



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

DEC 9 - 2014

STATE AND LOCAL
GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

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)

Andrea F. Rocco, Clerk of Courts

10/24/14

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Cuyahoga County Records Commission
c/o Judy Cetina, Senior Records Management Administrator
Records Commission

(216) 443-7250
(telephone number)

2905 Franklin Blvd.

Cleveland

44113

Cuyahoga

(address)

(city)

(zip code)

(county)

jcetina@cuyahogacounty.us

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.

Judy G. Cetina, Acting Chair

12-3-2014

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Govt. Records Archivist

12/16/14

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

12-24-14

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**



Section E: Records Retention Schedule

Cuyahoga County Clerk of Courts

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(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		<input type="checkbox"/>
2014-2	Bank Deposit Ticket-Clerk retains 1 copy, bank returns 1 copy	3 years, State audit, then destroy	Paper		<input type="checkbox"/>
2014-3	Bank Statements	Retain through 3 State audits, then destroy	Paper/ Electronic		<input type="checkbox"/>
2014-4	Bond Forfeiture Notice (computer generated; sent to defendant, surety)	Permanently	Digital image/ microfilm		<input type="checkbox"/>
2014-5	Bond Releases-Receipt to pick up money from criminal bond, may include journal entry and power of attorney	Permanent	Digital image/ microfilm		<input type="checkbox"/>
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		<input type="checkbox"/>
2014-7	Checks-Cancelled	7 years provided audited by State	Paper and diskette provided by bank		<input type="checkbox"/>
2014-8	Check stubs	Retain through 2 State audits, then destroy	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.



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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		<input type="checkbox"/>
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		<input checked="" type="checkbox"/>
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		<input checked="" type="checkbox"/>
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		<input type="checkbox"/>
2014-13	Civil Docket-part of court computer system, books no longer used	Permanent, Sup. R. 26.03(D)	Digital image/ microfilm		<input checked="" type="checkbox"/>
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		<input checked="" type="checkbox"/>
2014-15	Conviction Report-list of all convictions sent via ETF to Board of Elections per RC 2961.01(A)	1 year	Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input checked="" type="checkbox"/>
2014-18	Court of Appeals Case Files-Death Penalty Conviction	Permanent in original form, Sup. R 26.02 (E)(1)	Paper and Electronic		<input checked="" type="checkbox"/>



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2014-19	Court of Appeals Appearance and Execution Docket-part of court computer system, books no longer used	Permanent, Sup. R. 26.03(D)	Digital image/ microfilm		<input checked="" type="checkbox"/>
2014-20	Court of Appeals Journals- part of court computer system, case files; some journals created by computer system; books no longer used	Permanent in original form, Sup. R 26.02 (D)	Digital image/ microfilm		<input checked="" type="checkbox"/>
2014-21	Criminal Appearance & Execution Docket-part of court computer system, books no longer used	Permanent, Sup. R. 26.03(D)	Digital image/ microfilm		<input checked="" type="checkbox"/>
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)	50 years per Sup. R. 26.03(F)(5)	Paper until imaged, then digital image/ microfilm		<input checked="" type="checkbox"/>
2014-23	Criminal Case Files-Death Penalty Conviction	Permanent in original form, Sup. R 26.02 (E)(1)	Paper and Electronic		<input checked="" type="checkbox"/>
2014-24	Criminal 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		<input checked="" type="checkbox"/>
2014-25	Daily Cash Balance Sheet- Cash Count	Retain until State Audit and then destroy	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 checked="" type="checkbox"/>
2014-26	Disbursements (paid to governmental agencies per ORC or appraisers per court order)	Retain 7 years, then destroy, provided audited	Electronic		<input checked="" type="checkbox"/>
2014-27	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.	12 years after final order, per Sup. R. 26.03(G)(3)	Paper until imaged, then digital image/ microfilm		<input checked="" type="checkbox"/>
2014-28	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.	25 years after final order, per Sup. R. 26.03(G)(2)	Paper until imaged, then digital image/ microfilm		<input checked="" type="checkbox"/>
2014-29	Divorce Docket-part of court computer system, books no longer used	Permanent, Sup. R. 26.03(D)	Digital image/ microfilm		<input checked="" type="checkbox"/>
2014-30	Divorce Journals-part of court computer system, case files; books no longer used	Permanent, Sup. R. 26.03(D)	Paper/ Digital image/ Microfilm		<input checked="" type="checkbox"/>



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2014-31	Expungement/Sealing Journal Entries	Permanent	Paper until imaged, then digital image/ Microfilm		<input type="checkbox"/>
2014-32	Expungement Tracking Report	Permanent	Electronic		<input type="checkbox"/>
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		<input checked="" type="checkbox"/>
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		<input type="checkbox"/>
2014-35	Grand Jury Voting Lists (sealed records maintained in separate area)	50 years, suggested per Sup. R. 26.03(F)(5)	Paper		<input checked="" type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
2014-38	Index Card File-alpha listing of all indicted cases 1890-1972	Permanent	Paper		<input checked="" type="checkbox"/>
2014-39	Index Case System-Soundex System includes all civil and divorce case files from 1912 to present	Permanent	Paper		<input checked="" type="checkbox"/>
2014-40	Judgment Lien-Assignments, releases & waivers (property and liens renewable after 5 years)	Permanent	Digital image/ microfilm		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
2014-43	Justification of Surety-Property owners sign acknowledging using their real estate for property bond	Permanent	Digital image/ microfilm		<input type="checkbox"/>



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2014-44	Land Court Docket Books (includes written report from examiner of titles and other supporting documents)	Permanent	Microfilm		<input checked="" type="checkbox"/>
2014-45	Land Court Docket Jackets (includes written report from examiner of titles and other supporting documents)	Permanent	Microfilm		<input checked="" type="checkbox"/>
2014-46	Notary, Record of (file cards, transferred to inactive files after expiration date)	Retain until they are inactive for 10 years	Paper/ electronic		<input type="checkbox"/>
2014-47	Notary and Oath Journals	Permanent	Paper/ Digital image/ microfilm		<input checked="" type="checkbox"/>
2014-48	Open Item Report-Applied disbursed items	Retain until superseded then destroy	Paper		<input type="checkbox"/>
2014-49	Public Records Request	1 year then destroy after audit is released	Paper/ Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>
2014-51	Special Docket Books	Permanent	Paper/ Digital image/ microfilm		<input checked="" type="checkbox"/>
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		<input type="checkbox"/>
2014-53	Transient Communications-Text messages, instant messages, voicemail, telephone messages, drafts of documents	May destroy when no longer administratively useful per RC2 Cuy Cnty 8/2/12	Paper/ Electronic		<input type="checkbox"/>
2014-54	Unapplied Cash Report	Until superseded	Paper/ Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>