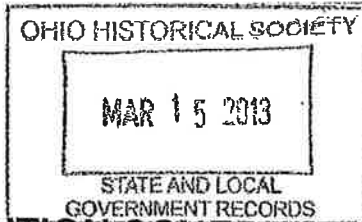




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4/17/13

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

COSHOCTON COUNTY COMMISSIONERS  
(local government entity) CLERK OF THE COURT OF COMMON PLEAS (unit)

*Janet S. Mosier* JANET S. MOSIER CLERK MARCH 13, 2013  
(signature of responsible official) (name) (title) (date)

### Section B: Records Commission

Records Commission (telephone number)

(address) (city) (zip code) (county)

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

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.

*D Curtis Lee* 3-13-13

Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

*Connie Conner* *Govt. Records Archivist* 3/22/13  
Signature Title Date

### Section D: Auditor of State

*Martin E. Mohr* 4-10-13  
Signature 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



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Section E: Records Retention Schedule  
 COSHOCTON COUNTY COMMISSIONERS

CLERK OF THE COURT OF COMMON PLEAS

(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
13-1	Titles (Active)	7 years from date of issuance	Paper		<input type="checkbox"/>
13-2	Titles (inactive)	5 years from date of issuance	Paper		<input type="checkbox"/>
89-5	Index cards to titles (Active)	10 years from date of issuance	Paper		<input type="checkbox"/>
89-6	Index cards to titles (Inactive)	5 years from date of issuance	Paper		<input type="checkbox"/>
89-8	Daily title reports to BMV	Until Audited	Paper	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.	<input type="checkbox"/>
89-9	Weekly sales tax reports	Until Audited	Paper		<input type="checkbox"/>
89-10	Monthly reports to BMV	Until Audited	Paper		<input type="checkbox"/>
89-11	Monthly reports to Watercraft	Until Audited	Paper		<input type="checkbox"/>
89-14	Junk Titles	5 years	Paper		<input type="checkbox"/>
89-15	Bank Deposit Receipts	2 yrs provided audited	Paper		<input type="checkbox"/>
89-16	Bank Statements	3 yrs provided audited	Paper		<input type="checkbox"/>
89-17	Cancelled Checks	3 yrs provided audited	Paper		<input type="checkbox"/>
89-18	Check Registers	3 yrs provided audited	Paper		<input type="checkbox"/>



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(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
89-19	Correspondence	2 years until audited	Paper	Audited means the years accounted for 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. <input type="checkbox"/>	
89-21	Requisitions	3 years Provided audited	Paper		
89-22	Warrant Registers	Until audited	Paper		
77-1	Appearance Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-2	Case Files	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-3	Chancery Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-4	Circuit Appearance Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-5	Circuit Court Journal	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-6	Common Pleas Journal	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-7	Common Pleas Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-8	Court of Appeals Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-9	Criminal Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
7-10	Court of Appeals Journal	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>



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77-11	Criminal Execution Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-12	Criminal Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-13	District Court Appearance Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-14	District Court Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-15	Execution Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-16	Execution and Lien Docket	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-17	General Index	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-18	General Index to Chancery Records	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-19	Index to Files	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-20	Index to Pending Suits – Reverse and Pending	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-21	Index to Pending Suits living judgments and Executions	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-22	Index to Supreme Court Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
77-23	Inquest Record	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>



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(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
77-37	Petition and Record	Retain Permanent- ly	Paper		<input type="checkbox"/>
89-24	Jury Venires	Until Audited	Paper	Audited records, the years encompassed by the records has been audited by the	<input type="checkbox"/>
89-27	Employee Time Sheets	3 years provided audited	Paper	Auditor of State and the audit report has been released pursuant to	<input type="checkbox"/>
13-3	Passport Application Transmittals	2 years	Paper	Sec. 117.26 O.R.C.	<input type="checkbox"/>
13-4	Legal Cashbook	3 years provided audited	Paper		<input type="checkbox"/>
13-5	Annual Reports	Retain Permanent- ly	Paper		<input checked="" type="checkbox"/>
13-6	Legal Bank Records	3 years provided audited	Paper		<input type="checkbox"/>
13-7	Communication records	As soon as they are considered to be no value by the person holding the records	Paper and elect- ronic		<input type="checkbox"/>
13-8	Correspondence and general office records	As soon as they are considered to be no value by the person holding the records	Paper		<input type="checkbox"/>
13-9	Employment applications for posted positions	2 years	Paper		<input type="checkbox"/>
13-10	Employee benefit and leave records	3 years provided audited	Paper		<input type="checkbox"/>



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*Audited records: 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**

COSHOCTON COUNTY COMMISSIONERS

CLERK OF THE COURT OF COMMON PLEAS

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(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) RG-3 Required by OHS- LGRP
13-11	Drafts and informal Notes.	As soon as they are considered to be of no value by the persn holding the drafts and notes	Paper		<input type="checkbox"/>
13-12	Employee history and and discipline records	10 years after termination of employment	Paper		<input type="checkbox"/>
13-13	Fiscal records	3 years provided audited	Paper		<input type="checkbox"/>
13-14	Grant records	3 years after expiration of grant	Paper		<input type="checkbox"/>
13-15	Payroll records	3 years provided audited	Paper		<input type="checkbox"/>
13-16	Publications received.	As soon as they are considered to be of no value by the persn holding the publication	Paper		<input type="checkbox"/>
13-17	Receipt records	3 years provided audited	Paper		<input type="checkbox"/>
13-18	Request for proposals, bids and resulting contracts	3 years after the expiration of the contract that is awarded pursuant to the request	Paper		<input type="checkbox"/>



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**COSHOCTON COUNTY COMMISSIONERS**  
 (local government entity)

**CLERK OF THE COURT OF COMMON PLEAS**  
 (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
13-19	Equipment inventories	3 years	Paper		<input type="checkbox"/>
13-20	Equipment Maintenance Records	Life of equipment	Paper		<input type="checkbox"/>
13-21	Leases	Equipment- 2 yrs after expiration Real Estate -5 yrs after expiration	Paper		<input type="checkbox"/>
13-22	Manuals, Handbooks and Directives	Until superseded or obsolete	Paper		<input type="checkbox"/>
13-23	Personnel Records	3 yrs after termination	Paper		<input type="checkbox"/>
13-24	Disaster Plans	Until updated or suspended	Paper		<input type="checkbox"/>
13-25	Records Retention Documents (RC!, 2 and 3)	Permanent	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>