### OHIO HISTORY CONNECTION

#### **Ohio Historical Society** State Archives of Ohio Local Government Records Program

DEC 9 - 2014

Page	of	

800 E. 17<sup>th</sup> Avenue Columbus, Ohio 43211-2497

STATE AND LOCAL GOVERNMENT RECORDS

# RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

	See Instructions before	completing this form.	
Section A: Local Government Unit		*	
Cuyahoga County Clerk of Courts		nal, domestic relations, appellat	
	This combined RC2 sup	ersedes all prior RC2s of the C	Cuyahoga County Clerk of Cour
(local government entity)		(unit)	
Ohd man of	Andrea F. Rocc	co, Clerk of Courts	10/24/14
(signature of responsible official)	(name)	(title)	(date)
			n
Section B: Records Commission			
Cuyahoga County Records Commission c/o Judy Cetina, Senior Records Manag	n gement Administrator	(216) 443	3-7250
Records Commission		(telephone nur	
2905 Franklin Blvd.	Cleveland	44113	Cuyahoga
(address)	(city)	(zip code)	(county)
		. j	jcetina@cuyahogacounty.us
To have this form returned to the Record	ds Commission electronically,	include an email address:	
I hereby certify that our records commis listed on this form and any continuation series from being destroyed, transferred disposed of which pertains to any pendi commission.	sheets. I further certify that o d, or otherwise disposed of in ing legal case, claim, action or	ur commission will make every violation of these schedules an r request. This action is reflect	effort to prevent these records d that no record will be knowin
uclong Cetera, Acting	Chain 127	3-2014	
Records Commission Chair Signature			Date
Section C: Ohio Historical Society - S  Omnie DMner  Signature	State Archives  State Archives  Title	cords archur	st 12/16/1
Section D. Auditor of State  artis E. Mur  Signature	1		12-24-14 Date
	The Ctate Supplies a set-	ne DC 2 forme normana-th	
Please Note It is strongly recommende	ed that the Records Commis	ns RC-2 forms permanently. ssion retain a permanent cop	ov of this form



### Section E: Records Retention Schedule

Cuyahoga County Clerk of Courts	** Combined-civil, criminal, domestic relations, appellate
	This combined RC2 supersedes all prior RC2s of the Cuyahoga County Clerk of Courts
(local government entity)	(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-1	Armored Car Receipt Book (held by Civil; armored car personnel sign for pick-ups)	Retain 6 months after last entry then destroy, provided audited	Paper		
2014-2	Bank Deposit Ticket-Clerk retains 1 copy, bank returns 1 copy	3 years, State audit, then destroy	Paper		
2014-3	Bank Statements	Retain through 3 State audits, then destroy	Paper/ Electronic		
2014-4	Bond Forfeiture Notice (computer generated; sent to defendant, surety)	Permanently	Digital image/ microfilm		
2014-5	Bond Releases-Receipt to pick up money from criminal bond, may include journal entry and power of attorney	Permanent	Digital image/ microfilm		
2014-6	Board of Revision case files-non-judicial complaints for collection of delinquent taxes, assessments, penalties and interest. Foreclosure and equitable relief filed by the Cuyahoga County Prosecutor's Office on behalf of the Cuyahoga County Treasurer pursuant to ORC sections 323.15 or 323.65-323.79 or 5721.18(a)	Permanent	Paper until imaged, then digital image/ microfilm		
2014-7	Checks-Cancelled	7 years provided audited by State	Paper and diskette provided by bank		
2014-8	Check stubs	Retain through 2 State audits, then destroy	Paper	dited 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.



2014-9	Civil Bonds (cash or surety bonds used with restraining orders or required to be posted by court or magistrate, eventually becomes part of case file)	Permanent	Paper until imaged, then	
			digital image/ microfilm	
2014-10	Civil Case Files-includes notice of filing cognitive judgment, complaint, designation form, journals, status forms, certified mail receipts, letters, answers, cross complaints, summons, motion, civil bonds.	12 years per Sup. R. 26.03(F)(5)	Paper until imaged, then digital image/ microfilm	
2014-11	Civil Case Files-Real Estate cases (includes Quiet Title actions; also see Board of Revision case files 2014-6)	Permanent per Sup. R. 26.03(F)(2)	Paper until imaged, then digital image/ Microfilm	
2014-12	Civil Case Files-voluntary dismissals	3 years after date of dismissal per Sup. R. 26.03(F)(4)	Paper until imaged, then digital image/ microfilm	
2014-13	Civil Docket-part of court computer system, books no longer used	Permanent, Sup. R. 26.03(D)	Digital image/ microfilm	
2014-14	Civil Journals-part of court computer system, case files; some journals created by computer system; books no longer used	Permanent, Sup. R. 26.03(D)	Digital image/ microfilm	M
2014-15	Conviction Report-list of all convictions sent via ETF to Board of Elections per RC 2961.01(A)	1 year	Electronic	
2014-16	Correspondence (requesting case-related information via mail, fax, email, general, etc)	Retain 1 year per RC2 Cuyahoga County 8/2/12	Paper/ Electronic	
2014-17	Court of Appeals Case Files-includes notice of appeal, complaints, petitions, briefs, responses, motions, notes, journals.	2 years after final order, unless death penalty, per Sup. R. 26.02(E)(1)	Paper until imaged, then digital image/ microfilm	
2014-18	Court of Appeals Case Files-Death Penalty Conviction	Permanent in original form, Sup. R 26.02 (E)(1)	Paper and Electronic	



Docket-part of court computer system, books no longer used  2014-20 Court of Appeals Journals- part of court computer system; case files; some journals created by computer system; books no longer used  2014-21 Criminal Appearance & Execution Docket-part of court computer system, books no longer used  2014-22 Criminal Case Files (Retain as part of case file-CIFs, bindovers, journal entries, motions, capias returns, subpoena returns, certified mail receipts, notice of appeal, bail bonds, warrants, indictments)  2014-23 Criminal Case Files-Death Penalty Conviction  2014-24 Criminal Journals-part of court computer system, case files; some journals created by computer system; books no longer used  2014-25 Daily Cash Balance Sheet- Cash Count  Disbursements (paid to governmental agencies per ORC or appraisers per court order)  Disbursements (paid to governmental agencies per ORC or appraisers per court order)  Daily Cash Balance Sheet-Cash Count of the destroy, provided audited  Disbursements (paid to governmental agencies per ORC or appraisers per court order)  Daily Cash Balance Sheet-Cash Court order)  Disbursements (paid to governmental agencies per ORC or appraisers per court order)  Daily Cash Balance Sheet-Cash Court order)  Disbursements (paid to governmental agencies per ORC or appraisers per court order)  Disbursements (paid to governmental agencies audited by the audit report has been released pursuamt to sec. 117.26 O.R.C.							
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Disbursements (paid to governmental agencies per ORC or appraisers per court order)   Retain 7 years, then destroy provided audited   Paper order of state and the audit report has been released pursuant to sec. 117.26 O.R.C.      Divorce Case Files-No Minor Children-Includes notice of filing, complaint, designation form, journals, status forms, certified mail receipts, letters, answers, cross complaints, summons, motion, civil bonds.   Divorce Case Files- Minor Children-Includes notice of filing, complaint, designation form, journals, status forms, certified mail receipts, letters, answers, cross complaints, summons, motion, civil bonds.   Divorce Case Files- Minor Children-Includes notice of filing, complaint, designation form, journals, status forms, certified mail receipts, letters, answers, cross complaints, summons, motion, civil bonds.   Divorce Docket-part of court computer system, books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer system, case files; books no longer used   Divorce Journals-part of court computer	0044.05			L	Audited mea	ns: the ve	ars
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2014-31	Expungement/Sealing Journal Entries	Permanent	Paper until imaged, then digital image/ Microfilm		
2014-32	Expungement Tracking Report	Permanent	Electronic		
2014-33	Grand Jury Report (sealed records maintained in separate area)	50 years, suggested per Sup. R. 26.03(F)(5)	Paper until imaged, then digital image/ Microfilm		
2014-34	Grand Jury Subpoenas-Clerk inputs data into computer to pay witness fees and discards subpoena	Transient, may destroy when no longer useful	Paper		
2014-35	Grand Jury Voting Lists (sealed records maintained in separate area)	50 years, suggested per Sup. R. 26.03(F)(5)	Paper		
2014-36	Incident Tracking Number (ITN) Form—sent to Clerk from BCI. Clerk inputs data into computer and discards ITN.	Transient, may destroy when no longer useful	Paper		
2014-37	Income Tax, Franchise Tax and Sales Tax Files-No longer created as of 2009. Received electronically from the state.	Permanent	Paper/ Digital image/ microfilm		
2014-38	Index Card File-alpha listing of all indicted cases 1890-1972	Permanent	Paper		
2014-39	Index Case System-Soundex System includes all civil and divorce case files from 1912 to present	Permanent	Paper		
2014-40	Judgment Lien-Assignments, releases & waivers (property and liens renewable after 5 years)	Permanent	Digital image/ microfilm		
2014-41	Judgment Lien Docket Books-includes sales tax and state income tax liens. No longer created as of 2009.	Permanent	Paper/ Digital image/ microfilm		
2014-42	Judgment Lien Index Books- includes sales tax and state income tax liens. Now received electronically from the state.	Permanent	Paper/ Digital image/ microfilm		
2014-43	Justification of Surety-Property owners sign acknowledging using their real estate for property bond	Permanent	Digital image/ microfilm		



2014-44	Land Court Docket Books (includes written report from examiner of titles and other	Permanent	Microfilm	
	supporting documents)			
2014-45	Land Court Docket Jackets (includes written report from examiner of titles and other supporting documents)	Permanent	Microfilm	
2014-46	Notary, Record of (file cards, transferred to inactive files after expiration date)	Retain until they are inactive for 10 years	Paper/ electronic	
2014-47	Notary and Oath Journals	Permanent	Paper/ Digital image/ microfilm	
2014-48	Open Item Report-Applied disbursed items	Retain until superseded then destroy	Paper	
2014-49	Public Records Request	1 year then destroy after audit is released	Paper/ Electronic	
2014-50	Search Warrants and Returns (filed with Clerk but not tied to or combined with criminal case)	50 years, suggested per Sup. R. 26.03(F)(5)	Paper until imaged, then digital image/ Microfilm	
2014-51	Special Docket Books	Permanent	Paper/ Digital image/ microfilm	Q/
2014-52	Transcripts & Exhibits-depositions, hearing and trial transcripts, sometimes includes exhibits on all types of cases (criminal, civil, appeal, DR, BOR)	Retain 1 year after case closed then destroy provided notice given per Sup. R. 26(F)	Paper	
2014-53	Transient Communications-Text messages, instant messages, voicemail, telephone messages, drafts of documents	May destroy when no longer administrative ly useful per RC2 Cuy Cnty 8/2/12	Paper/ Electronic	
2014-54	Unapplied Cash Report	Until superseded	Paper/ Electronic	
2014-55	Unclaimed Money Report-copy of list of unclaimed money/funds, outstanding checks/warrants. Auditor has original, Printed every January and posted publicly	Retain 10 years. List to County Treasurer provided State audit	Paper/ Electronic /Digital image	