



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

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OHIO HISTORY CONNECTION

DEC 10 2015

STATE AND LOCAL  
GOVERNMENT RECORDS

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

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

### Section A: Local Government Unit

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| <u>Morgan County</u>                | <u>Clerk of Court's Office</u>        |
| (local government entity)           | (unit)                                |
| <u>Carma Johnson</u>                | <u>Carma Johnson, Clerk of Courts</u> |
| (signature of responsible official) | (name)                                |
|                                     | <u>12-07-2015</u>                     |
|                                     | (title)                               |
|                                     | (date)                                |

### Section B: Records Commission

|                                  |                           |                     |
|----------------------------------|---------------------------|---------------------|
| <u>Morgan County</u>             | <u>Records Commission</u> | <u>740-962-3183</u> |
|                                  |                           | (telephone number)  |
| <u>155 E. Main St., Room 216</u> | <u>McConnelsville</u>     | <u>43756</u>        |
| (address)                        | (city)                    | (zip code)          |
|                                  |                           | <u>Morgan</u>       |
|                                  |                           | (county)            |

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

countycommissioners@morgancounty-oh.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.

|                                    |                |
|------------------------------------|----------------|
| <u>Tim Van Horn</u>                | <u>12-7-15</u> |
| Records Commission Chair Signature | Date           |

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

|                      |                        |                 |
|----------------------|------------------------|-----------------|
| <u>Fred Prentiss</u> | <u>State Archivist</u> | <u>12-17-15</u> |
| Signature            | Title                  | Date            |

### Section D: Auditor of State

|                      |       |               |
|----------------------|-------|---------------|
| <u>Martin E. Mub</u> |       | <u>1-7-16</u> |
| Signature            | Title | Date          |

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

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

(local government entity)

**Morgan County**

(unit)

**Clerk of Court's Office**

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description<br><br>"ADMINISTRATIVE RECORDS"                                  | (3)<br>Retention<br>Period            | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|---------------------------------------|----------------------|---|---------------------------------------|
| CLK15-01                  | ADMINISTRATION JOURNAL (Court entries regarding policies, issues, and orders not related to cases)   | PERMANENT                             | PAPER                |   | <input checked="" type="checkbox"/>   |
| CLK15-02                  | ANNUAL REPORTS (Two copies of each)  | PERMANENT                             | PAPER                |   | <input checked="" type="checkbox"/>   |
| CLK15-03                  | BANK RECORDS, STATEMENTS, CHECK STUBS, AND CANCELLED CHECKS  | 3 YEARS PROVIDED AUDITED              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-04                  | CASH BOOKS (Including expense and receipt ledgers)   | 3 YEARS PROVIDED AUDITED              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-05                  | COMMUNICATION RECORDS (Including routine telephone messages)   | DESTROY WHEN NO LONGER OF ADMIN VALUE | PAPER                |   | <input type="checkbox"/>              |
| CLK15-06                  | CORRESPONDENCE AND GENERAL OFFICE RECORDS (Including all sent and received correspondence)           | DESTROY WHEN NO LONGER OF ADMIN VALUE | PAPER ELECTRONIC     |   | <input type="checkbox"/>              |
| CLK15-07                  | DRAFTS AND INFORMAL NOTES (Consisting of transitory information used to prepare the official record) | DESTROY WHEN NO LONGER OF ADMIN VALUE | PAPER                |   | <input type="checkbox"/>              |
| CLK15-08                  | EMPLOYMENT APPLICATIONS FOR POSTED OR ADVERTISED POSITIONS   | 2 YEARS                               | PAPER                |   | <input type="checkbox"/>              |
| CLK15-09                  | EMPLOYEE BENEFIT AND LEAVE RECORDS   | 3 YEARS PROVIDED AUDITED              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-10                  | EMPLOYEE HISTORY AND DISCIPLINE RECORDS  | 10 YEARS AFTER TERMINATION            | PAPER                |   | <input type="checkbox"/>              |
| CLK15-11                  | FISCAL RECORDS (Including copies of transactional budgeting and purchasing documents)                | 3 YEARS PROVIDED AUDITED              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-12                  | GRANT RECORDS  | 3 YEARS AFTER EXPIRATION              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-13                  | PAYROLL RECORDS  | 3 YEARS PROVIDED AUDITED              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-14                  | PUBLICATIONS RECEIVED  | DESTROY WHEN NO LONGER OF ADMIN VALUE | PAPER ELECTRONIC     |   | <input type="checkbox"/>              |
| CLK15-15                  | RECEIPT RECORDS  | 3 YEARS PROVIDED AUDITED              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-16                  | REQUEST FOR PROPOSALS, BIDS, AND RESULTING CONTRACTS   | 3 YEARS AFTER EXPIRATION              | PAPER                |   | <input type="checkbox"/>              |
| CLK15-17                  | DISASTER PLANS   | UNTIL UPDATED OR SUPERSEDED           | PAPER                |   | <input type="checkbox"/>              |

**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.**

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

See instructions before completing this form.

| (local government entity)<br>Morgan County |   | (unit)<br>Clerk of Court's Office                     |                     |  |                                     |
|--|---|---|---------------------|--|-------------------------------------|
| (1)<br>Schedule Number                     | (2)<br>Record Title and Description<br>"ADMINISTRATIVE RECORDS"       | (3)<br>Retention Period                               | (4)<br>Media Type   | (5)<br>For use by Auditor of State or LGRP | (6)<br>RC-3 Required by LGRP        |
| CLK15-18                                   | EQUIPMENT INVENTORIES   | 3 YEARS   | PAPER               |  | <input type="checkbox"/>            |
| CLK15-19                                   | LEASES  | 2 YEARS AFTER EXPIRATION                              | PAPER               |  | <input type="checkbox"/>            |
| CLK15-20                                   | MANUALS, HANDBOOKS, AND DIRECTIVES                                    | UNTIL SUPERSEDED OR OBSOLETE                          | PAPER               |  | <input type="checkbox"/>            |
| CLK15-21                                   | OFFICIAL BONDS  | 10 YEARS  | PAPER               |  | <input checked="" type="checkbox"/> |
| CLK15-22                                   | RECORDS RETENTION DOCUMENTS   | PERMANENT   | PAPER               |  | <input type="checkbox"/>            |
| CLK15-23                                   | PETIT AND GRAND JURIES (Check stubs)                                  | 3 YEARS   | PAPER               |  | <input type="checkbox"/>            |
| CLK15-24                                   | GRAND JURY (Subpoenas)  | 1 YEAR  | PAPER               |  | <input type="checkbox"/>            |
| CLK15-25                                   | GRAND JURY (Reports and Entries)                                      | 2 YEARS   | PAPER               |  | <input type="checkbox"/>            |
|  | "DOMESTIC RELATIONS DIVISION"   |   |                     |  | <input type="checkbox"/>            |
| DRC15-1                                    | CERTIFIED MAIL RECEIPTS (Only if defendant fails to appear or answer) | 30 YEARS  | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-2                                    | DIVORCE OR DISSOLUTION (With minor children)                          | 25 YEARS AFTER FINAL ORDER                            | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-3                                    | DIVORCE OR DISSOLUTION (With no children)                             | 12 YEARS AFTER FINAL ORDER                            | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-4                                    | DOMESTIC VIOLENCE PETITION (With protection order granted)            | 1 YEAR AFTER EXPIRATION                               | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-5                                    | DOMESTIC VIOLENCE PETITION (With post-decree motion filed)            | 1 YEAR AFTER ADJUDICATION OF POST-DECREE MOTION       | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-6                                    | DOMESTIC VIOLENCE PETITION (With no protection order granted)         | 1 YEAR AFTER PETITION FILED                           | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-7                                    | LEGAL SEPARATION  | DIVORCE FINAL OR 2 YEARS AFTER SPOUSAL SUP TERMINATES | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |
| DRC15-8                                    | LEGAL SEPARATION (With post-decree motion)                            | 2 YEARS AFTER ADJUDICATION OF POST-DECREE MOTION      | PAPER<br>ELECTRONIC |  | <input type="checkbox"/>            |



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

(local government entity)

**Morgan County**

(unit)

**Clerk of Court's Office**

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description<br><br>"DOMESTIC RELATIONS DIVISION" | (3)<br>Retention<br>Period                                    | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|---|----------------------|---|---------------------------------------|
| DRC15-9                   | URESA FILINGS (With jurisdiction maintained in Domestic Relations Court) | 19 YEARS AFTER FINAL ORDER                                    | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| DRC15-10                  | URESA FILINGS (With case being transferred to another jurisdiction)      | 1 YEAR AFTER TRANSFER   | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| DRC15-11                  | VOLUNTARY DISMISSALS   | 3 YEARS AFTER DISMISSAL                                       | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| DRC15-12                  | CLERK'S AND JUDGE'S NOTES  | DESTROY AT DISCRETION OF PREPARER                             | PAPER                |   | <input type="checkbox"/>              |
| DRC15-13                  | INDEXES, DOCKETS, AND JOURNALS   | PERMANENT   | PAPER<br>ELECTRONIC  |   | <input checked="" type="checkbox"/>   |
|                           | "CIVIL DIVISION"   |   |                      |   | <input type="checkbox"/>              |
| CVL15-1                   | CASE FILES   | 12 YEARS AFTER FINAL ORDER                                    | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CVL15-2                   | EXHIBITS, DEPOSITIONS, AND TRANSCRIPTS                                   | CONCLUSION OF CASE INCLUDING APPEAL TIME                      | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CVL15-3                   | REAL ESTATE CASES  | PERMANENT   | PAPER<br>ELECTRONIC  |   | <input checked="" type="checkbox"/>   |
| CVL15-4                   | CIVIL/FOREIGN JUDGMENT LIENS AND RELEASES                                | PAPER 6 YEARS IF TRANSFERRED TO ELECTRONIC; ELECTRONIC PERM.  | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CVL15-5                   | STATE TAX JUDGMENT LIENS AND RELEASES                                    | PAPER 10 YEARS IF TRANSFERRED TO ELECTRONIC; ELECTRONIC PERM. | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CVL15-6                   | WORKERS COMPENSATION JUDGMENT LIENS AND RELEASES                         | PAPER 10 YEARS IF TRANSFERRED TO ELECTRONIC; ELECTRONIC PERM. | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CVL15-7                   | VOLUNTARY DISMISSALS   | 3 YEARS AFTER DISMISSAL                                       | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CVL15-8                   | CLERK'S AND JUDGE'S NOTES  | DESTROY AT DISCRETION OF PREPARER                             | PAPER                |   | <input type="checkbox"/>              |
| CVL15-9                   | INDEXES, DOCKETS, AND JOURNALS   | PERMANENT   | PAPER<br>ELECTRONIC  |   | <input checked="" type="checkbox"/>   |
|                           | "CRIMINAL DIVISION"  |   |                      |   | <input type="checkbox"/>              |
| CRM15-1                   | FELONY CASE FILES (Exception: DUI and death penalty cases)               | 12 YEARS AFTER FINAL ORDER                                    | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |

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(local government entity)

**Morgan County**

(unit)

**Clerk of Court's Office**

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description<br><br>"CRIMINAL DIVISION" | (3)<br>Retention<br>Period                     | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|--|----------------------|---|---------------------------------------|
| CRM15-2                   | FELONY DUI CASE FILES  | 50 YEARS<br>AFTER<br>FINAL ORDER               | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CRM15-3                   | DEATH PENALTY CASE FILES                                       | PERMANENT                                      | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CRM15-4                   | SEARCH WARRANT RECORDS   | 5 YEARS<br>AFTER<br>SERVICE                    | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CRM15-5                   | EXHIBITS, DEPOSITIONS, AND<br>TRANSCRIPTS                      | CONCLUSION OF<br>CASE INCLUDING<br>APPEAL TIME | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CRM15-6                   | VOLUNTARY DISMISSALS   | 3 YEARS<br>AFTER<br>DISMISSAL                  | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| CRM15-7                   | CLERK'S AND JUDGE'S NOTES                                      | DESTROY AT<br>DISCRETION<br>OF PREPARER        | PAPER                |   | <input type="checkbox"/>              |
| CRM15-8                   | INDEXES, DOCKETS, AND JOURNALS                                 | PERMANENT                                      | PAPER<br>ELECTRONIC  |   | <input checked="" type="checkbox"/>   |
|                           | "COURT OF APPEALS"   |  |                      |   | <input type="checkbox"/>              |
| COA15-1                   | CASE FILES (Exception: Death penalty<br>cases)                 | 2 YEARS<br>AFTER<br>FINAL ORDER                | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| COA15-2                   | DEATH PENALTY CASE FILES                                       | PERMANENT                                      | PAPER<br>ELECTRONIC  |   | <input type="checkbox"/>              |
| COA15-3                   | CLERK'S AND JUDGE'S NOTES                                      | DESTROY AT<br>DISCRETION<br>OF PREPARER        | PAPER                |   | <input type="checkbox"/>              |
| COA15-4                   | INDEXES, DOCKETS, AND JOURNALS                                 | PERMANENT                                      | PAPER<br>ELECTRONIC  |   | <input checked="" type="checkbox"/>   |
|                           | "CERTIFICATE OF TITLE DEPARTMENT"                              |  |                      |   | <input type="checkbox"/>              |
| CTD15-1                   | DAILY RECEIPTS AND REPORTS                                     | 3 YEARS<br>PROVIDED<br>AUDITED                 | PAPER                |   | <input type="checkbox"/>              |
| CTD15-2                   | RECEIPTS FOR CANCELLATION<br>OF LIENS                          | 3 YEARS<br>PROVIDED<br>AUDITED                 | PAPER                |   | <input type="checkbox"/>              |
| CTD15-3                   | RECEIPTS FOR LIEN NOTATIONS                                    | 3 YEARS<br>PROVIDED<br>AUDITED                 | PAPER                |   | <input type="checkbox"/>              |
| CTD15-4                   | TITLES   | 10 YEARS                                       | PAPER                |   | <input type="checkbox"/>              |

**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.**

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

(local government entity)

**Morgan County**

(unit)

**Clerk of Court's Office**

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description<br><br>"CERTIFICATE OF TITLE DEPARTMENT" | (3)<br>Retention<br>Period   | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|--|----------------------|---|---------------------------------------|
| CTD15-5                   | TITLES   | 10 YEARS   | ELECTRONIC           |   | <input type="checkbox"/>              |
| CTD15-6                   | MANUFACTURED HOME TITLES TRANSFERRED<br>TO REAL ESTATE                       | 30 YEARS   | PAPER                |   | <input type="checkbox"/>              |
| CTD15-7                   | BANK RECORDS, STATEMENTS, CHECK<br>STUBS, AND CANCELLED CHECKS               | 3 YEARS<br>PROVIDED<br>AUDITED   | PAPER                |   | <input type="checkbox"/>              |
|                           |  | <b>Audited means: the years<br/>encompassed by the records<br/>have been audited by the<br/>Auditor of State and the<br/>audit report has been<br/>released pursuant to<br/>Sec. 117.26 O.R.C.</b> |                      |   | <input type="checkbox"/>              |
|                           |  |  |                      |   | <input type="checkbox"/>              |
|                           |  |  |                      |   | <input type="checkbox"/>              |
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|                           |  |  |                      |   | <input type="checkbox"/>              |