



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

OHIO HISTORY CONNECTION

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APR 04 2022

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

Tuscarawas County	Clerk of Common Pleas Court		
(Local Government Entity)	(Unit)		
<i>Jeanne Stephen</i>	Jeanne Stephen	Clerk of Courts	<i>3/31/2022</i>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

Tuscarawas County	Records Commission	
(Local Government Entity)		(Telephone Number)
125 East High Avenue, PO Box 628	New Philadelphia	44663 Tuscarawas
(Address)	(City)	(Zip Code) (County)

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

commissioners@co.tuscarawas.oh.us

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.

<i>Chris Ahl</i>	<i>4/1/2022</i>
	Date

### Section C: Ohio History Connection - State

<i>Fred Prentiss</i>	<i>State Archivist</i>	<i>4-6-2022</i>
Signature	Title	Date

### Section D: Auditor of State

#### Records Manager

Signature	Title	Date
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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) - Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

Tuscarawas County

Clerk of Common Pleas Court

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
22-01	Accounts Receivables: checks, non or insufficient funds, copies of checks, letters, etc. seeking payment	3 years after claimed, settled, or closed.	paper		<input type="checkbox"/>
22-02	Annual Budget	3 years provided audited. [In accordance with Sup. R. 26.01(K)]	multi		
22-03	Annual Budget Preparation Documents	2 years after final budget approved.	multi		<input type="checkbox"/>
22-04	Bail Bondsman Records	3 years provided audited. [In accordance with ORC 3905.86]	paper		<input type="checkbox"/>
22-05	Correspondences and general office records-including all sent and received correspondence	May be destroyed as soon as they are considered to be of no value by the person holding the drafts and informal notes. [In accordance with Sup.R.26.01(G)]	multi		<input type="checkbox"/>
22-06	Court of Appeals Appearance Docket, Journal & Records	Permanent	multi		<input checked="" type="checkbox"/>
22-07	Criminal Appearance Docket, Docket, and Record	Permanent	multi		<input checked="" type="checkbox"/>
22-08	Drafts and informal notes consisting of transitory information used to prepare the official record in any other form.	May be destroyed as soon as they are considered to be of no value by the person holding the drafts and informal notes. [In accordance with Sup.R.26.01(G)]	multi		<input type="checkbox"/>
22-09	Employee benefit and leave records including life and medical insurance records	3 years or until the issuance of an audit report by the Auditor of State whichever is later. [In accordance with Sup.R.26.01(I)]	paper		<input type="checkbox"/>
22-10	Employment applications for posted positions	2 years [In accordance with Sup.R.26.01(H)]	multi		<input type="checkbox"/>

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(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
22-11	Exhibits, Depositions and Transcripts	60 days after written notification sent to the party who submitted the exhibit, deposition and/or transcript [In accordance with ORC 2933.82, Sup.R.13 (E)and 26(F)]	paper		<input type="checkbox"/>
22-12	Financial Records and Reports: including but not limited to cancelled checks, cash books & journals, expense records, invoices, monthly expenditures report, payroll vouchers, purchase orders, receipts & receipt books, vendor forms, vouchers, warrants, bank reconciliations, etc.	3 years provided audited.	multi		<input type="checkbox"/>
22-13	General Index - Plaintiffs & Defendants	Permanent	multi		<input checked="" type="checkbox"/>
22-14	Grand Jury Supboenas	5 years	paper		<input type="checkbox"/>
22-15	Index, Docket and Journals	Permanent [In accordance with Sup.R.26.02(D)]	multi		<input checked="" type="checkbox"/>
22-16	Inventory Records - Annual inventory of materials, supplies, furniture, equipment, etc	3 years	paper		<input type="checkbox"/>
22-17	IV-D Activity Printout	3 years provided audited	paper		<input type="checkbox"/>
22-18	Journal-Common Pleas Court	Permanent	multi		<input checked="" type="checkbox"/>
22-19	Juror Excusals	2 years after journalization	paper		<input type="checkbox"/>
22-20	Juror Payment Record Certifications	3 years provided audited	paper		<input type="checkbox"/>
22-21	Juror Questionnaires	1 year from end of term	paper		<input type="checkbox"/>
22-22	Jury Lists	2 years for printed copies	paper		<input type="checkbox"/>
22-23	Jury notices undelivered	1 year from end of term	paper		<input type="checkbox"/>
22-24	Muskingum Watershed conservance District Record	Permanent, offer paper copy to MWCD	microfilm & paper		<input checked="" type="checkbox"/>



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22-25	Muskingum Watershed Conservancy District Appraisal Record	Permanent, offer paper copy to MWCD	microfilm & paper		<input checked="" type="checkbox"/>
22-26	Muskingum Watershed Conservancy District Assessment Record	Permanent, offer paper copy to MWCD	microfilm & paper		<input checked="" type="checkbox"/>
22-27	Muskingum Watershed Conservancy District Journal	Permanent, offer paper copy to MWCD	microfilm & paper		<input checked="" type="checkbox"/>
22-28	Naturalization Petition & Record	Permanent, transfer paper to Genealogical Society	microfilm & paper		<input checked="" type="checkbox"/>
22-29	Notary Public Commission Records	5 years	microfilm & paper		<input type="checkbox"/>
22-30	Oaths of Office: Elected Officials and Non Elected Officials	Permanent	paper		<input type="checkbox"/>
22-31	Personnel Records: Employee personnel files including employee history, discipline records, acknowledgement forms, etc.	10 years after termination of employment [In accordance with Sup.R.26(J)]	paper		<input type="checkbox"/>
22-32	Public Records Requests and Logs - Documents requests received for supplying information and copies	2 years	multi		<input type="checkbox"/>
22-33	Receipt books, checking account and bank statements, deposit slips, daily reports, copies of cancelled checks, check registers, voided checks, treasurer pay-ins and related documents	3 years provided audited. [In accordance with Sup. R. 26.01(C),(D) and (K)]	paper		<input type="checkbox"/>
22-34	Search Warrants	5 years after date of service or last service attempt. [In accordance with Sup.R.26.03(F)(3)]	paper		<input type="checkbox"/>

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22-35	Unclaimed Monies Notice with outstanding checks listing and transfer receipts	3 years provided audited. [In accordance with Sup.R.26.01(K)]	paper		<input type="checkbox"/>
	<b>Clerk of Courts: Title Department</b>				<input type="checkbox"/>
22-36	Daily financial and activity reports	3 years provided audited	paper		<input type="checkbox"/>
22-37	Electronic Fund Transfer Documents.	3 years provided audited	multi		<input type="checkbox"/>
22-38	Form 1173-Supporting documentation related to the OBMV Record Request form including copy of receipts	3 years provided audited	paper		<input type="checkbox"/>
22-39	Monthly Reports-BMV/ODNR remittance summary, county net revenue, county percentage and related reports.	3 years provided audited	paper		<input type="checkbox"/>
22-40	Titles: Certificates of Title and supporting evidence including titles for: automobiles, watercraft travel trailers, motorcycles, etc.	2 years after issuance of the title. Electronically maintained by the State in the ATPS system and contains an index of active and inactive titles for 10 years [In accordance with ORC 4505.08 and approval from the Tuscarawas County Prosecuting Attorney dated 3/23/21]	paper		<input type="checkbox"/>
22-41	Titles: Manufactured/Mobile Home Titles	30 years and no longer of an administrative or legal value. Electronically maintained by the State [In accordance with ORC 4505.08]	paper		<input type="checkbox"/>

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22-42	Watercraft Registrations: All documentation related to watercraft registrations	Original registration sent to Ohio Department of Natural Resources. Copies and related documentation kept for 3 years after date of issuance.	paper		<input type="checkbox"/>
22-43	Weekly Reports-Sales tax remittance, cross county tax totals, in county tax totals and county remittance.	3 years provided audited	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