiration of grant, provided audit	Paper/Electronic		<input type="checkbox"/>
L.R. 10.0	IV-D Records <i>Contains contracts, invoices and related documents with the County Prosecutor, Sheriff and Department of Job and Family Services regarding the processing of child support enforcement orders</i>	6 years, after expiration of contract (ORC 2305.06)	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</i>	3 years, provided audit	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"/>
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)

*See instructions before completing this form.*

Union County Court of Common Pleas

Probate Court 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. 26.04(E)(1)	Case Files - Adoption (PA) <i>Compendium or original documents filed in an action or proceeding in the court related to the statutory process of terminating a child's legal right and duties toward the natural parents and substituting similar rights and duties toward the adoptive parents; confidential ORC 149.43(A)(1)(d) &amp; Sup. R. 55</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.04(E)(8)	Case Files - Civil (PC) <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, including, but not limited to, validity of wills, actions to construe wills or trusts, actions which seek a declaratory judgment, and actions which seek the court's approval for the sale, mortgage or lease of lands</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(E)(8)	Case Files - Estate (PE) <i>Compendium or original documents filed in an action or proceeding in the court related to the appointment of an applicant or fiduciary for the transfer, distribution and settlement of the assets and liabilities of a deceased individual</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(E)(8)	Case Files - Guardianship (PG) <i>Compendium or original documents filed in an action or proceeding in the court related to the placement of an individual with the legal authority and duty to care for another person's and/or their property, because of minority in age or an adult so mentally impaired as a result of a mental or physical illness or disability or mental retardation or as a result of chronic substance abuse</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(E)(3)	Case Files - Mental Illness and Civil Commitment (PI) <i>Compendium or original documents filed in an action or proceeding in the court related to the determination of mental illness of an individual and the hospitalization of the mentally ill individual; confidential ORC 5122.31; ORC 5123.89 &amp; Sup. R. 55</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>





## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Court of Common Pleas

Probate Court 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. 26.04(E)(8)	Case Files - Miscellaneous (PM) <i>Compendium or original documents filed in an action or proceeding in the court related to case filing that cannot be classified as another type of case file, including, but not limited to, birth corrections and delayed registrations, and/or transfer of structured settlements</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(E)(8)	Case Files - Settlement of Minor's Claim (PS) <i>Compendium or original documents filed in an action or proceeding in the court related to the personal injury, damage to tangible or intangible property, or damage or loss on account of personal injury or damage to tangible or intangible property belonging to a minor; confidential ORC 2111.18</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(E)(7)	Case Files - Trust (PT) <i>Compendium or original documents filed in an action or proceeding in the court related to a fiduciary relationship regarding property and subjecting the person with title to the property to equitable duties to deal with it for another's benefit; the confidence placed in a trustee, together with the trustee's obligations toward the property and the beneficiary</i>	Permanent, filed maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(D)(1) Sup. R. 26.04(E)(5)	Case Files Extraneous - Evidence Filed in Support of Expenditures or Distributions <i>Fiscal records including vouchers, proof, or other evidence filed with the Probate Court in support of the expenditures or distribution stated in an account</i>	1. 3 years after date of filing 2. Returned to fiduciary after review and reconciliation with the accounting and notation of reconciliation in the file	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.04(D)(3)	Case Files Extraneous - Nonessential Items <i>Records deemed nonessential at the Probate Court's discretion including notes, notices, letters, forms or other paper, document, or memorandum in a case file that is not essential to providing a record of the case and the judgment of the probate division; does not include evidence of service of notice of the initial complaint, petition, or application that establishes the Probate Court's jurisdiction in a case</i>	Until the case is closed	Paper/Electronic		<input type="checkbox"/>



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

See instructions before completing this form.

Union County Court of Common Pleas  
(Local Government Entity)

Probate Court 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. 26.04(C)(1) Sup. R. 26.04(E)(4)	Court Dockets <i>Reference record that provides the dates and a summary of all hearing, pleadings, filings, orders, and other matters that are essential to an action, proceeding, or other matter in the probate division and contains the dates of filing or occurrence and a brief description of any bond and surety, letter of authority, and each filing, order, or record of proceeding related to the case or action, with a reference to the file or record where the bond and surety, letter of authority, filing, order, or record of proceeding is to be found, and such other information as the court considers necessary, includes administration docket, guardian's docket, civil docket, testamentary trust docket, change of name docket, birth registration and correction docket, civil commitment docket, separate adoption docket, ORC 3107.17, paternity docket and miscellaneous docket</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.04(C)(4) Sup. R. 26.04(E)(4)	Court Indexes <i>Reference record used to locate journal, docket and case file records, including directly and in reverse the names of all parties for each docket, marriage record, will record, court journal, or case file where information pertaining to those names or proceedings may be found</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 26.0	Court Recordings <i>Audio recordings used by a court reporter to produce official transcripts of court hearings, depositions and other official proceedings</i>	8 years	Audio/Electronic		<input type="checkbox"/>
Sup. R. 26.04(D)(4)	Drafts and Informal Notes (Blue File) <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(F)	Exhibits, Depositions and Transcripts <i>Documents, records, or other tangible objects tendered as evidence; written record of witnesses' out-of-court testimony; and official written record of proceedings in a trial</i>	60 days after written notification	Paper/Electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)

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Union County Court of Common Pleas

Probate Court 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. 26.04(C)(2)(ii) Sup. R. 26.04(E)(4)	Marriage Records (PR) <i>Records documenting information on prospective couples and on wedding services performed, including entered licenses, names of the parties to whom the license is issued, names of the persons applying for a license, brief statement of the facts sworn to by the person applying for a license and returns of the person solemnizing the marriage</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 26.0	Wills on Deposit <i>Last wills and testaments deposited in the court for safe keeping prior to the death of an individual; deposited by the public, retired attorneys or disbarred attorneys ; confidential ORC 2107.07</i>	1. 100 years (ORC 2107.07) 2. 10 years after notification that a deceased individual has a will on deposit with the court	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





## RECORDS RETENTION SCHEDULE (RC-2)

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Union County Court of Common Pleas

Juvenile Court 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. 10.0	Background Checks <i>Records documenting criminal and juvenile records checks performed on individuals either for military eligibility, probation departments and/or by other governmental agencies</i>	1 year	Paper/Electronic		<input type="checkbox"/>
L.R. 10.0	Background Checks - 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"/>
Sup. R. 26.03(H)(3)	Case Files - Abuse, Neglect and Dependency (JC) <i>Compendium or original documents filed in an action adjudicating a minor child as abused, dependent, and/or neglected by a parent, guardian, custodian or caretaker; confidential Sup. R. 37(B), L.R. 5.0(C), ORC 2151.423 &amp; ORC 5153.17</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(1)	Case Files - Adult (JE) <i>Compendium or original documents filed in adult criminal actions before the Juvenile Court pursuant to R.C. 2151.23</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(3)	Case Files - Child Support (JH) <i>Compendium or original documents filed in an action related to the establishment or enforcement of court or administrative orders requiring a party to financially support and maintain a minor child born to unmarried parents, including living, medical, dental, educational and health insurance coverage and expenses</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(3)	Case Files - Custody (JG) <i>Compendium or original documents filed in an action related to the establishment, allocation or modification of parental rights and responsibilities for a minor child born to unmarried parents</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(1)	Case Files - Delinquency (JA) <i>Compendium or original documents filed in actions adjudicating a minor child as delinquent for violation of any federal, state or local laws or ordinances that would be a crime if committed by an adult; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Court of Common Pleas

Juvenile Court 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. 26.03(H)(2) Sup. R. 26.03(H)(3) Sup. R. 26.03(H)(5)	Case Files - Miscellaneous (JK) <i>Compendium or original documents filed in actions or proceedings including: grandparent powers of attorney, grandparent caretaker authorization affidavits, and juvenile by-pass; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(3)	Case Files - Parentage (JI) <i>Compendium or original documents filed in an action or proceeding in the court for the determination of a minor child's paternity</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(3)	Case Files - Permanent Custody (JF) <i>Compendium or original documents filed in an action or proceeding in the court related to the voluntary or involuntary permanent divesting of parents' parental rights and privileges to a minor child; confidential Sup. R. 37(B)</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(5)	Case Files - Traffic (JB) <i>Compendium or original documents filed in an action or proceeding in the court adjudicating a minor child as a juvenile traffic offender for violation of any traffic law, ordinance and/or regulation; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(3)	Case Files - Uniform Interstate Family Support Act (UIFSA) (JJ) <i>Compendium or original documents filed in an action related to the establishment, modification and/or enforcement of intergovernmental child support orders for the benefit of a minor child of unmarried parents</i>	Permanent, file maintained as Combined Record Sup. R. 26(C)	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(5)	Case Files - Unruly (JD) <i>Compendium or original documents filed in an action adjudicating a minor child as unruly will not subject themselves to the reasonable control of parents, guardians, teachers or custodians; including children who run away from home, truant themselves from school, violate curfew or violate a law that applies only to children; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Permanent, file maintained as Combined Record Sup. R. 26(C). Record sealed automatically when minor reaches age 18 and is not under jurisdiction of the Court for delinquency (ORC 2151.356(B)(1)(e))	Paper/Electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Court of Common Pleas

Juvenile Court 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. 10.0 Sup. R. 26.03(H)(1) Sup. R. 26.03(H)(3) Sup. R. 26.03(H)(5)	Court Clinical File (Blue File) <i>Confidential records documenting concerns relevant to the disposition of the case, including, but not limited to: mental and behavioral health diagnoses; treatment recommendations, compliance and progress; risk assessments; clinical assessments; drug test results; educational records and medical evaluations; confidential ORC 149.43(A)(1)(a), Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Until child reaches the age of 23	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(D)	Court Docket <i>Record where the clerk enters all of the information included in the appearance docket, the trial docket, the journal, and the execution docket, 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; confidential Sup. R. 37(B)</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
Sup. R. 26.03(D)	Court Index <i>Reference record used to locate journal, docket and case file records, including directly and in reverse the names of all parties to cases; confidential Sup. R. 37(B)</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
L.R. 10.0	Court Recordings <i>Audio or video recordings, stored digitally or in another format, of court hearings, depositions and other official proceedings; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	8 years	Audio/Electronic		<input type="checkbox"/>
L.R. 10.0 Sup. R. 26.03(H)(1) Sup. R. 26.03(H)(5)	Diversion Program Records <i>Records that document the administration of the Court's diversion program for first-time juvenile offenders. Successful completion avoids filing of a formal delinquency or unruly complaint; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Until child reaches the age of 23. Record sealed after successful completion.	Paper/Electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Court of Common Pleas  
(Local Government Entity)

Juvenile Court 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. 26.03(E)	Drafts and Informal Notes (Red File) <i>Judge, magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</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(F)	Exhibits, Depositions and Transcripts <i>Documents, records, or other tangible objects tendered as evidence; written record of witnesses' out-of-court testimony; and official written record of proceedings in a trial; confidential Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	60 days after written notification	Paper/Electronic		<input type="checkbox"/>
L.R. 10.0	Expunged Records (ORC 2151.355) <i>By written order of the court, records ordered to be destroyed, deleted, and erased, as appropriate for the record's physical or electronic form or characteristic, such that the records are permanently irretrievable; confidential Sup. R. 37(B) &amp; ORC 2151.358</i>	Destroy immediately upon receipt of court order (ORC 2151.355(B))	Paper/Electronic		<input type="checkbox"/>
L.R. 10.0	Sealed Records (ORC 2151.355) <i>By written order of the court, records ordered 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 juvenile court; confidential Sup. R. 37(B), ORC 2151.355 &amp; 2151.357</i>	Expunge 5 years after the sealing order or when the individual reaches age 23, whichever date is earlier (ORC 2151.358(A))	Paper/Electronic		<input type="checkbox"/>
Sup. R. 26.03(H)(4)	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"/>
L.R. 10.0 Sup. R. 26.03(H)(1) Sup. R. 26.03(H)(5)	Specialized Docket Records - Juvenile Treatment Court <i>Records relating to juvenile participants of the Court's certified specialized docket. Records include, but are not limited to: mental and behavioral health diagnoses; treatment recommendations, compliance and progress; risk assessments; clinical assessments; drug test results; educational records and medical evaluations; confidential ORC 149.43(A)(1)(a), Sup. R. 37(B) &amp; L.R. 5.0(C)</i>	Until child reaches the age of 23	Paper/Electronic		<input type="checkbox"/>





## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Union County Court of Common Pleas  
(Local Government Entity)

Juvenile 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. 10.0	Probation Records (Adult) <i>Case notes used in the probationary administration of adult offenders convicted of misdemeanors by the Juvenile Court; confidential ORC 149.43(A)(1)(b)</i>	5 years after closed	Paper/Electronic		<input type="checkbox"/>
L.R. 10.0	Probation Records (Juvenile) <i>Case notes used in the probationary administration of juvenile offenders, including, but not limited to drug tests, Parent Project documents and Thinking for a Change documents; confidential ORC 149.43(A)(1)(b) &amp; ORC 2151.14(B)</i>	Until child reaches the age of 21	Paper/Electronic		<input type="checkbox"/>
L.R. 10.0	Weekly Contact Records <i>Records documenting juvenile probation officers' supervision activities, including probationer names and personal, protected information and notes of concerns and processes; confidential ORC 149.43(A)(1)(b) &amp; ORC 2151.14(B)</i>	1 year	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>