



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
 MAY 02 2024
 STATE AND LOCAL
 GOVERNMENT RECORDS

*Approved
5-24-24*

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Wayne County

Wayne County Municipal Court

(Local Government Entity)

(Unit)

[Signature]

David Baney

Court Administrator

4-10-24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Wayne County

330-287-5418

Records Commission

(Telephone Number)

428 West Liberty Street

Wooster

44691

Wayne

(Address)

(City)

(Zip Code)

(County)

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

dhodgson@wayneohio.org & cshull@wayneohio.org

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.

[Signature]

5/2/24

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Czubak

Digitally signed by Amy Czubak
 Date: 2024.05.15 14:05:58 -04'00'

Government Records Archivist

5/15/2024

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
 Meeks
 Date: 2024.05.24 08:15:42 -04'00'

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

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

Wayne County

Wayne County Municipal Court

(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 LGRP	(6) RC-3 Required by LGRP
WMC-1	Administrative Journals – Consisting of court entries, or a record of court entries, regarding policies and issues not related to cases (Sup. R. 26.01 (A))	Permanently	Paper / Digital		<input checked="" type="checkbox"/>
WMC-2	Annual Reports – Two copies of each annual report (Sup. R. 26.01 (B))	Permanently	Paper / Digital		<input checked="" type="checkbox"/>
WMC-3	Bank Reports – Bank transaction records, whether paper or electronic (Sup. R. 26.01 (C))	3 years or audit report by State Auditor	Paper / Digital	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been	<input checked="" type="checkbox"/>
WMC-4	Cash Books – Cash books, including expense and receipt ledgers (Sup. R. 26.01 (D))	3 years or audit report by State Auditor	Paper	released pursuant to Sec. 117.26 O.R.C.	<input checked="" type="checkbox"/>
WMC-5	Communication Records – Communication records, including routine telephone messages, notes, informal notes, reminder notes, meeting agendas, on any medium (Sup. R. 26.01 (E))	None, may be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the records	Paper / Digital		<input type="checkbox"/>
WMC-6	Blank Forms – Forms that are not in use, has never been used, unneeded, superseded forms, and/or are outdated	None, may be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the records	Paper / Digital		<input type="checkbox"/>

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

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Wayne County

Wayne County Municipal Court

(Local Government Entity)

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WMC-7	<u>Pay-Ins to Treasury</u> – Receipt of funds paid into the county treasury	3 Years, provided audit	Paper / Digital		<input type="checkbox"/>
WMC-8	<u>Jury Questionnaire Forms</u> – Written questions asked of potential jurors (Sup. R. 26.01 (F))	None, may be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the records	Paper / Digital		<input type="checkbox"/>
WMC-9	<u>Juror Dismissal</u> – Request by potential juror to be excused from service	30 days after excusal	Paper / Digital		<input type="checkbox"/>
WMC-10	<u>Correspondence and General Office Records</u> – Correspondence and general office records, memorandums, appointment books, calendars, organizers, planners, including all sent and received correspondence, in any medium (Sup. R. 26.01 (F))	None, may be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the records	Paper / Digital		<input type="checkbox"/>
WMC-11	<u>Email</u> – Spam, does not set policy or establish office guidelines	Retain until no longer of value	Digital		<input type="checkbox"/>
	<u>Email</u> – sets policy or documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office (Sup. R. 26.01 (F))	Print or save; delete when no longer of value	Digital		<input type="checkbox"/>

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WMC-12	<u>Business cards, Rolodex cards</u> (Sup. R. 26.01 (F))	Retain until no longer of value	Paper		<input type="checkbox"/>
WMC-13	<u>Facsimile Logs, Cover Sheets, Confirmation Notices</u> (Sup. R. 26.01 (F))	Retain until no longer of value	Paper / Digital		<input type="checkbox"/>
WMC-14	<u>Bulletins, Announcements, Posters, Displays</u> (Sup. R. 26.01 (N))	Retain until no longer of value	Paper		<input type="checkbox"/>
WMC-15	<u>Drafts & Informal Notes</u> – Drafts and informal notes consisting of transitory information used to prepare the official record in any other form (Sup. R. 26.01 (G))	None, may be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the records	Paper / Digital		<input type="checkbox"/>
WMC-16	<u>Employment Applications for Posted Positions</u> – Employment applications for posted or advertised positions (Sup. R. 26.01 (H))	2 Years	Paper		<input type="checkbox"/>
WMC-17	<u>Unsolicited Applications for Employment</u> (Sup. R. 26.01 (H))	2 Years	Paper		<input type="checkbox"/>
WMC-18	<u>Employee Benefit and Leave Records</u> – Employee benefit and leave records, including court office copies of life and medical insurance records (Sup. R. 26.01 (I))	3 Years or audit report by the State Auditor	Paper		<input type="checkbox"/>

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WMC-19	<u>Payroll Records</u> (Sup. R. 26.01 (M))	3 Years or audit report by the State Auditor	Paper		<input type="checkbox"/>
WMC-20	<u>Personnel File</u> – Employee history and discipline records, records concerning the hiring, promotion, evaluation, attendance, medical issues, termination, and retirement of court employees (Sup. R. 26.01 (J))	10 Years after termination of employment	Paper		<input type="checkbox"/>
WMC-21	<u>Fiscal Records</u> – Fiscal records, including copies of transactional budgeting and purchasing documents maintained by another office or agency (Sup. R. 26.01 (K))	3 Years or audit report by the State Auditor	Paper		<input type="checkbox"/>
WMC-22	<u>Grant Records</u> – Records of grants made or received by a court (Sup. R. 26.01 (L))	3 Years after expiration of the grant	Paper		<input type="checkbox"/>
WMC-23	<u>Exhibits, Depositions, and Transcripts</u> (Sup. R. 26 (F))	At the conclusion of litigation, including times for direct appeal, with 60-days' notice to the parties	Paper / Digital		<input type="checkbox"/>
WMC-24	<u>Appellate Court Case Files (except for death penalty case files)</u> (Sup. R. 26.02 (E)(1))	2 Years after the Final Order	Paper / Digital		<input type="checkbox"/>

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WMC-25	<p><u>Appellate Court Case – Judge, Magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum (except for death penalty case files)</u></p> <p>(Sup. R. 26.02 (E)(2))</p>	2 Years after the Final Order	Paper / Digital		<input type="checkbox"/>
WMC-26	<p><u>Appellate Case – Index, Docket, and Journal</u></p> <p>(Sup. R. 26.02 (D))</p>	Permanently	Paper / Digital		<input checked="" type="checkbox"/>
WMC-27	<p><u>Publications Received – Publications received by a court</u></p> <p>(Sup. R. 26.01 (N))</p>	Retain until they are considered to be of no value by the person holding the records	Paper		<input type="checkbox"/>
WMC-28	<p><u>Receipt Records – Receipt and balancing records</u></p> <p>(Sup. R. 26.01 (O))</p>	3 Years or audit report by the State Auditor	Paper		<input type="checkbox"/>
WMC-29	<p><u>Requests for Proposals, Bids, and Resulting Contracts – Requests for proposals, bids received in response to a request for proposal, and contracts resulting from a request for proposal</u></p> <p>(Sup. R. 26.01 (P))</p>	3 Years after the expiration of the contract that is awarded pursuant to the request for proposal	Paper		<input type="checkbox"/>
WMC-30	<p><u>Auditor Reports – Auditor of State reports (Financial recordings)</u></p> <p>(Sup. R. 26.05 (D)(1))</p>	Permanently	Paper		<input checked="" type="checkbox"/>

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WMC-31	Copies of Records – Internally duplicated records created for administrative convenience or reference	Retain until no longer of value	Paper / Digital		<input type="checkbox"/>
WMC-32	Monetary Records – records of payment of fines & other transactions resulting from court proceedings (Sup. R. 26.05 (D)(2))	3 Years after the issuance of an audit report by the Auditor of State	Paper		<input type="checkbox"/>
WMC-33	Rental Escrow Account Records (Sup. R. 26.05 (D)(3))	5 Years after the last date of deposit with the municipal or county court	Paper		<input type="checkbox"/>
WMC-34	Yearly Reports – Yearly financial records reports (Sup. R. 26.05 (D)(4))	Permanently	Paper		<input checked="" type="checkbox"/>
WMC-35	Judge, Magistrate, and clerk notes, drafts, and research prepared for the purpose of compiling a report, opinion, or other document or memorandum (Sup. R. 26.02)	Retain until they are considered to be of no value by the person holding the records	Paper / Digital		<input type="checkbox"/>
WMC-36	Muni Court Case Files - Index, Docket, and Journal (Sup. R. 26.05 (E))	25 Years	Paper/ Digital		<input type="checkbox"/>
WMC-37	Muni Court Case - Record of Proceedings (Sup. R. 26.05 (E))	25 Year	Video/ Audio/ Digital		<input type="checkbox"/>

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WMC-38	<u>Civil Case Files</u> (Sup. R. 26.05 (G)(1))	2 Years after the issuance of an audit report by the Auditor of State	Paper / Digital		<input type="checkbox"/>
WMC-39	<u>Miscellaneous Civil Case Files</u> – Any case file not listed in division 26.03 F of the Rules of Superintendence for the Courts of Ohio	12 Years after the final order of the general division	Paper / Digital		<input type="checkbox"/>
WMC-40	<u>Mediation Case Files</u> – Documents relating to the process of nonbinding dispute resolution involving a neutral third party who tries to assist the disputing parties reach a mutually agreeable solution; confidential ORC 2710.03 (A) & ORC 2710.07	Retain until no longer of value	Paper / Digital		<input type="checkbox"/>
WMC-41	<u>Small Claims Case Files</u> – (Closed more than 5 years old). Judgement entered and subsequently released or judgments of dismissal entered. No further action possible. All pertinent information docketed	5 Years, destroy if no action pending	Paper / Digital		<input type="checkbox"/>

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WMC-42	<u>Small Claims Case Files</u> – (Inactive case more than 10 years old). Judgement entered, no further actions taken. Judgement are dormant and would need to be revived if any further actions were to be taken. A summary of each case is available via dockets. The original files are no longer necessary to maintain.	15 Years, destroy if no action pending	Paper / Digital		<input type="checkbox"/>
WMC-43	<u>DUI Case Files</u> – Driving under the influence of alcohol or drug (“DUI”) case files (Sup. R. 26.05 (G)(2))	50 Years after the date of the final order of the municipal or county court	Paper / Digital		<input checked="" type="checkbox"/>
WMC-44	<u>First through Forth Degree Misdemeanor Traffic Case Files</u> (Excluding DUI cases) (Sup. R. 26.05 (G)(3))	25 Years after the date of the final order of the municipal or county court OR 1 Year after the issuance of an audit report by the Auditor of State, <u>whichever is later</u>	Paper / Digital		<input type="checkbox"/>
WMC-45	<u>First through Forth Degree Misdemeanor Criminal Case Files</u> (Sup. R. 26.05 (G)(3))	50 Years after the date of the final order of the municipal or county court OR 1 Year after the issuance of an audit report by the Auditor of State, <u>whichever is later</u>	Paper / Digital		<input checked="" type="checkbox"/>

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WMC-46	<u>Minor Misdemeanor Traffic Cases</u> (Sup. R. 26.05 (G)(4))	5 Years after the date of the final order of the municipal or county court OR 1 Year after the issuance of an audit report by the Auditor of State, <u>whichever is later</u>	Paper / Digital		<input type="checkbox"/>
WMC-47	<u>Minor Misdemeanor Criminal Cases</u> (Sup. R. 26.05 (G)(4))	5 Years after the date of the final order of the municipal or county court OR 1 Year after the issuance of an audit report by the Auditor of State, <u>whichever is later</u>	Paper / Digital		<input type="checkbox"/>
WMC-48	<u>Parking Ticket Records</u> (Sup. R. 26.05 (G)(5))	Retained until the ticket is paid and the auditor of state issues an audit report	Paper		<input type="checkbox"/>
WMC-49	<u>Real Estate</u> – Case files of matters that resulted in a final judgment determining title or interest in real estate (Sup. R. 26.03 (F)(2))	Permanently	Paper		<input checked="" type="checkbox"/>
WMC-50	<u>Search Warrant Records</u> – Warrants and returns (original form) (Sup. R. 26.05 (G)(7))	5 Years after the date of service or last service attempt	Paper / Digital		<input type="checkbox"/>

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WMC-51	<u>Security Camera Surveillance System Recordings</u>	10 days and 15-hour video recording before being recorded over	Video / Digital		<input type="checkbox"/>
WMC-52	<u>Public Records Requests – ORC 149.43 – requests to inspect and review public records</u>	3 Years	Paper / Digital		<input type="checkbox"/>
WMC-53	<u>Public Records Requests Logs – Listings of public records requests received by a public office and the actions taken to respond to the requests</u>	3 Years	Paper / Digital		<input type="checkbox"/>
WMC-54	<u>Manuals, Handbooks</u> – Documents related to activities and operations of a department, office or agency. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc...	Until superseded, obsolete, or replaced / appraise for historical value	Paper / Digital		<input type="checkbox"/>
WMC-55	<u>Supreme Court of Ohio Reports – Statistical reporting information provided to the Ohio Supreme Court</u>	Permanent	Paper / Digital		<input checked="" type="checkbox"/>

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WMC-56	<p>Transient Documents – All informal communications which convey information of temporary importance in lieu of oral communication including telephone voicemail, chats, posts, instant messages, text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars. These communications have very little administrative value as they do not set policy, establish guidelines, define procedures, certify a transaction, or become a receipt</p>	<p>Retain until no longer of administrative value</p>	<p>Paper / Digital</p>		<p><input type="checkbox"/></p>